



## Resident Rental Application

Address applying for: \_\_\_\_\_

How did you hear about this property? (Newspaper, website, Sign, etc.) \_\_\_\_\_

Management welcomes all applicants. All applications will be processed in accordance with all state and federal housing laws. Management will not refuse access to housing on the basis of race, color, religion, sex, national origin, handicap, or familial status.

### General Requirements and Information

1. All Adult applicants over the age of 18 must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity and a non-refundable Application fee of \$40.00 for each adult. Money order, cashier's check, or online payment at [www.weRENTec.com](http://www.weRENTec.com).
2. Management makes every effort to process applications within 48-72 hours of submission; however processing can take several days due to inability to contact previous/present landlords, employers, and other references.
3. We may receive multiple applications for this property. We do not necessarily select the first application submitted. Selection of residency is based upon the following: 1) Better credit 2) Better rental references 3) Better disposable income 4) Number and type of pets(if allowed) 5) Move in date.
4. Management offers an option of a reservation fee that will hold a property off the market. Reservation fee is equal to one month's rent. Payment is required in the form of a cashier's check, money order, or online at [www.weRENTec.com](http://www.weRENTec.com). In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this reservation fee. Application reservation fee will be credited towards payment of the security deposit. In addition, rent, any additional security deposit if required, and pet fees must be paid prior to move in by money order, cashier's check or online at [www.weRENTec.com](http://www.weRENTec.com).
5. If Reservation Fee option has not been utilized, applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
6. Current occupancy standards are a maximum of 2 persons per bedroom (plus 1 per household except for infants under 2 years of age.) For example, a 2 bedroom house has a maximum occupancy of five (5) and a 3 bedroom house has a maximum occupancy of seven (7).
7. No pet (with the exception of medically necessary pet) of any kind is permitted without specific written permission of landlord in the lease document and payment of a non-refundable pet fee acceptable to the landlord.

### Income and Employment Requirements

1. Monthly income must equal approximately three (3) times stated rental amount. May be a combined income.
2. Verifiable employment is required. Two (2) current pay stubs and /or LES statements.
3. If self-employed, you are required to provide proof of income from 1099's and first two (2) pages of last year's tax return.
4. Non-employed applicants must provide proof of income.
5. All Other sources of income i.e. Social Security benefits, child support, etc. must be verifiable with documentation.

### Credit and other Requirements

1. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years. We will not provide you with the credit report or tell you of its contents but will provide you with the name of the credit reporting agency so you may receive a free copy.
2. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF, and no damage to a unit or failure to leave the property clean at the time of lease termination.
3. Criminal records must contain no convictions of felonies within the past seven (7) years and no sexual offenses.
4. Management's policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.

### Agency Disclosure

Applicants acknowledge that the management firm, RE/MAX Coastal Realty and firm's agents, represent the LANDLORD when showing property and assisting applicants in leasing a property unless otherwise disclosed in writing. For more information, you may request a copy of WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS) from Management.

Applicants Initials (\_\_\_\_\_) (\_\_\_\_\_)

Any exceptions to the above criteria must be submitted in writing to Management for the landlord's review and consideration. If approval is then granted for such exceptions, additional security deposit may be required.

1805 W. City Drive, Suite H, Elizabeth City, NC 27909 / 252-331-1300 / facsimile 252-331-1325

[www.weRENTec.com](http://www.weRENTec.com)



**RE/MAX Coastal Realty Property Management Division**  
 Unmarried Co-Applicants Fill Out A Separate Application. Do not leave any blank spaces. Please use black ink

Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_  
Last First MI Jr. Sr. Prior

Spouse \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_  
Last First MI Maiden

Drivers License# \_\_\_\_\_ ST \_\_\_\_\_ Spouse's Drivers License# \_\_\_\_\_ ST \_\_\_\_\_

Other Occupant(s) \_\_\_\_\_  

Name	Relationship	Age	SS#	Name	Relationship	Age	SS#
_____	_____	_____	_____	_____	_____	_____	_____
Name	Relationship	Age	SS#	Name	Relationship	Age	SS#
_____	_____	_____	_____	_____	_____	_____	_____

Pets: Number \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Number \_\_\_\_\_ Email: \_\_\_\_\_

