

Stevens Realty & Relocation

103-A Kilmayne Drive
Cary, NC 27511
919-465-2202 (Office)
919-469-8627 (Fax)

RENTAL APPLICATION & SCREENING POLICY

Dear Prospective Tenant:

Thank you for choosing Stevens Realty & Relocation to assist you in finding a rental property. Listed below is our application procedure and screening process.

APPLICATION, APPLICATION FEE(S), AND SECURITY DEPOSIT ARE REQUIRED PRIOR TO STEVENS REALTY PRESENTING ANY OFFERS TO HOME OWNERS!

- (1) To process your rental application the following items must be received before a homeowner is contacted:
 - a) Complete and truthful application filled out completely and signed.
 - b) The security deposit (not deposited until both parties agree to move forward with a lease agreement) and application fee are due at time of applying. First months rent and any pet fee/deposits are due on or before lease start date.
 - c) The application fee is **\$60 per adult leaseholder**.
 - d) Reliable documentation and telephone numbers to verify employment and rental history.
 - e) Copy of a photo ID

QUALIFICATIONS:

- (1) Qualifying income standard: **Must be able to verify income equal to or greater than 3x monthly rent.**
- (2) Acceptable credit as evidenced by Equifax credit report and approved by the property owner. Credit scores below 600 are subject to a double deposit and possibly last month's rent.
- (3) Acceptable landlord references. Current and previous landlords will be contacted via telephone to verify rental payments and tenancy history.
- (4) Occupancy guidelines: Maximum of two persons per bedroom (HUD occupancy standards).
- (5) Stevens Realty & Relocation adheres to all Fair Housing laws and will not "discriminate against any person in terms, conditions, or privileges of sale or rental of a dwelling, or in provisions of services or facilities in connection therewith, because of race, color, religion, sex, handicap, familial status, or national origin." (The Fair Housing Amendments Act of 1988).

PROCESSING & SCREENING:

- (1) Processing time is 24-72 business hours (Subject to receiving landlord and employment verifications).
- (2) A credit and criminal check will be performed on all applicants.
- (3) All applications must be presented to the individual property owner for approval. Every effort will be made to present applications within 24 business hours of completing the processing of all applicants received for a specific property. All applicants will be submitted to the property owner for final tenant selection and approval. It is up to the individual property owner to make the final decision to proceed with an applicant, **not** Stevens Realty & Relocation.
- (4) Once an application has been accepted, all monies, security deposit and application fee will be deposited.
- (5) Lease start date can be any day of the month, we require certified funds for the first full months rent on or before the lease start date, any prorated rent would be due the following month.
- (6) A property is considered rented and removed from the market **only** when all required deposits and fees have been paid and a residential lease agreement is being drafted.

APPLICANT SIGNATURE: _____

APPLICANT SIGNATURE: _____

Rental Application
Stevens Realty & Relocation
103-A Kilmayne Drive, Cary, NC 27511
Office: 919-465-2202 Fax: 919-469-8627

The undersigned hereby makes an offer to rent the property at: _____

Lease to begin on _____, 20____, for a term of _____ months at a monthly rental amount of \$_____.

Shown by: _____ Broker _____ Company _____

Brokers Phone/Address AND/OR Business Card: _____

PERSONAL INFORMATION

Applicant 1: _____ Social Security #: _____ DOB: _____
 First Middle Last

Applicant 1: Email (REQUIRED) _____

Applicant 1: Cell/Home Phone: () _____ Work: () _____

Applicant 2: _____ Social Security #: _____ DOB: _____
 First Middle Last

Applicant 2: Email (REQUIRED) _____

Applicant 2 Cell/Home Phone: () _____ Work () _____

Names and ages of dependents and/or other occupants: _____

Pets: DOG 1: _____ AGE _____ FIXED _____ BREED _____ WEIGHT _____ INSIDE OR OUTSIDE

 DOG 2: _____ AGE _____ FIXED _____ BREED _____ WEIGHT _____ INSIDE OR OUTSIDE

 CAT 1: _____ AGE _____ FIXED _____ BREED _____ WEIGHT _____ INSIDE OR OUTSIDE

Picture of pet to be emailed to Franchelle@Stevens-Realty.com MANDATORY
Subject line in the email MUST reflect the property address you are applying for

Applicant 1: Drivers License Number _____ State _____ Expiration Date: _____

Vehicle Make & Model _____ Year _____ Tag _____ State _____

Applicant 2: Drivers License Number _____ State _____ Expiration Date: _____

Vehicle Make & Model _____ Year _____ Tag _____ State _____

REQUIRED EMERGENCY CONTACT: Emergency contact person must be someone living outside of your residence

