



TO BE USED FOR PROPERTIES LOCATED IN NORTH CAROLINA ONLY

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO PROCESS YOUR APPLICATION

1. The application must be filled out in its entirety and all disclosure forms signed by all persons over 18 years of age who will be residing in the property. Each “unmarried applicant” must fill out a separate application.
2. The application must be submitted with an application fee of **\$25.00** in **certified funds** for each unmarried adult that will be residing in the property. We will not take personal checks or cash.
3. A Certified Check or Money Order in the amount equal to one month’s rent **must accompany the application**. This will become your Security Deposit once the application is approved. Please have the certified check or money order made payable to **“William E Wood OR Your Name”**. **BOTH NAMES HAVE TO BE ON THE CERTIFIED CHECK OR MONEY ORDER**. WE DO NOT TAKE PERSONAL CHECKS FOR SECURITY DEPOSIT. **NO CASH** WILL BE ACCEPTED FOR Security Deposit. **These funds are to be separate from the application fee(s)**.
4. Each “unmarried applicant” must qualify independently for the property. Each applicant’s gross monthly income should be approximately 3 times the rental amount.
5. We will need a copy of a photo ID for all applicants whose names will appear on the lease.
6. We will need your current as well as your former landlord’s name, address and phone number. If you now own your home, we will need the mortgage information.
7. We will need a current LES if you are military. If you are civilian, we will need current employer information as well as copies of your recent pay stubs. Former employer information will be required if you have been on the job less than 6 months. **NOTE:** If you are self-employed, we will need tax returns for the previous year(s).
8. If you will be relying on “other” income, i.e. Social Security benefits, we will need a copy of the document stating what your benefits are.
9. Please return your completed application, application fee(s) **and** application deposit to the property manager of the property you are interested in renting.





Approved
 Not Approved
Date: ___/___/___

WILLIAM E. WOOD & ASSOCIATES REALTORS® APPLICATION FOR LEASE
(This is a legally binding contract. If not understood, seek competent advice before signing.)

TO BE USED FOR PROPERTIES LOCATED IN NORTH CAROLINA ONLY

The property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap, or elderliness in compliance with all applicable federal and state and local fair housing laws and regulations.

The application must be filled out in its entirety and all disclosure forms signed by all persons over 18 years of age who will be residing in the property. Each "unmarried applicant" must fill out a separate application.

This Application for Lease (the "Application") is made as of the ___ day of _____, _____ by _____ ("Applicant", whether one or more) through William E. Wood & Associates REALTORS® ("Listing Broker" or "Agent," who represents Landlord)

Applicant hereby applies for a residential dwelling unit (the "Dwelling Unit") located at _____, for occupancy commencing on _____, 20___ at an initial monthly rent payment of \$_____.

PLEASE FILL IN ALL INFORMATION COMPLETELY

- Applicant: _____ SSN/TIN: _____ Date of Birth: _____
 Tel # (H): _____ Tel # (W): _____ Cell #: _____ Email: _____
 Present Address: _____ Years: _____ Landlord: _____
 City: _____ State: _____ Zip: _____ Landlord's Tel #: _____
 Previous Address: _____ Years: _____ Landlord: _____
 City: _____ State: _____ Zip: _____ Landlord's Tel #: _____
 Presently Employed By: _____ How long? _____
 Position: _____ Salary \$ _____ (Wk., Mo., Yr) Supervisor: _____
 Telephone: _____
 Formerly Employed By: _____ How long? _____
 Position: _____ Salary \$ _____ (Wk., Mo., Yr) Supervisor: _____
 Telephone: _____

2. Co-Applicant: _____ SSN/TIN: _____ Date of Birth: _____
 Tel # (H): _____ Tel # (W): _____ Cell #: _____ Email: _____
 Present Address: _____ Years: _____ Landlord: _____
 City: _____ State: _____ Zip: _____ Landlord's Tel #: _____
 Previous Address: _____ Years: _____ Landlord: _____
 City: _____ State: _____ Zip: _____ Landlord's Tel #: _____
 Co-Applicant Employed By: _____ How long? _____
 Position: _____ Salary \$ _____ (Wk., Mo., Yr) Supervisor: _____
 Telephone: _____

