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*****Provide current pay stub and copy of driver's license for each applicant with the application.**

RENTAL APPLICATION

EQUAL HOUSING OPPORTUNITY

Allen Tate Company can conduct credit and background checks through **Priority Background Solutions**. The information supplied in this application will be provided to the property owner to assist in determining your qualifications to rent the property. The property owner has complete control in the tenant selection process.

All checks/money orders are payable to Allen Tate Company for \$55 (one applicant) or \$85 (two applicants). Credit card payments accepted Mon-Fri between 8:30 a.m.-5:30 p.m. Contact your Allen Tate agent for further instructions

(Please print clearly. All fields must be completed to process the application. Missing information will result in a request for the information and will delay processing of the application). **If there are more than two applicants, complete a second application.**

The undersigned hereby makes an application to rent the following property:

Street #: _____ Street Name: _____

City: _____ State: _____ Zip: _____

Anticipated move in date: _____ Monthly Rent: _____

Security deposit: \$ _____ Lease Term: _____

RENTER INFORMATION

Full Name: _____ Phone #: _____

E-mail Address for Renter #1: _____

Full Name: _____ Phone #: _____

E-mail Address for Renter #2: _____ **(Must be different than Renter #1)**

Names and Age of Dependents/occupants _____

List All Pets (Breed and Age): _____

People residing in the home, over 18, not on the lease: _____

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address: _____ City: _____

State: _____ Zip: _____ Rent \$: _____

Month/Year Moved In: _____ Reasons for Leaving: _____

Owner/Agent: _____ Phone #: _____

Previous Address (last 3 yrs.): _____ Rent \$: _____

Owner/Agent: _____ Phone #: _____

PLEASE DESCRIBE YOUR CREDIT HISTORY:

Have you declared bankruptcy in the past seven years? Yes: _____ No: _____

Have you ever been evicted from a rental residence? Yes: _____ No: _____

Have you owned a personal residence which was foreclosed upon
or short-sold in the past seven years? Yes: _____ No: _____

Have you had two or more late rental payments in the past year? Yes: _____ No: _____

Have you ever willfully or intentionally refused to pay rent when due? Yes: _____ No: _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION

Renter #1 Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed

Employer: _____

Dates Employed: _____ Job Title/Description: _____

Supervisor Name: _____ Phone #: _____

Monthly Income: _____ (if employed by above less than 12 months, give name and phone of previous
employer or school: _____

Will you be using a co-signer: _____ Name: _____

Phone #: _____ Date of Birth: _____

Email Address: _____

Renter #2 Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed

Employer: _____

Dates Employed: _____ Job Title/Description: _____

Supervisor Name: _____ Phone #: _____

Monthly Income: _____ (if employed by above less than 12 months, give name and phone of previous
employer or school: _____

Will you be using a co-signer: _____ Name: _____

Phone #: _____ Date of Birth: _____

Email Address: _____

If you have other sources of income that you would like the owner to consider, please list income, source, and person who we may contact for confirmation. You do not have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$: _____ Source/Name: _____

Phone #: _____

PLEASE LIST YOUR REFERENCES

Personal Reference or Emergency Contact:

Name: _____ Phone #: _____

Address: _____ Relationship: _____

VEHICLE INFORMATION

Driver's License Number: _____ State: _____

Make/Model: _____ Year: _____ License Plate Number: _____

License Plate State: _____

Driver's License Number: _____ State: _____

Make/Model: _____ Year: _____ License Plate Number: _____

License Plate State: _____

REALTOR INFORMATION

Are you working with a real estate agent?: _____

If so, who? _____ Company: _____

Phone #: _____ Email: _____

DISCLOSURE (PLEASE INITIAL)

_____ I have received a copy of and have signed the Working with Real Estate Agents Lease Transactions

_____ I understand I am to work exclusively with the agent listed above until lease signing

_____ I understand that the listing broker/Allen Tate Company is compensating my agent

_____ I understand that the Allen Tate Company is not managing the residence and I will work directly with the home owner as of the lease start date

_____ I understand all credit card charges are final

ADDITIONAL INFORMATION

Please give any additional information that might help the owner evaluate the application:

I recognize that as a part of your procedure for processing my application and investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living.

The above information, to the best of my knowledge is true and correct.

_____ Date: _____

Renter #1

_____ Date: _____

Renter #2

_____ Date: _____

Co-Signer #1

_____ Date: _____

Co-Signer #2

AUTHORIZATION (RELEASE OF INFORMATION)

I authorize an investigation of my credit, criminal background, sex offender background, tenant history and employment for the purposes of renting a house, apartment or condominium from this owner, Realtor® or manager. **Credit card charges are final.**

Renter #1 Name (print): _____

Sign: _____ Date: _____

Renter #2 Name (print): _____

Sign: _____ Date: _____

Co-Signer #1 Name (print): _____

Sign: _____ Date: _____

Co-signer #2 Name (print): _____

Sign: _____ Date: _____

ALLEN TATE AGENT MUST COMPLETE THE FOLLOWING:

Landlord Agent: _____ **(Required)**

Agent's E-Mail: _____ **(Required)**

Agent's Phone: _____ **(Required)**

Return this completed application to your Allen Tate agent.

