

# **RENTAL APPLICATION**

Every occupant over the age of 18 **MUST** fill out a separate application (even if married). Please fill out this form **COMPLETELY** and sign where indicated.

| PERSONAL INFORMATION       |                |                        |                |            |                                  |        |  |  |  |
|----------------------------|----------------|------------------------|----------------|------------|----------------------------------|--------|--|--|--|
| FIRST NAME                 | MIDDLE         |                        | LAST           |            | S.S.#                            | -      |  |  |  |
| DATE OF BIRTH / /          | MARITAL STATU  | S                      | e DIVOI        | RCED Since | DRIVERS LICENSE #                | STATE  |  |  |  |
| PHONE – – 🔲 🕻              | Cell 🔲 Home    | PHONE                  | EXT.           | HOME WORK  | EMAIL                            |        |  |  |  |
| PRESENT HOME ADDRESS       |                |                        | CITY/STATE/ZIP |            |                                  |        |  |  |  |
| LENGTH OF TIME             |                | PRESENT LANDLORD       |                |            | LANDLORD PHONE                   | _      |  |  |  |
| REASON FOR LEAVING         |                |                        | AMOUNT OF RENT |            | Is your present rent up to date? | YES NO |  |  |  |
| PREVIOUS HOME ADDRESS      |                |                        | CITY/STATE/ZIP |            |                                  |        |  |  |  |
| LENGTH OF TIME             |                | PREVIOUS LANDLORD      |                |            | LANDLORD PHONE                   | _      |  |  |  |
| REASON FOR LEAVING         |                |                        | AMOUNT OF RENT |            | Was your rent up to date?        | YES NO |  |  |  |
| NEXT PREVIOUS HOME ADDRESS | CITY/STATE/ZIP |                        |                |            |                                  |        |  |  |  |
| LENGTH OF TIME             |                | NEXT PREVIOUS LANDLORD | -              |            | LANDLORD PHONE                   | _      |  |  |  |
| REASON FOR LEAVING         |                | -                      | AMOUNT OF RENT |            | Was your rent up to date?        | YES NO |  |  |  |

| PROPOSED OCCUPANT(S) |              |            |     |  |  |  |  |
|----------------------|--------------|------------|-----|--|--|--|--|
| NAME                 | RELATIONSHIP | OCCUPATION | AGE |  |  |  |  |
| NAME                 | RELATIONSHIP | OCCUPATION | AGE |  |  |  |  |
| NAME                 | RELATIONSHIP | OCCUPATION | AGE |  |  |  |  |
| NAME                 | RELATIONSHIP | OCCUPATION | AGE |  |  |  |  |
| NAME                 | RELATIONSHIP | OCCUPATION | AGE |  |  |  |  |

| PROPOSED PET(S) |            |        |         |     |
|-----------------|------------|--------|---------|-----|
| NAME            | TYPE/BREED |        |         | AGE |
| NAME            | TYPE/BREED |        | UUTDOOR | AGE |
| NAME            | TYPE/BREED | INDOOR |         | AGE |

| VEHICLE(S) INFORMATION |      |       |       |         |       |  |
|------------------------|------|-------|-------|---------|-------|--|
| YEAR                   | МАКЕ | MODEL | COLOR | PLATE # | STATE |  |
| YEAR                   | МАКЕ | MODEL | COLOR | PLATE # | STATE |  |

| EMPLOYMENT       |                |      |                |
|------------------|----------------|------|----------------|
| CURRENT EMPLOYER | OCCUPATION     |      | HOURS/WEEK     |
| SUPERVISOR       | PHONE          | EXT: | YEARS EMPLOYED |
| ADDRESS          | CITY/STATE/ZIP |      |                |
| CURRENT EMPLOYER | OCCUPATION     |      | HOURS/WEEK     |
| SUPERVISOR       | PHONE          | EXT: | YEARS EMPLOYED |
| ADDRESS          | CITY/STATE/ZIP |      |                |

| INCOME                                     |        |                        |
|--|--------|------------------------|
| CURRENT S WEEKLY DIWEEKLY MONTHLY YEARLY   |        | PROOF OF INCOME YES NO |
| CURRENT \$ WEEKLY DIWEEKLY MONTHLY YEARLY  | SOURCE | PROOF OF INCOME YES NO |
| CURRENT S WEEKLY DIBIWEEKLY MONTHLY VEARLY | SOURCE | PROOF OF INCOME        |