3. Other Occupants: Name: _____ Age: _____ Relationship: _____
 Name: _____ Age: _____ Relationship: _____
 Name: _____ Age: _____ Relationship: _____

4. Pet Information:

Pet #1	Pet #2	Pet #3
Name: _____	Name: _____	Name: _____
Species: _____	Species: _____	Species: _____
Breed: _____	Breed: _____	Breed: _____
Color: _____	Color: _____	Color: _____
Age: _____	Age: _____	Age: _____
Weight: _____	Weight: _____	Weight: _____
Neutered: _____	Neutered: _____	Neutered: _____

ADDITIONAL PET INFORMATION: _____

5. If you are presently in the Armed Services, state:

Applicant	Co-Applicant
Branch: _____	Branch: _____
Rank: _____	Rank: _____
Outfit: _____	Outfit: _____
Telephone: _____	Telephone: _____

6. OTHER INCOME:

Applicant
Amount \$ _____ Per: _____ Source Of: _____

Co-Applicant
Amount \$ _____ Per: _____ Source Of: _____

7. Number of Vehicles: _____

8. DEBTS/ASSETS: Complete and specifically list any debts now outstanding (attach additional sheet if necessary).

CREDITOR	ADDRESS	ACCOUNT NO.	MONTHLY PAYMENT

CHECKING ACCOUNT NO.	BANK	ADDRESS
SAVINGS ACCOUNT NO.	BANK	ADDRESS

AUTOMOBILE

MAKE MODEL YR	FINANCED BY AND ADDRESS	MO. PAYMENT	LICENSE #

9. CHECK IF YOU OWN: CAMPER MOTORCYCLE BOAT TRUCK TRAILER

10. EMERGENCY CONTACT: In case of emergency notify;

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

11. APPLICATION FEE/THIRD PARTY COSTS/APPLICATION DEPOSIT: A non-refundable Application Fee in the amount of \$_____ accompanies this Application. An Application Deposit of \$_____ accompanies this Application and will become the Security Deposit upon commencement of the Lease Agreement.

12. OBLIGATION TO ENTER INTO LEASE AGREEMENT/ DAMAGES: Upon submission of this Application by Applicant, Agent reserves the right to remove the Dwelling Unit from the available rent list. If this Application is approved and Applicant fails to rent the Dwelling Unit, Landlord shall be entitled to retain that part of the Application Deposit equal to Landlord's actual damages.

13. DISCLOSURE OF BROKERAGE RELATIONSHIP: Landlord and Applicant confirm that in connection with the transaction contemplated by this Application, the Listing Broker and its salespersons represent Landlord. If Listing Broker is engaging in dual or designated agency, a separate consent agreement has been entered into by Listing Broker and Applicant.

14. RENTAL AND CREDIT HISTORY:

(a) Reason for leaving current residence: _____

(b) Has any Applicant ever been rejected for tenancy? Yes ; No . If yes, please explain

(c) Has any Applicant ever been a defendant in an unlawful detainer action or eviction? Yes ; No .

(c) Has any Applicant ever had a judgment or collection? Yes ; No .

(d) Has any Applicant ever filed for bankruptcy? Yes ; No . If 'Yes' date of discharge _____

(e) Please give the names and phone numbers of three references:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

(f) Please provide the following information if the Lease Agreement will be guaranteed by any non occupant(s). (*A separate Guarantor Rental Application and Application Fee for each Guarantor must accompany this application.*)

Name of Guarantor: _____ Relationship: _____

SSN/ITIN: _____ Date of Birth: _____

Address: _____

Phone Number: _____

Name of Guarantor: _____ Relationship: _____

SSN/ITIN: _____ Date of Birth: _____

Address: _____

Phone Number: _____

15. CRIMINAL HISTORY: Has any Applicant ever been convicted of, pleaded guilty to, or entered a plea of no contest to any felony, or to any misdemeanor involving a crime of moral turpitude in any jurisdiction? YES NO

If the answer is yes, please give all details, including the specific offense(s), date(s), sentence(s) and jurisdiction(s) in which the offenses occurred, as well as any information on the status of any current probation.

