

brown & glenn

PROPERTY MANAGEMENT • REAL ESTATE INVESTMENT

Dear Applicant,

Thank you for applying with Brown & Glenn Realty. It is our goal to guide you through the application process quickly and smoothly.

You are important to us and we hope to give you outstanding customer service. To assist in the application process, we have devised a checklist that will help you prepare your application packet.

Please let us know if you have any questions. We look forward to working with you.

Sincerely,

Property Manager

Brown & Glenn Realty

Office Number (704) 332-7734

info@brownandglenn.com

www.brownandglenn.com

RENTAL APPLICATION

Date Submitted _____

All persons 18 years of age or older are required to complete separate rental applications.
All information must be complete or the application will be returned to the applicant for completion.

Address of Rental Property: _____

Rent Rate: _____ Security Deposit: _____

How did you find out about this Property? _____

Name of agent that showed you the property: _____

APPLICANT INFORMATION

Legal Name _____ Social Security # _____ - _____ - _____

Date of Birth: ____/____/____ Cell (Required) #: _____

Work (required) # _____ Email (required): _____

Drivers License # and State _____

RESIDENTIAL HISTORY (Include City, State and Zip Code for all addresses)

Current Address: _____

Dates Occupied: _____ Rent/Mortgage Monthly Payment: \$ _____

Owner/Manager Name, Phone Number: _____

Reason for leaving: _____

Prior Residence Address: _____

Dates Occupied: _____ Rent/Mortgage Monthly Payment: _____

Owner/Manager Name, Phone Number: _____

Reason for leaving: _____

EMPLOYMENT HISTORY (Past 2 years)

Current Company Name: _____

Address: _____

Position: _____ Dates Employed: _____

Supervisor: _____

Phone Number: _____ Fax # _____

Monthly Wage: _____

Company Name: _____

Address: _____

Position: _____ Dates Employed: _____

Supervisor: _____

Phone Number: _____ Fax # _____

Monthly Wage: _____

VEHICLE INFORMATION

Make & Model _____ Year: _____

Make & Model _____ Year: _____

PET INFORMATION (If a mixed breed, what are the breeds? Pictures of pets must be submitted)

Do you have any pets? _____ How Many? _____ Do you intend to acquire any pets? _____

Type: _____ Breed: _____ Age: _____ Weight: _____

Type: _____ Breed: _____ Age: _____ Weight: _____

(Non-Refundable Pet Fee: \$250 for first pet, \$250 each additional pet. Maximum of 2 pets.)

EMERGENCY CONTACT (Cannot be living in the home)

Name: _____ Relation: _____

Cell Phone #: _____ Day / Work Phone #: _____

OTHER PERSONS TO OCCUPY THE PROPERTY

Name: _____ Age: _____ Relation: _____

Name: _____ Age: _____ Relation: _____

Name: _____ Age: _____ Relation: _____

Name: _____ Age: _____ Relation: _____

Has any Civil Judgment been entered against you for the collection of any debt in the past 10 years? _____

Have you filed for bankruptcy in the past 10 years? _____

Have you ever been evicted or ever refused to pay rent for any reason? _____

Have you ever been convicted of, plead guilty or no contest to any felony or misdemeanor? _____

Are you currently under investigation by any private, public, legal or regulatory authority? _____

Have you ever rented with our Property Management company before, or do you know anyone renting with our Property Management company, now or in the past? _____

Do you have any water-filled furniture or do you intend to acquire any? _____

Applicant Signature Date

Applicant Signature Date

Property Manager Date

Pet Policies and Fees

_____ Non-refundable pet fee of \$250 for the first pet and \$250 per pet for each additional pet.

_____ Maximum of 2 pets.

_____ The following dog breeds OR dogs MIXED WITH THESE BREEDS are not allowed at the property:
Pit Bull, Staffordshire Terrier, Bull Terrier, German Shepherd, Rottweiler, Doberman, Chow, or Akita.

_____ Except for dogs and cats, no other un-caged or un-tanked animals are allowed.

_____ The following animals are prohibited: Mammals, arachnids (scorpions, spiders, etc.), insects, non-domestic snakes, turtles, lizards, frogs, or farm animals.

_____ **This form does not guarantee that pets are permitted at the property.** All pet acceptances are subject to the final approval from the owner of the property. The pet fee is a non-refundable fee that is due at time of move-in. You will also be required to sign a pet agreement along with your lease.

All applicants must sign this form stating acknowledgement of the pet policies, whether they own a pet or not.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Management Signature

Date

LANDLORD REFERENCE REQUEST

Landlord: _____ Email _____

Phone Number: _____

_____ (Applicant Name)

has applied for residency with _____ Property Management. As part of our application process, it is necessary to obtain verification of prior residency, timeliness of payment, and cooperation in providing notice.

