

Leaseholder Rental Application

It is the policy of Century 21 Sweyer Rentals to uphold Fair Housing Laws & not to deviate from these policies. We provide Equal Housing for all people, regardless of race, color, religion, sex, national origin, handicap, or familial status.

Applications are accepted on a first come, first served basis. The approval process can take up to 48 business hours from the time we receive the completed Application. Applications must be completed in entirety & include all required documents, in addition to Application Fees, to be accepted.

Checklist of Qualifications & Paperwork Needed:

- Credit:** Century 21 Sweyer Rentals requires a Beacon Score of 600 or higher for standard acceptance.
- Occupancy History:** Century 21 Sweyer Rentals verifies 24 months of rental/ownership history.
 - Positive record of timely payments, sufficient notice to vacate, and absence of violations/damages is required. NOTE: family members or friends cannot be considered as previous landlord reference.
- Employment/Income:** Century 21 Sweyer Rentals requires gross income (before taxes) be local & equal to 3 times the amount of monthly rent.
 - Acceptable forms of income verification: Last Pay Stub, Letter from Employer on Company Letterhead, or last W-2.
 - Self employed Applicants: Last tax return or certified verification from Applicant's bank account or accountant.
- Application Fee:** \$60/Applicant or \$100/Married Couple.
 - Cash, money orders, or checks are acceptable for Application Fees.
 - Century 21 Sweyer Rentals offers ½ off Application Fees for the following *Preferred Employers: Corning, General Electric (GE), & Active Duty Military Only.*
- Photo ID:** All Applicants (Leaseholders & Occupants, 18 & Older) must submit copy of valid state/government ID.
- Pets:** All Applicants bringing any pet to a property must submit a **PHOTO** of their pet(s) with their Application.

- Co Signers:** If any of the above qualifications are not met, with the exception of negative rental history, a *qualified* Co Signer may be accepted if the property allows.
 - ***Co Signers must have a Beacon Score of 660 or higher and have a gross income (before taxes) equal to 4 times the amount of monthly rent.***
 - Potential Cosigners must complete a Cosigner Application, Cosigner Addendum, & any other documents required by Management. Cosigner will be fully responsible for the lease if the Tenant(s) default.

Upon Approval:

- Lease must be signed & Security Deposit paid within **2** business days.
- Lease must start within 7 business days of availability date.
- Security Deposit is one month's rent in most cases.



1612 Military Cutoff Road Suite 101 Wilmington NC 28403
910.256.3031 Phone 910.256.0484 Fax
rentals@century21sweyer.com



1612 Military Cutoff Rd. Suite 101, Wilmington, NC 28403
 Office (910) 256-3031 * Toll Free (800) 448-1761 * Fax (910) 256-0484



Leaseholder Rental Application

| | | |
|---|--------------------------|---|
| PROPERTY ADDRESS | DESIRED LEASE START DATE | DESIRED LEASE TERM |
| \$60 APPLICATION FEE PER TENANT / \$100 APPLICATION FEE PER COUPLE (NON-REFUNDABLE) CHECK (# _____) CASH MONEY ORDER | | HAVE YOU VIEWED THE INTERIOR OF THE HOME? Y N |

APPLICANT INFORMATION (If applicant is accepted as a resident, this application is to become part of the rental agreement)

| | | | | | | |
|---|--------------------------------------|-------|----------|--------------------|----------------------|-------------------|
| APPLICANT'S NAME | LAST | FIRST | M.I. | BIRTHDATE | SS# | DRIV. LIC & STATE |
| SPOUSE'S NAME | LAST | FIRST | M.I. | BIRTHDATE | SS# | DRIV. LIC & STATE |
| HOME PHONE NUMBER | CELL NUMBER(S) | | | E-MAIL ADDRESS(ES) | | |
| PRESENT ADDRESS | CITY | STATE | ZIP CODE | HOW LONG OCCUPIED | RENT/MORTGAGE AMOUNT | |
| LANDLORD / MORTGAGE CO. NAME (not family or friend) | LANDLORD / MORTGAGE CO. PHONE NUMBER | | | REASON FOR MOVING | | |
| PREVIOUS ADDRESS (if at current address <2 yrs.) | CITY | STATE | ZIP CODE | HOW LONG OCCUPIED | RENT/MORTGAGE AMOUNT | |
| LANDLORD / MORTGAGE CO. NAME (not family or friend) | LANDLORD / MORTGAGE CO. PHONE NUMBER | | | REASON FOR MOVING | | |
| ADDITIONAL ADDRESSES TO EQUAL 2 YEARS IF ABOVE HISTORY DOES NOT | | | | | | |

