

IMPORTANT INFORMATION REGARDING THE RENTAL APPLICATION



PLEASE READ!



Dear Prospective Tenant:

Thank you so much for viewing this rental property. We are glad you are interested in finding out more information about our rental properties. If you are interested in renting this home, please complete the attached Rental Application, include the following listed below, and return it to our office.

NON-REFUNDABLE APPLICATION FEE:

The Non-Refundable Application Fee must be in Cash, Cashier's Check, or a Money Order. NO EXCEPTIONS. The Non-Refundable Application Fee must be in the amount of:



- » **Single Applicant(s)**.....**\$50.00 per applicant**
- » **Married Applicants (*same last names; no hyphenations*)**.....**\$60.00 per couple**
- » **Married Applicants (*different last names or hyphenations*)**.....**\$100.00 per couple**

EARNEST MONEY DEPOSIT:

In addition, the offer must be accompanied with a check in the amount equal to one month's rent representing the Earnest Money Deposit. If paid two (2) weeks prior to move-in, a personal check is acceptable. If paid less than two (2) weeks prior to move-in, the funds must be in a Cashier's Check or Money Order. NO EXCEPTIONS. If the property owner denies your Rental Application, the Earnest Money Deposit is refundable. If the property owner accepts your Rental Application, the deposit is applied to the first month's rent. In the event a check is submitted and returned for, but not limited to, Insufficient Funds (NSF), Stop Payment, or Closed Account; the amount of the check must be paid in the form of a Money Order or Cashier's Check within 48 hours. As a result, a \$25 Returned Check Fee, a \$25 Administrative Fee, and possibly a 5% late fee will automatically be charged. NO EXCEPTIONS.



- » **Application Fee and Earnest Money Deposit must be in two separate payments payable to: BEV ROBERTS RENTALS, INC.**

RENTAL APPLICATION:

Please read the rental offer carefully and print clearly to avoid any delay. The offer process can take approximately 24 to 48 hours. Once your credit report is processed and the property owner accepts the rental offer, we will then draft a Residential Rental Contract (Lease) and obtain signatures. For your convenience, you will find a printable "Step-By-Step Instructions to Renting a Home" on our website under 'Forms' at www.RobertsRentals.net.



- » **The Rental Application must be filled out completely and legible.**
- » **Include the rental property's address at the top of page 1.**
- » **Your signature(s) are required on the bottom of page 3.**
- » **Include a photocopy of a valid Driver's License or Passport for each applicant.**

Bev Roberts Rentals makes the renting process as simple and pleasant as possible! If you have any questions or need additional information, please do not hesitate to call.

Sincerely,



Bev Roberts
Broker/Owner



Bev Roberts Rentals, Inc.
109-C Kilmayne Drive
Cary, North Carolina 27511

Phone (919) 306-5665
Fax (919) 674-2049
E-mail Bev@RobertsRentals.net
Website www.RobertsRentals.net



PROPERTY AND AGENT INFORMATION

Address: City:
Lease start date: / / Lease term: months Monthly rental amount: \$
Showing Agent: Company:
Agent Phone: () - Agent Email:

APPLICANT INFORMATION

Applicant 1: First MI Last Social Security: - - DOB: / /
Applicant 2: First MI Last Social Security: - - DOB: / /
Applicant 1: Home () - Work () - Cell () -
Applicant 2: Home () - Work () - Cell () -
Email: Email:

Names and ages of dependents and/or other occupants:

Table with 6 columns: Type of Pet, How Many, Breed, Size/Weight, Age, Inside/Outside

[X] A photocopy of a valid Driver's License or Passport for each applicant must be included with this Rental Application.

Drivers License #: State: Expiration Date: / /
Drivers License #: State: Expiration Date: / /

Table with 4 columns: Vehicle Make/Model, Year, Tag Number, State

RESIDENCE HISTORY INFORMATION

PAST THREE YEARS STARTING WITH THE MOST CURRENT ADDRESS.

Current Address: City: State: Zip:
Years residing at current address: Reason for moving:
Monthly Payment: \$ Rent Own Have you given notice? Yes No Do you own any real estate? Yes No
If you own your home, what are you doing with it when you vacate?
Owners Name or Management Company: Landlord Number: () -

Previous Address: City: State: Zip:
Years residing at past address: Reason for moving:
Owners Name or Management Company: Landlord Number: () -

Previous Address: City: State: Zip:
Years residing at past address: Reason for moving:
Owners Name or Management Company: Landlord Number: () -

EMPLOYMENT INFORMATION

PLEASE PROVIDE INCOME VERIFICATION IF YOU ARE SELF EMPLOYED.

Applicant 1 Status:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Student	<input type="checkbox"/> Retired	Income: \$	<input type="checkbox"/> Monthly	<input type="checkbox"/> Yearly
Applicant 1 Employer:						Start Date: / /	
Supervisor:				Supervisor Number: () -			
Business Address:			City:		State:		Zip:

Applicant 2 Status:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Student	<input type="checkbox"/> Retired	Income: \$	<input type="checkbox"/> Monthly	<input type="checkbox"/> Yearly
Applicant 2 Employer:						Start Date: / /	
Supervisor:				Supervisor Number: () -			
Business Address:			City:		State:		Zip:

HAVE YOU EVER: FILED FOR BANKRUPTCY? NO YES What year? _____
 BEEN EVICTED FROM A TENANCY? NO YES What year? _____

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT PERSON MUST BE SOMEONE LIVING OUTSIDE OF YOUR RESIDENCE.