APPLICANT 1: EMERGENCY CONTACT _____ **RELATIONSHIP** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Cell/Home Phone: _____ **Work:** _____

APPLICANT 2: EMERGENCY CONTACT _____ **RELATIONSHIP** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Work Number _____ **Home Number** _____

APPLICANT 1: RESIDENCE HISTORY (PAST 3 YRS STARTING WITH CURRENT)

1. **Current Address** _____ City _____ State _____ Zip _____

Years residing at current address _____ Name of Company and # _____

Monthly Payment _____ Own _____ or Rent _____ Do you own any real estate? _____

Have you given notice? _____ If you own your home, what are you doing with it when you vacate? _____

Are you fulfilling your obligations to the lease or mortgage? If not, brief explanation: _____

2. **Previous Address** _____ City _____ State _____ Zip _____

Years at this address _____ Reason for moving _____ Monthly Payment _____

Owners Name or Management Company: _____ Phone Number: _____

Was the lease/mortgage fulfilled? If not, brief explanation: _____

Applicant 1:

HAVE YOU EVER:	FILED FOR BANKRUPTCY?	YES _____ NO _____	YEAR _____
	BEEN EVICTED FROM TENANCY?	YES _____ NO _____	YEAR _____
	INTENTIONALLY REFUSE TO PAY RENT?	YES _____ NO _____	YEAR _____
	HAD A SHORT SALE OR FORECLOSURE?	YES _____ NO _____	YEAR _____

APPLICANT 2: RESIDENCE HISTORY (PAST 3 YRS STARTING WITH CURRENT)

1. **Current Address** _____ City _____ State _____ Zip _____

Years residing at current address _____ Name of Company and # _____

Monthly Payment _____ Own _____ or Rent _____ Do you own any real estate? _____

Have you given notice? _____ If you own your home, what are you doing with it when you vacate? _____

Are you fulfilling your obligations to the lease or mortgage? If not, brief explanation: _____

2. **Previous Address** _____ City _____ State _____ Zip _____

Years at this address _____ Reason for moving _____ Monthly Payment _____

Owners Name or Management Company: _____ Phone Number: _____

Was the lease/mortgage fulfilled? If not, brief explanation: _____

Applicant 2:

HAVE YOU EVER:	FILED FOR BANKRUPTCY?	YES _____ NO _____	YEAR _____
	BEEN EVICTED FROM TENANCY?	YES _____ NO _____	YEAR _____
	INTENTIONALLY REFUSE TO PAY RENT?	YES _____ NO _____	YEAR _____
	HAD A SHORT SALE OR FORECLOSURE?	YES _____ NO _____	YEAR _____

EMPLOYMENT INFORMATION – Please provide the employment you will have while you reside in NC

PLEASE PROVIDE INCOME VERIFICATION IF YOU ARE SELF EMPLOYED – Bank statements, 1099 for previous year, accounting ledger, savings accounts, assets are acceptable

Applicant 1:

Status: Full time _____ Part time _____ Student _____ Retired _____ Unemployed _____

Employer _____ Start Date _____

Supervisor _____ Supervisor Phone Number _____

Business Address _____ City _____ State _____ Zip _____

Income _____ Monthly or Yearly _____ Position _____

Additional source of income if applicable: _____

Applicant 2: (Spouse/roommate or significant other)

PLEASE PROVIDE INCOME VERIFICATION IF YOU ARE SELF EMPLOYED – Bank statements, 1099 for previous year, accounting ledger, savings accounts, assets are acceptable

Status: Full time _____ Part time _____ Student _____ Retired _____ Unemployed _____

Employer _____ Start Date _____

Supervisor _____ Supervisor Phone Number _____

Business Address _____ City _____ State _____ Zip _____

Income _____ Monthly or Yearly _____ Position _____

Additional source of income if applicable: _____

This offer hereby constitutes my offer to the owner of the above-described property, through Stevens Realty & Relocation, hereinafter referred to as “SR&R” to lease the premises for the term and upon the conditions set forth in this offer. I hereby tender the application fee of \$ _____, (\$60 individual, \$120 married couple) which is non-refundable. I also hereby tender \$ _____ as security deposit to be refunded to me if this offer is not accepted by the owner of the above-described property. However, I agree that the security deposit shall be deposited into an escrow account for the duration of signed lease and returned after the expiration of the lease agreement pending no damages are charged. Before I am given possession of the premises, I agree to execute a lease agreement for the premises and pay the first full months rent, any prorated amount would be owed the following month.