Permission granted by: _____
(Applicant Signature)

(Applicant must have lower portion BLANK when application is submitted)

LANDLORD TO FILL OUT INFORMATION BELOW

Current or Previous Address: _____

Dates of Occupancy: From: _____ To: _____

Amount of Monthly Rent: _____

Was rent paid timely? _____

If no, Number of late payments _____ (Past 12 months only)

NSF Checks? _____ How many? _____

Is rent overdue at this time? _____

Was proper notice of lease termination given? _____

Were legal proceedings/evictions ever filed against applicant? _____

Verified by: _____

Title: _____

Phone # _____

Date: _____

Please return completed form via email to _____

EMPLOYMENT VERIFICATION REQUEST

Supervisor Name: _____ Company Name: _____

Email Address: _____ Phone Number: _____

_____ (Applicant Name)

has applied for residency with _____ Property Management. As part of our application process, it is necessary to obtain verification of current employment and income prior to occupancy.

Permission granted by: _____
(Applicant Signature)

(Applicant must have lower portion BLANK when application is submitted)

EMPLOYER TO FILL OUT INFORMATION BELOW

Dates of Employment: From: _____ To: _____

Position: _____

Please Circle Pay Period: Weekly / Bi-Weekly / Bi-Monthly / Monthly
(Every 2 weeks) (Twice per month)

Gross Salary/Wage: _____ per _____

If hourly wage please specify # of weekly worked hours: _____

Tips, Commission, Bonuses: (Average per Week) _____

Verified By: _____ Phone Number: _____
(Please Print Name)

Title: _____ Date: _____

Please return completed form via email to _____

QUALIFICATION STANDARDS **FOR PROSPECTIVE RESIDENTS**

Applications

- All persons 18 years of age or older are required to complete separate rental applications. Each applicant that is 18 years or older and who cannot be claimed as a dependent on the primary applicant's tax return must complete an application. Applications are to be completed in full, and applications containing untrue, incorrect, or misleading information will be declined. Credit reports will be run on each applicant through a credit scoring system. Information about an applicant's credit experiences, such as bill paying history, the number and type of accounts, late payments, collection accounts, outstanding debt, and the age of accounts is collected from the rental application and credit report. A credit scoring system awards points for each factor that helps predict who is most likely to pay debts as agreed.

Income Requirements

- Applicants' gross monthly income must meet or exceed three (3) times the total monthly rental rate and must be verifiable.
- Current documentation must be submitted to support the following, and any other sources of additional income you wish to consider:
 - *Alimony * Military Housing Allowance
 - *Dividends * Child Support
 - *Retirement and/or Trust Fund

NOTE: The following MUST accompany ALL applications:

- 1) The Three (3) most recent original pay stubs or Leave and Earnings Statement; or a signed offer letter on company letterhead (copies to be maintained in resident file).
- 2) A valid driver's license, military ID, or state issued Photo ID card . Applicants must have a verifiable social security number, green card, work or student visa.
- 3) Written consent form for release of employment information signed by applicant.

Credit History/Criminal History

No bankruptcies within the past 6 months unless discharged and new credit has been established and showing in good standing. A criminal background check will be conducted on each applicant. Applicants with felony convictions, misdemeanors involving crimes against person or property, or sex offender history will be denied residency. Convictions that are over 10 years old may be approved if the offense is not a serious crime against person or property. No drug convictions in the past 5 years.

Rent / Mortgage Payment History

Past rental references must be good (no collections, evictions, or lease violations) and mortgage verified in good standing. The references must be verifiable.

Employment History

- Employment must be verified and applicant will be required to sign a consent form authorizing disclosure of employment information. In the case of new employment, applicant must present a signed offer letter **on company letterhead** stating income, anticipated length of employment, and employment must begin within 30 days of the lease start date.

Occupancy Guidelines

Governed by state, city, and local ordinances - In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time. Property management does not discriminate on the basis of race, color, religion, national origin, sex, familial status, disability, age, or any other basis protected by applicable State, Federal, or Local Fair Housing Laws.

Guarantors / Increased Security Deposits

Guarantors may be permitted based on the approval rating (as long as they reside in the United States). Guarantors gross annual income or savings must meet or exceed four(4) times the annual rental rate in order to support their current housing payments and that of the applicants. Each resident and Guarantor is jointly and severally (fully) responsible for entire rental payment, as well as all community/HOA rules and policies. Management will not refund any part of a security deposit until the dwelling is vacated by all leaseholders. Guarantors must meet all other "Qualifications Standards" as listed.

Payment of security deposit, application fees, and first month's rent must be paid by certified funds – Cashier's check or money order is acceptable. No cash or personal checks accepted.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Property Manager Signature

Date

SECURITY DEPOSIT STATEMENT AND RECEIPT

Rental Property Address: _____

Applicant Names: _____

Scheduled Move-in Date: _____

Security Deposit Amount: _____

Certified Check/Money Order #: _____

The above security deposit amount is hereby placed in consideration for the above referenced rental unit. The above referenced rental unit will be removed from the rental market as of the date of receipt of said security deposit, completed application packet, and application fee. Applications will not be processed without receiving the security deposit.

I/we understand that this security deposit amount is refundable ONLY if our application is denied, or if applicant cancels in writing within 24 hours of receiving application approval from Property Management. Cancellations must be emailed or submitted in writing directly to Property Management.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Management Signature

Date