



RUSS HOLLINS REALTORS

160 North First Street
Post Office Box 13
Albemarle, NC 28002
Business (704) 983-2149
Fax (704) 983-2023



APPLICANT LEASING INFORMATION

To lease an apartment or house from CENTURY 21 Russ Hollins Realtors, an application must be completed PRIOR to previewing the property. Before the application can be processed, our office must have the following:

- ✓ An application must be completed for each adult who will reside in the rental dwelling.
- ✓ A \$30.00 **non-refundable** application fee per adult.
- ✓ A copy of a valid driver's license or state identification card.
- ✓ A copy of each applicant's Social Security card.
- ✓ A copy of last 2 pay stubs; Independent Contractors-a copy of prior year's tax return.

QUALIFICATIONS

You **MUST** be at least eighteen (18) years old to rent a house or apartment.

INCOME

Total income must be equal to at least **four (4)** times the monthly rent. Married couple's incomes are combined. Non-married individuals must qualify separately. (For Example...Rent is \$400 per month...You must make \$1600 Gross per month-before taxes.)

Total Monthly Work Income (Before Taxes)	\$	
Total Monthly Social Security	\$	
Total Monthly Child Support	\$	
Total Monthly Food Stamps	\$	
Grand Total	\$	/ 4 = Your Pre-Qualified Monthly Rent Amount

CREDIT / CRIMINAL CHECK

Our office will conduct a credit check on each applicant through Experian & a Nationwide Criminal Background Search. *No Credit is treated as Good Credit.* If you have had any judgments, repossessions, or collection accounts within the last seven (7) years, you may not qualify. Need to have a credit score of 550 or higher. Some credit issues may be accepted with additional Security Deposit. You will not qualify if you have One or more felonies/Misdemeanors in the last 7 years or if you are a registered sex offender. We will also contact your present and past landlord for a rental reference.

DEPOSIT / PET FEES

Security Deposits are at least equal to the rent amount. *(Can be double the rent amount based on background check)*

A security deposit will hold a unit for up to 2 weeks.

If you pay a security deposit and you decide not to take the unit for which the security deposit was paid, your security deposit **will not** be refunded.

Pet fees for properties that allow pets are \$225 (minimum) and are NON-REFUNDABLE.

Each Office is Independently Owned and Operated



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160 N. First Street
Albemarle, NC 28001
Business: 704-983-2149
Fax: 704-983-2023

Kathy Tucker, Property Manager

Sheila St. Germain, Assistant
to Property Manager

APPLICANT'S INFORMATION

Today's Date Location Applying For
Applicant's Name (Last) (First) (Middle)
Social Security #: Birth date / / Driver's License#
Employer How Long? Position
Employer's Full Address
Business Phone: Supervisor: Shift
Gross Income: \$ () HR () MO () YR Other Income: \$
Previous Employer (if less than 6 mo. At present job)
Employer's Full Address Position
Business Phone: Supervisor How Long

JOINT APPLICANT'S INFORMATION

Joint Applicant's Name (Last) (First) (Middle)
Social Security #: Birthdate / / Driver's License#
What's Your Relationship to applicant? () Spouse () Friend () Fiancé () Relative () Other
Employer How Long? Position
Employer's Full Address
Business Phone: Supervisor: Shift
Gross Income: \$ () HR () MO () YR Other Income: \$

RESIDENCE HISTORY

Present Address Home Phone Or Cell Ph # Current Rent \$
City State Zip Code Reason for Moving
Present Landlord Phone How Long
Previous Address Rent Rate \$
City State Zip Code Reason for Moving
Landlord Phone How Long

BANK REFERENCES

Checking Account Number Branch Location
Savings Account Number Branch Location

LOCAL CREDIT REFERENCES

Credit Reference Balance \$ Monthly Payment \$
Credit Reference Balance \$ Monthly Payment \$
Credit Reference Balance \$ Monthly Payment \$

OTHERS WHO WILL OCCUPY THE PREMISES

Name _____ Relation _____ Age _____
Name _____ Relation _____ Age _____
Name _____ Relation _____ Age _____
Name _____ Relation _____ Age _____
Name _____ Relation _____ Age _____

Do you have any pets? _____ If so, Specify: _____ Weight _____

PERSONAL REFERENCE(S) (Do not use Relatives)

Name _____ Address & Phone # _____
Name _____ Address & Phone # _____

NEAREST RELATIVE:

Name _____ Address & Phone # _____

OTHER INFORMATION

Auto Make _____ Yr. _____ Tag # _____ Color _____
Auto Make _____ Yr. _____ Tag # _____ Color _____
Auto Make _____ Yr. _____ Tag # _____ Color _____

Do you own a motorcycle, boat, trailer or camper? _____

In case of emergency, notify: _____ Relation _____

Address _____ City _____ State _____ Phone _____

How did you find out about our properties? () Sign () Newspaper () Rentals.com () Friend (Other) _____

Have you ever filed bankruptcy in the last 10 years? _____ If so, When? _____

Have you ever been convicted of a felony? _____ If so, When & for what? _____

Have you ever been evicted from a property? _____ If so, Why? _____

Have you ever willfully or intentionally refused to pay rent when due? _____

In making this application, I the undersigned, understand that CENTURY 21 Russ Hollins Realtors Property Management Division, at their discretion, may obtain necessary credit information & verification through a credit agency of their choice, nationwide criminal background and I authorize CENTURY 21 Russ Hollins Realtors to contact any creditors or references indicated above. I agree to pay a nonrefundable application fee of \$30.00 (per adult applying) upon the selection of my application to CENTURY 21 Russ Hollins Realtors.

I agree that if this application is accepted by CENTURY 21 Russ Hollins Realtors and I **do not take** the unit for which the security deposit was made, my money will **NOT BE REFUNDED**.

Applicant's Signature _____ Date _____

Joint Applicant's Signature _____ Date _____