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### **CREDIT CARD / FINANCIAL INFORMATION**

| CAR LOAN          | BALANCE | MONTHLY            | CREDITOR'S        |  |  |  |  |
|-------------------|---------|--------------------|-------------------|--|--|--|--|
| LIEN HOLDER       | OWED    | PAYMENT            |                   |  |  |  |  |
| CREDIT CARD       | BALANCE | MONTHLY            | CREDITOR'S        |  |  |  |  |
| COMPANY           | OWED    | PAYMENT            |                   |  |  |  |  |
| CREDIT CARD       | BALANCE | MONTHLY            | CREDITOR'S – –    |  |  |  |  |
| COMPANY           | OWED    | PAYMENT            |                   |  |  |  |  |
| CREDIT CARD       | BALANCE | MONTHLY            | CREDITOR'S        |  |  |  |  |
| COMPANY           | OWED    | PAYMENT            |                   |  |  |  |  |
| CHILD SUPPORT/    | BALANCE | MONTHLY            | CREDITOR'S        |  |  |  |  |
| OTHER CREDIT OWED | OWED    | PAYMENT            |                   |  |  |  |  |
| BANK ACCOUNT      | BALANCE | MONTHLY<br>PAYMENT | ACCOUNT<br>NUMBER |  |  |  |  |

# EMERGENCY / PERSONAL REFERENCE INFORMATION

| EMERGENCY CONTACT  | PHONE   | - | - | CELL 🔲 HOME   | PHONE _        | <br>- | 🗋 номе 🛄 Work |
|--------------------|---------|---|---|---------------|----------------|-------|---------------|
| RELATION           | ADDRESS |   |   |               | CITY/STATE/ZIP |       |               |
| EMERGENCY CONTACT  | PHONE   | - | _ | CELL 🔲 HOME   | PHONE _        | <br>_ | 🗋 номе 🛄 Work |
| RELATION           | ADDRESS |   |   |               | CITY/STATE/ZIP |       |               |
| PERSONAL REFERENCE | PHONE   | - | - | 🔲 CELL 🛄 HOME | PHONE _        | <br>_ | 🗋 номе 🛄 Work |
| RELATION           | ADDRESS |   |   |               | CITY/STATE/ZIP |       |               |
| PERSONAL REFERENCE | PHONE   | - | - | CELL 🛄 HOME   | PHONE _        | <br>_ | 🗋 HOME 📮 WORK |
| RELATION           | ADDRESS |   |   |               | CITY/STATE/ZIP |       |               |

## **APPLICANT QUESTIONNAIRE / AUTHORIZATION**

| Has applicant ever been sued for bills?     | VES   |      | Has applicant ever been locked out of their apartment by the sheriff? | YES   | NO NO |
|---|-------|------|---|-------|-------|
| Has applicant ever been bankrupt?           |       | 🔲 NO | Has applicant ever been brought to court by another landlord?         | TES 🗌 |       |
| Has applicant ever been guilty of a felony? | YES   |      | Has applicant ever moved owing rent or damaged an apartment?          | YES   | NO NO |
| Has applicant ever broken a Lease?          | Tes 🗋 | 🔲 NO | Is the total move-in amount available now (rent and deposit)?         | TES I |       |

Applicant authorizes the landlord to contact past and present landlords, employers, creditors, credit bureaus, neighbors and any other sources deemed necessary to investigate applicant. All information is true, accurate and complete to the best of applicant's knowledge. Landlord reserves the right to disqualify tenant if information is not as represented.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.

APPLICANT SIGNATURE

DATE

If you have any questions about the interpretation or legality of this form, please consult an attorney or other qualified person.

NOTES:

#### 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 <u>not</u> 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.

**X** 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. Do not share any confidential information with this agent.

**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

Tenant's signature

Date

Paul Mattera Agent's name 169532 Agent's license no. Mattera Realty Firm name

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STANDARD FORM 521 Adopted 12/2021 © 12/2021 Fax: 8443737784 3526 Clifton Park



North Carolina Association of REALTORS®, Inc.