

South Charlotte Realty

SOUTH CHARLOTTE REALTY™

Property Management Division

RENTAL APPLICATION AND GUIDELINES

****All Applications are Subject to Owner's Final Approval****

Fax Number: 704-973-7788

Upon completing your Rental Application - There is a \$60.00 NON-REFUNDABLE APPLICATION FEE, per adult, no exceptions. The application fee must be paid by certified check or money order and will be used to cover the processing of your rental application. Each individual over the age of 18 who will be living at the property must complete an application unless they are a dependant of the applicant(s).

In order for your Rental Application to be considered - here are some of our guidelines we follow:

Employment and Income - Rent payment may not exceed 33% of the household income. Multiple applicants may combine income. A minimum of a two year consecutive work history will be required.

Verifiable Good Credit - A credit report will be purchased with a third party vendor. A minimum credit score of 620 is generally required to be considered for one of our properties. If the credit score IS NOT at least a 620, a co-signer or higher security deposit may be required. This information will determine the amount of the security deposit required which shall never exceed the equivalent of two months rent.

Rental History - We will verify rental history with your current and previous landlord(s). You must provide names and telephone numbers of prior landlord(s). Applications will not be considered if we cannot contact your current and prior landlord(s) or mortgage holder(s). 2 total years required. Applicants must have prior satisfactory rental history. This information will determine the amount of the security deposit required which never exceed the equivalent of two months rent. Applicants who have been evicted within the previous three years will be rejected. Judgments and evictions from any previous landlord are considered less than acceptable credit.

Clear Criminal History - Applicants with any violent criminal history will automatically be denied.

Complete Application - This application must be completed in its entirety. Failure to complete the entire application can result in denial of the application.

Pets - Some of the properties have restrictions for pets. Certain breeds of dogs will not be permitted. If you have a pet and are not sure if this property accepts pets, please verify before completing your application.

Non Smoking Properties - Some properties are designated as Non- Smoking. Please verify before completing your application.

Lease Term: There is a minimum of one-year for the lease term. At time of lease signing, we will need the following funds:

Security Deposit: You will be required to pay the security deposit at the time of lease signing. THE SECURITY DEPOSIT MUST BE PAID BY MONEY ORDER OR CASHIER'S CHECK ONLY. With good credit and verifications, the security deposit is equal to one month's rent. A higher security deposit may be required under certain conditions.

First Month's Rent: You will be required to pay the first months rent at the time of lease signing. THE FIRST MONTHS RENT MUST BE PAID BY MONEY ORDER OR CASHIER'S CHECKS ONLY. The second months rent will be pro-rated if necessary.

Pet Deposit: There is a \$250.00 Non-Refundable Pet Fee for the first pet and an additional \$100.00 per pet after that. Please note that some properties have pet restrictions and certain breeds of dogs may not be allowed. If you have a pet and you are not certain if your pet(s) will be allowed, please contact us before completing this application.

When submitting the application, please provide the following:

- 1) Completed signed and dated Rental Application
- 2) Legible copy of Drivers License for each applicant
- 3) Legible copy of two consecutive pay stubs or most recent tax returns if self-employed
- 4) Non-Refundable Application Fee

We make every effort to process your application within 24-48 hours. All applications are processed during normal business hours. However, since South Charlotte Realty™ verifies information such as Employment History, Rental History, Mortgage History, Credit Verification, Criminal History etc, this can sometimes take longer than expected. If we have not received these verifications back within 48 hours, we will contact you for assistance in obtaining this information.

Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted to South Charlotte Realty™ become the property of South Charlotte Realty™.

We cannot guarantee any property you have seen to be available by the time your application is processed. We cannot be held responsible for any property that is rented after you have seen it and turned in an application. All rentals are on a first approved basis and are subject to owner's final approval.



Property Management Division

RENTAL APPLICATION

A \$60 per adult, non-refundable application fee is required with all rental applications

All Applications, Application Fees and Rent Payments must be sent to:

SOUTH CHARLOTTE REALTY™

Attention: Bill Guteres, Jr.
9716-B Rea Road, #147
Charlotte, NC 28277

Office: 704-752-7873 | Fax: 704-973-7788

Hours of Operation: Monday – Friday: 9 am – 5:00 pm. Closed weekends and holidays.

Rental Property Address: _____ Desired move-in date: _____

Who is your referring agent, if applicable: _____

PERSONAL INFORMATION

Full Name: _____

Home phone: _____ Work: _____ Cell: _____

Soc. Security #: _____ Drivers License #: _____ State: _____

Date of birth: _____ Email address: _____

Co-applicant Full Name: _____

Home phone: _____ Work: _____ Cell: _____

Soc. Security #: _____ Drivers License #: _____ State: _____

Date of birth: _____ Email address: _____

List any other people who will live with you at the property:

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

EMERGENCY CONTACT:

Name: _____ Relationship: _____

Home phone: _____ Work: _____ Cell: _____

Address: _____

PET INFORMATION

Do you have any pets? Yes | No If yes, how many dogs? _____ How many cats? _____

Type & Breed: _____ Age: _____ Weight: _____

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Type & Breed: _____ Age: _____ Weight: _____

There is a non-refundable pet fee of \$250 for the first pet and \$100 per additional pet(s).

RESIDENCE HISTORY

Current Street Address: _____

City/State/Zip Code: _____

Home phone: _____ Work: _____ Cell: _____

Address: _____

How long have you lived at this address: _____ Years _____ Months

Amount of monthly rent or mortgage payment: _____

Landlord or Mortgage Holder: _____

Phone: _____ Fax: _____ Email: _____

Reason for moving: _____

Has your current lease expired? _____ When does your lease expire? _____

EMPLOYMENT INFORMATION

Employer: _____ How long: _____ Years _____ Months

Address: _____ Phone: _____

Position: _____ Income: _____ per year or _____ per hour

Name of Supervisor: _____

Supervisor phone: _____ Fax: _____ Email: _____

CO-APPLICANT'S EMPLOYMENT INFORMATION

Employer: _____ How long: _____ Years _____ Months

Address: _____ Phone: _____

Position: _____ Income: _____ per year or _____ per hour

Name of Supervisor: _____

Supervisor phone: _____ Fax: _____ Email: _____

CREDIT INFORMATION

Have you ever filed for bankruptcy? Yes | No If yes, when? _____

Are there any judgments or collections against you? Yes | No

If yes, please list specifics of judgments and/or collections: _____

VEHICLE INFORMATION

Do you have an auto loan(s)? Yes | No | Mo. payment (1) : _____ Mo. payment (2) : _____

Vehicle Make: _____ Model: _____ License plate: _____ State: _____

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Vehicle Make: _____ Model: _____ License plate: _____ State: _____

Please list any boats, trailers, campers or other motorized transport that you will store at the property:

Type(s): _____

DISCLOSURE AND AUTHORIZATION:

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to South Charlotte Realty™ and/or its principal and/or the owner of any property which I am applying to occupy.

I further understand and agree that South Charlotte Realty™ will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, South Charlotte Realty™ may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

South Charlotte Realty™ welcomes all applicants and supports fair housing. We do not refuse to lease any housing accommodations or property nor in any other way discriminate against a person because of sex, race, color, religion, familial status, handicap or national origin.

Notice of contractual relationship between the Property Owner and South Charlotte Realty™: South Charlotte Realty™ is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Applicant Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

Please fax application to: 704-973-7788