Emergency Contact Name:				Relationship:			
Address:			City:		State:		Zip:
Contact #'s:	Home () -	Work () -	Cell () -				

This offer hereby constitutes my offer to the owner of the above described property, through Bev Roberts Rentals, Inc., to lease the premises for the term and upon the conditions set forth in this offer. I hereby tender the application fee of \$_____, which is non-refundable. I also hereby tender \$_____ as earnest money to be refunded to me if this offer is not accepted by the owner of the above-described property. However, I agree that the earnest money shall be applied to the first month's rent upon acceptance of this offer by the owner. Before I am given possession of the premises, I agree to execute a lease agreement for the premises and pay the security deposit as determined by the owner. In the event a check is submitted and returned for, but not limited to, Insufficient Funds (NSF), Stop Payment, or Closed Account; the amount of the check must be paid in the form of a Money Order or Cashier's Check within 48 hours. As a result, a \$25 Returned Check Fee, a \$25 Administrative Fee, and possibly a 5% late fee will automatically be charged. NO EXCEPTIONS.

I acknowledge and agree that the earnest money is freely given to the owner and/or owners agent in consideration of the owner's act of removing the premises from the real estate market in reliance on this offer to lease. Therefore, I agree that if I fail or refuse, for any reason whatsoever, to execute the lease agreement once it has been communicated to me that the offer has been accepted by the owner, I understand and agree that the owner will retain the full amount of the earnest money as liquidated damages, which I freely acknowledge is not a penalty but rather a reasonable expectation of damages which the owner may incur as a result of temporarily removing the premises from the real estate market and attempting to find another party to lease the premises.

Notwithstanding the preceding terms of my offer, I acknowledge and agree that owner and/or owner's agent may terminate this agreement without liability of any kind after owner's acceptance in the event that my offer is not approved due to negative information either contained in my credit report(s) and/or discovered after consulting with rental references. In said event, I have the right to demand and secure the return of the earnest money from owner or owner's agent. Otherwise, the remaining terms of my offer shall control upon acceptance of offer by owner and owner's agent.

I understand and authorize Bev Roberts Rentals, Inc. and/or any investigative agency employed by Bev Roberts Rentals, Inc., a full credit history including but not limited to credit report, contacting employers, contacting landlords and verifying criminal background. I hereby release all parties from all liability for any damage that may result from furnishing this information. I hereby acknowledge that the above information is correct to the best of my knowledge.

I understand that my rental offer processing fee of \$50/single \$60.00/married is non-refundable. I understand and agree that Bev Roberts Rentals, Inc. will collect from me the equivalent of one month's full rent as earnest money PRIOR to processing my offer.

This earnest money is given to validate my intention to rent the property upon approval of my offer. I understand the earnest money will be deposited immediately into Bev Roberts Rentals, Inc. Trust Account.

Once your offer information is processed, we contact the owner of the property to present your rental offer. Please allow time for the owner of the property to consider your offer. If you are denied, a check will be issued to you to refund your earnest money check within two days of check clearance. Upon approval of your offer, a lease will be drafted and arrangements for obtaining signatures made.

The property is available for the advertised lease term. If you request a lease term other than that advertised, the Landlord may request additional rent or may deny your offer.

CONTINGENCIES

The property condition of the rental is "as is" unless you specify work you want to be done as a part of your rental offer. Please indicate to the agent and on this form any items that need to be addressed with your offer.

- 1) _____

- 2) _____

- 3) _____

- 4) _____

All utilities are the responsibility of the tenant unless otherwise specified. Utility service in your name for the rental must commence no later than the lease start date. If you have questions concerning utility service, please ask Bev Roberts Rentals, Inc. Utility companies may require deposits.

Pets may be permitted at the property on a conditional basis. Pets will be considered case by case with the owner's approval. There may be a non-refundable pet fee or additional deposit required for any pets permitted with the lease.

All rental monies, including pet fees, must be paid on or before the start of your lease date, regardless of whether you take possession at that time.

Standard items Bev Roberts Rentals, Inc. includes in the North Carolina Residential Rental Agreement are as follows:

- 1. Lawn maintenance is the responsibility of the tenant unless otherwise specified.
- 2. The tenant will allow showings of the property, with notification, no later than 60 days prior to the end of the tenant's occupancy.
- 3. Rentals beginning other than the first day of the month may be prorated on a daily basis.

All other terms of the North Carolina Rental Agreement apply, including that the tenant is liable for the full rental term specified in the lease. If the tenant breaches the contract, the tenant is liable for:

- 1. Any unpaid rents and any future lost rental monies due to vacancy.
- 2. Any fees incurred by the Landlord to re-let the property, including any fees to agencies used for assistance in re-letting the property.
- 3. Any costs necessary to clean/repair property to its original condition.
- 4. Any legal fees incurred by the Landlord.

The North Carolina Residential Rental Agreement requires that tenants maintain renter's insurance.

The tenant is not permitted to assign the lease to another party or sublet the property in whole or part.

Landlord may hold your security deposit in an interest-bearing trust account. Interest to accrue to the Landlord or as the Landlord directs.

It is understood Bev Roberts Rentals, Inc. is the agent of the Landlord. If you are asked by a Bev Roberts Rentals, Inc. representative to sign a Dual Agency Agreement, Bev Roberts Rentals, Inc. will act as agent for both you and Landlord.

Bev Roberts Rentals, Inc. abides by the Fair Housing Laws of the State of North Carolina. If you have any questions concerning the application and rental process, please contact our office at 919-306-5665.

I acknowledge and agree that verbal negotiations are binding and enforceable. I have read and understand the provisions provided as stated above.

Applicant Signature

Date

Co-Applicant Signature

Date