I acknowledge and agree that the security deposit is freely given to the owner and/or owners agent in consideration of the owner’s act of removing the premises from the real estate market in reliance on this offer to lease. Therefore, I agree that if I fail or refuse, for any reason whatsoever, to execute the lease agreement once it has been communicated to me that the offer has been accepted by the owner, I understand and agree that the owner may retain the full amount of the security deposit as liquidated damages, which I freely acknowledge is not a penalty but rather a reasonable expectation of damages which the owner may incur as a result of temporarily removing the premises from the real estate market and attempting to find another party to lease the premises.

Notwithstanding the preceding terms of my offer, I acknowledge and agree that owner and/or owner’s agent may terminate this agreement without liability of any kind after owner’s acceptance in the event that my offer is not approved due to negative information either contained in my credit report(s) and/or discovered after consulting with rental references. In said event, I have the right to demand and secure the return of the security deposit from owner or owner’s agent. Otherwise, the remaining terms of my offer shall control upon acceptance of offer by owner and owner’s agent.

I understand and authorize “SR&R” and/or any investigative agency employed by “SR&R”, a full credit history including but not limited to credit report, contacting employers, contacting landlords and verifying criminal background. I hereby release all parties from all liability for any damage that may result from furnishing this information. I hereby acknowledge that the above information is correct to the best of my knowledge.

I understand that my rental offer processing fee of \$60/applicant is a non-refundable fee. I understand and agree that “SR&R” will collect from me the equivalent of one month’s full rent as security deposit PRIOR to processing my offer. This security deposit is given to validate my intention to rent the property upon approval of my offer. I understand the security deposit will be deposited UPON COMPLETION OF THE BACKGROUND CHECK AND UPON VERBAL ACCEPTANCE into “SR&R” Trust Account.

Upon receipt, we contact the owner of the property to present your rental offer. Please allow time for the owner of the property to consider your offer and for “SR&R” to perform the necessary background checks. If your offer is denied your payment for the security funds will be made readily available for pickup at our office. Upon approval of your offer, a lease will be drafted and arrangements for obtaining signatures made.

The property is available for the advertised lease term. If you request a lease term other than that advertised, the Landlord may request additional rent or may deny your offer.

The property condition of the rental is “as is” unless you specify work you want to be done as a part of your rental offer. Please indicate to the agent and on this form any items that need to be addressed with your offer. This is not intended as an overall property inspection. For example: request owner to provide refrigerator, permission to paint a colored bedroom neutral, request owner to paint a bedroom a neutral color, etc)

1. _____
2. _____
3. _____

All utilities are the responsibility of the tenant unless otherwise specified. Utility service in your name for the rental must commence no later than the lease start date. If you have questions concerning utility service, you may ask a staff member of “SR&R”. Utility companies may require deposits.

Pets will be considered case by case with the owner’s approval. There may be a non-refundable pet fee or additional deposit required for any pets permitted with the lease. This is at the sole discretion of the owner.

All rental monies, including pet fees, must be paid in bank cashiers funds on or before the start of your lease date, regardless of whether you take possession at that time.

Standard items “SR&R” includes in the North Carolina Residential Rental Agreement are as follows:

1. Lawn maintenance is the responsibility of the tenant unless otherwise specified.
2. The tenant will allow showings of the property, with notification, no later than 60 days prior to the end of the tenant’s occupancy.
3. Rentals beginning other than the first day of the month may be prorated on a daily basis and due the first day of the following month or at move in. Depending on the day the lease begins.

All other terms of the North Carolina Rental Agreement apply, including that the tenant is liable for the full rental term specified in the lease. If the tenant breaches the contract, the tenant is liable for : 1) Any unpaid rents and any future lost rental monies due to vacancy; 2) Any fees incurred by the Landlord to re-let the property, including any fees to agencies used for assistance in re-letting the property; and 3) Any costs necessary to clean/repair property to its original condition.

The North Carolina Residential Rental Agreement requires that tenants maintain renter’s insurance.

The tenant is not permitted to assign the lease to another party or sublet the property in whole or part.

Landlord may hold your security deposit in an interest-bearing trust account. Interest to accrue to the Landlord or as the Landlord directs.

It is understood “SR&R” is the agent of the Landlord.

The “SR&R” abides by the Fair Housing Laws of the State of North Carolina. If you have any questions concerning the application and rental process, please contact our office at 919-465-2202.

I acknowledge and agree that verbal negotiations are binding and enforceable. I have read and understand the provisions provided as stated above.

Applicant Signature

Date

Co-Applicant Signature

Date