Why Moving? \_\_\_\_\_ Move In Date: \_\_\_\_\_

Present Address \_\_\_\_\_  
Street Apt# City St Zip Code

Present Landlord or Mortgage Holder \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
(required for Apartment complexes)

Length of Residence: \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent/Mortgage \$ \_\_\_\_\_ Mortgage Acct# \_\_\_\_\_  
Month/Year Month/Year (circle one) (if applicable)

Previous Address \_\_\_\_\_  
Street Apt# City St Zip Code

Previous Landlord or Mortgage Holder \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
(required for Apartment complexes)

Length of Residence: \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent/Mortgage \$ \_\_\_\_\_ Mortgage Acct# \_\_\_\_\_  
Month/Year Month/Year (circle one) (if applicable)

Present Employer \_\_\_\_\_ City & ST \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_ Mgr. \_\_\_\_\_  
Month/Year Month/Year

Previous Employer \_\_\_\_\_ City & ST \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_ Mgr. \_\_\_\_\_  
Month/Year Month/Year

Spouse Present Employer \_\_\_\_\_ City & ST \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_ Mgr. \_\_\_\_\_  
Month/Year Month/Year

Other Monthly Income \$ \_\_\_\_\_ Source \_\_\_\_\_  
(Please provide proper documentation)

**OTHER INFORMATION**

Vehicle #1 \_\_\_\_\_ Vehicle #2 \_\_\_\_\_  
Year Make Model Tag No. ST Year Make Model Tag No. ST

Bank Name \_\_\_\_\_ Branch, City, ST \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_  
Name Relationship Address Phone Number

Have you ever had an eviction filed or left owing money to an owner or landlord? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Have you applied for residency in the past 2 years, but did not move in? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Have you ever had adjudication withheld or been convicted of a crime? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

**If you have answered yes to any of the above questions please explain the circumstances regarding the situation on back of this sheet.**

AUTHORIZATION OF RELEASE OF INFORMATION Applicant(s) represents that all of the above information and statements on the application for rental are true and complete, and hereby authorizes an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This application must be signed before it can be processed by management **Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State.**

**NON-REFUNDABLE APPLICATION FEE** - Each Applicant(s) agree to pay \$40.00 for a non-refundable application-processing fee.

**APPLICATION RESERVATION FEE AGREEMENT** - Applicant has paid an "application reservation fee" of \$ \_\_\_\_\_ in consideration of taking the dwelling unit off the market while considering the approval of this application. If applicant(s) is approved and the contemplated lease is entered into, then on the day of move in the application reservation fee will be credited towards payment of the first months rent. If the applicant(s) is approved but fails to promptly enter into the contemplated lease or fails to move in on the agreed upon date, the application reservation fee will be retained by owner as liquidated damages. The application reservation fee will only be refunded if application is not approved; refunds will be sent via mail within 30 days of cancellation. This application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises. No oral agreements have been made.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Applicant Authorization

I/we authorize Rentfacts, A FirstPoint Resource, to obtain my present and previous residence information, as well as any current and previous employment information. This includes any salary or other pertinent information that may assist in completing my rental application. I further authorize Rentfacts to verify my credit history and perform a criminal record search.

I understand that the information that Rentfacts obtains is to be used only in the processing of my rental application.

Further, I authorize my current and former employers as well as other organizations to provide such information. I hereby release and hold harmless FirstPoint Resources, Rentfacts, my current and former employers, my current and former landlords, and any other organizations who have provided information from any and all liabilities arising out of the use of such information in connection with my consumer report.

### Applicant Information

Full Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_

Current Address: \_\_\_\_\_ City, State, & Zip: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Order Form

Fax to Rentfacts at: 800-888-3487

Property Name: Remax Coastal Realty

Requester Name: \_\_\_\_\_

Rental Number: RENT\_01176

*Please check next to the service you want to order:*

\_\_\_\_ Statewide Criminal

\_\_\_\_ Criminal Record Search\*

\*List where to search - City, State: \_\_\_\_\_ City, State: \_\_\_\_\_

\_\_\_\_ Multi State      \_\_\_\_ Eviction Search

\_\_\_\_ Rental Credit      \_\_\_\_ Rental History

\_\_\_\_ Employment Verification