Mail checks/money orders to: Allen Tate Real Estate, 6700 Fairview Rd,
Charlotte, NC 28210. Once the payment is received, your application will
be processed.

Credit card payments are accepted M-F between 8:30 a.m. - 5:30 p.m. -
contact your Allen Tate agent for further instructions.

WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS) (FOR TENANTS)

*NOTE: This form is designed for use by agents working with tenants. It is similar, but not identical, to the "Working with Real Estate Agents Disclosure (For Buyers)" published by the NC Real Estate Commission (available as NCAR Standard Form #520), which **must** be used by agents working with buyers.*

IMPORTANT

This form is not a contract. Signing this disclosure only means you have received it.

- In a real estate lease transaction, it is important that you understand whether an agent represents you.
- Real estate agents should (1) review this form with you at first substantial contact - before asking for or receiving your confidential information and (2) give you a copy of it after you sign it. This is for your own protection.
- Do not share any confidential information with a real estate agent or assume that the agent is acting on your behalf until you have entered into an agreement with the agent to represent you. Otherwise, the agent can share your confidential information with others.

Note to Agent: Check all relationship types below that may apply to this tenant.

_____ **Tenant Agency:** If you agree, the agent who gave you this form (and the agent's firm) would represent you as a tenant agent and be loyal to you. You may begin with an oral agreement, but your agent must enter into a written tenant agency agreement with you before making a written or oral offer for you. The landlord would either be represented by an agent affiliated with a different real estate firm or be unrepresented.

_____ **Dual Agency** Dual agency will occur if you lease a property listed by the firm that represents you. If you agree, the real estate firm and any agent with the same firm (company), would be permitted to represent you and the landlord at the same time. A dual agent's loyalty would be divided between you and the landlord, but the firm and its agents must treat you and the landlord fairly and equally and cannot help you gain an advantage over the other party.*

_____ **Designated Dual Agency:** If you agree, the real estate firm would represent both you and the landlord, but the firm would designate one agent to represent you and a different agent to represent the landlord. Each designated agent would be loyal only to their client.*

*Any agreement between you and an agent that permits dual agency must be put in writing no later than the time you make an offer to lease.

_____ **Unrepresented Tenant** (Landlord subagent): The agent who gave you this form may assist you in your lease, but will not be representing you and has no loyalty to you. The agent will represent the landlord and is required to give the landlord any information about you (even personal, financial or confidential information) that would help the landlord in the lease of their property.

Note to Tenant: For more information on an agent's duties and services, refer to the NC Real Estate Commission's "Questions and Answers on: Working With Real Estate Agents" brochure at ncrec.gov (Publications, Q&A Brochures) or ask an agent for a copy of it.

Tenant's signature

Jeanette Glinski

Agent's name

Tenant's signature

242336

Agent's license no.

Date

Allen Tate Realtors - Lake Norman

Firm name





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RENTAL BROKERAGE SERVICES FOR TENANTS

The Allen Tate Company is happy to represent you as a Tenant in the search for a home. Our services primarily consist of locating the property and negotiating the rental terms.

Our services consist of:

- ☐ Searching for properties that suit your needs
- ☐ Showing properties you are interested in
- ☐ Negotiating terms
- ☐ Providing standard rental lease form for completion and signatures
- ☐ Providing attorney references for complicated lease terms

Many landlords require that you have routine verification of your qualifications. You should be prepared to agree to:

- ☐ Credit check
- ☐ Criminal background check
- ☐ Sex offender registry check
- ☐ Provide a check at lease signing for security deposit – typically one months rent
- ☐ Provide a check at lease signing for first full months rent

Since we have found many landlords prefer to handle most of the routine tasks involved in managing a rental property, we do not offer property management services.

We cannot hold security or pet deposits. You should understand the laws related to security deposits – the following sites are available to you:

- ☐ North Carolina Real Estate Commission: <http://www.ncrec.gov/default.html>
- ☐ South Carolina Real Estate Commission: <http://www.llr.state.sc.us/POL/REC/>
- ☐ We cannot collect rent or accept rent checks on your behalf at our offices
- ☐ We cannot provide property management services such as, utility conversion, home or appliance repair
- ☐ We cannot assist with move-in or move-out inspections – we have a form for your use if needed

Remember to:

- ☐ Obtain renter's insurance
- ☐ Obtain a list from the landlord of any community amenities you will have access to (community pool, etc)
- ☐ Obtain documentation from the landlord that the mortgage payment and other obligations related to the premises are current. A copy of a recent payment, a memo or an e-mail from the landlord are all sufficient
- ☐ Change the utilities to your name upon lease commencement
- ☐ Change the utilities to the landlord's name upon lease termination

Signed

Date

The Allen Tate Family of Companies is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.