16. LEAD BASED PAINT: The United States Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) have determined that properties built prior to 1978 may contain lead-based paint which can cause serious health problems. The Property was was not built prior to 1978. If the Property was built prior to 1978, then *Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards* shall be completed and executed by the Landlord and Tenant and incorporated into the Lease.

17. INFORMATION CORRECT: Applicant hereby certifies that the information contained in this Application is true and correct to the best of Applicant's knowledge and belief. Applicant hereby authorizes Listing Broker to conduct a credit check on Applicant and such background checks as determined appropriate by Listing Broker to verify information provided herein by Applicant for approval or rejection of this Application.

We have read the terms and conditions of this Application. We understand this is a binding contract separate and apart from the Lease Agreement.

SIGNATURE OF APPLICANT _____ /_____/_____
Date

SIGNATURE OF APPLICANT _____ /_____/_____
Date

SIGNATURE OF GUARANTOR _____ /_____/_____
Date

SIGNATURE OF GUARANTOR _____ /_____/_____
Date





EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY APPLICANT

TO: (Name and address of employer) _____ Date: _____

Employer Fax Number: _____

RE: _____
Applicant/Tenant Name

Applying to rent property located at: _____
Address

I hereby authorize release of my employment information.

Signature of Applicant/Tenant Date

The individual named directly above is an applicant/tenant of a rental housing that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Sincerely _____
Property Manager



Return Form To:

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____

Presently Employed: Yes ___ No ___ Date First Employed _____ Last Day of Employment _____

Current Wages/Salary: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

Average # of regular hours per week: _____ Year-to-date earnings: \$ _____ through ___/___/___

Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____

Commissions, bonuses, tips, other: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

List any anticipated change in the employee's rate of pay within the next 12 months: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Additional remarks: _____

Employer's Signature Employer's Printed Name Date

Employer [Company] Name and Address

Phone Fax E-mail



LANDLORD VERIFICATION

THIS SECTION TO BE COMPLETED BY APPLICANT

TO: (Name and address of Landlord)

Date: _____
Landlord Fax Number: _____

Applicant/Tenant Name _____

Current Address _____

Applying to rent property located at: _____ Address

I hereby authorize release of my rental history/ information.

Signature of Applicant/Tenant

Date

The individual named directly above is an applicant/tenant of a rental housing that requires verification of rental payment history and care of rental property. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Sincerely _____
Property Manager



Return Form To:

THIS SECTION TO BE COMPLETED BY LANDLORD

Dates of Residency: Lease Start Date: _____ Lease End Date: _____ Amount of Monthly Rent: \$ _____

Do they pay on time? YES [] NO [] If NO, how many times late: _____ Is the rent in arrears? YES [] NO [] Amount past due? \$ _____

Any NSF checks within the last twelve (12) months? YES [] NO [] If yes, how many: _____

Did the tenant give you proper notice for vacating? YES [] NO [] Reason for leaving: _____

Do you plan to, or did you, return the applicant's security deposit in full? YES [] NO [] If NO, please explain _____

Are you aware of any incidents relating to the applicant that required police presence at the premises? YES [] NO [] If YES, please explain. _____

Did you ever take Legal Action against them? YES [] NO [] If YES, please explain: _____

Would you rent to them again? YES [] NO [] If NO, please explain: _____

Additional remarks: _____

Landlord's Signature

Landlord's Printed Name

Date

Phone

Fax

E-mail