

# Rental Application

Printed on 12/30/2011

Prepared By: Carolina RealtyXpert LLC  
Prosperity Place @ Mallard Creek  
10130 Mallard Creek Rd., Ste 300  
Charlotte, NC 28262

## Application Information

Property:

Comments:

## General Information

First Name:

Last Name:

Email:

SSN:

Phone Number:

Birth Date (Month/Day/Year):

Drivers License # / State:

Total # of Occupants:

How did you hear about us?:

Property/Address Applying For:

Have you ever been convicted of a criminal act? If yes, when and where?:

As part of this application; I request that the following repairs (if any) be approved (in writing) before a lease is signed?:

## Residence/Rental History

Address:

Landlord/Manager Name:

Monthly Rent:

Dates of Residency (From/To):

Reason for Leaving:

Landlord/Manager Phone:

Previous Address if current address is less than 2 years:

Has eviction ever been filed on you within the last 2 years? If yes, when and where?:

Have you ever been asked to move due to failure to pay your rent or left with an outstanding balance within the last 2 years? If yes, when and where?:

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## Employment/Income History

Employer Name:

City / State / Zip Code:

Employer Phone:

Dates of Employment (From/To):

Monthly Gross Pay:

Occupation:

Additional Income (2nd job, etc):

Explain source of additional income?:

Previous Employer Name (only if current employer is less than 2yrs):

Previous Employer Phone Number:

Date of Employment for previous Employer:

## References

1st Reference Name and Relationship:

1st Reference Phone #:

2nd Reference Name and Relationship:

2nd Reference Phone #:

## Emergency Contact

Emergency Contact Name and Relationship:

Address:

Email:

Phone:

If approved, when are you looking to move?:

Do you UNDERSTAND that the application fee MUST BE paid before processing can begin and that denied applications will not be refunded?:

## Co-Signer/Guarantor

Co-signer/Guarantor Name:

Address:

Email:

Phone:

Co-signer SSN and Birth Date:

Employer's Name & Phone:

Monthly Gross Pay:

## Comments

Applicant Comments:

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## Application Agreement

### Agreement:

APPLICATION FEE = \$35 per applicant / Married Couple = \$50

Ways of paying your application fee:

1. Use the "Credit Card Payment" link at the top of the page to expedite the processing.
2. A PayPal invoice will be emailed to you within 24 hours; excluding weekends.
3. Drop off payment at our office with a Cashier's Check / Money Order (NO CASH).
4. Over the phone with a credit card during normal business hours (Mon-Fri, 9am-5pm).

### Holding Fee Policy

We will require a "HOLDING FEE" once your application is approved if you want us to hold/reserve the property until your move-in date. Your refusal to pay a holding fee will force us to continue marketing the property to other renters. **UNDER NO CIRCUMSTANCES WILL WE HOLD A PROPERTY WITHOUT A HOLDING FEE!**

### HOLDING FEE POLICY.

The holding fee amount is the same as the monthly rent amount and can be paid in ½ payments.

1ST ½ of the holding fee is due at the time you want us to hold the property;

2nd ½ of the holding fee is due within 15 days from the time you gave us the 1st ½.

You must move into the property within 30 days from the time you gave us the 1st ½ of the holding fee.

Holding fee will be converted to security deposit upon moving in on agreed move-in date.

HOLDING FEE is NON REFUNDABLE if applicant does not move in on agreed date or if you do not pay the 2nd ½ with 15 days of paying the 1st ½ of the holding fee. **NO EXCEPTIONS!**

### APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that Carolina RealtyXpert LLC may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under Carolina RealtyXpert LLC tenant policies.

I authorize Carolina RealtyXpert LLC and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized Carolina RealtyXpert LLC Broker and/or the owner of the property I'm applying for.

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I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Carolina RealtyXpert LLC with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

By electronically submitting this application you confirm that you agree to our APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION and HOLDING FEE POLICY.

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**Signature:**

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