OCCUPANTS to include minors (All occupants over the age of 18 must complete a separate occupant application)

| NAME OF PERSONS (OTHER THAN OCCUPANT) TO OCCUPY APT. | RELATIONSHIP TO APPLICANT | DATE OF BIRTH | SS# |
|--|---------------------------|---------------|-----|
| | | | |
| | | | |
| | | | |

PETS (\$300 NON-REFUNDABLE Pet Fee Per Pet Required) *PHOTO OF PET REQUIRED *

Century 21 Sweyer Rentals does **not allow** the following whether partial or full breed: Pit Bulls/Staffordshire Terriers (any other name associated with this breed), Rottweilers, Dobermans, Chows, German Shepherds, Husky-types, Malamutes, Great Danes, Saint Bernards, Bull Mastiffs, Akitas Let us know if your pet is a registered service dog.

| TYPE | BREED | WEIGHT | AGE | NEUTERED / SPAYED / DECLAWED | NAME |
|------|-------|--------|-----|------------------------------|------|
| | | | | | |
| | | | | | |

EMPLOYMENT

| | | | | |
|---------------------------|----------|--------------|-------------------|-------------------------|
| PRESENT EMPLOYER | POSITION | PHONE NUMBER | HOW LONG EMPLOYED | GROSS MONTHLY SALARY |
| EMPLOYER ADDRESS | CITY | STATE | ZIP | SUPERVISOR |
| | | | | SUPERVISOR PHONE NUMBER |
| SPOUSE'S PRESENT EMPLOYER | POSITION | PHONE NUMBER | HOW LONG EMPLOYED | GROSS MONTHLY SALARY |
| SPOUSE'S EMPLOYER ADDRESS | CITY | STATE | ZIP | SUPERVISOR |
| | | | | SUPERVISOR PHONE NUMBER |

OTHER SOURCES OF INCOME (Verification required, Examples – Retirement, Child Support, etc...)

| | | |
|--------|------------------|---------------|
| SOURCE | AMOUNT PER MONTH | HOW TO VERIFY |
| | | |
| SOURCE | AMOUNT PER MONTH | HOW TO VERIFY |
| | | |

EMERGENCY CONTACT (Cannot be co-signer, roommate, or spouse)

| | | | |
|----------------|--------------|--------------|-----------|
| NAME | RELATIONSHIP | PHONE NUMBER | |
| STREET ADDRESS | | CITY | STATE ZIP |

VEHICLE INFORMATION (Please provide this information for all vehicles at the property)

| | | | | |
|------|-------|------|-------|----------------------|
| MAKE | MODEL | YEAR | COLOR | LICENSE PLATE NUMBER |
| MAKE | MODEL | YEAR | COLOR | LICENSE PLATE NUMBER |
| MAKE | MODEL | YEAR | COLOR | LICENSE PLATE NUMBER |

HAVE YOU OR ANY OCCUPANT LISTED ON THIS APPLICATION EVER (CIRCLE YES (Y) OR NO (N))

| | | | | | |
|--|-----|-------------------------------|-----|-------------------------------|-----|
| BEEN EVICTED OR ASKED TO MOVE | Y N | BROKEN A RENTAL AGREEMENT | Y N | DECLARED BANKRUPTCY | Y N |
| BEEN SUED FOR RENT | Y N | BEEN SUED FOR PROPERTY DAMAGE | Y N | HAVE A CURRENT JUDGEMENT/LIEN | Y N |
| BEEN ARRESTED FOR FELONY, MISDEMEANOR OR SEX RELATED CRIME THAT WAS RESOLVED BY CONVICTION, PROBATION, DEFERRED ADJUDICATION, COURT ORDERED COMMUNITY SUPERVISION, OR PRETRIAL DIVERSION | | | | | |
| BEEN ARRESTED AND CONVICTED OF A CRIME | | | | | |

SOURCE

| | | | | |
|----------------------------|-----------------------------------|------------|------------|------|
| HOW DID YOU HEAR ABOUT US? | C21 SWEYER WEBSITE | CRAIGSLIST | RENTALHUNT | SIGN |
| OTHER | REFERRAL (AGENT'S NAME & COMPANY) | | | |

The property for which you have applied may have HOA restrictions. It is your responsibility to be aware and abide by rules of the community in which you choose to live. A copy of the HOA rules is available upon request. Below is a list of common violation items.

- Pet(s) may not be allowed to occupy a property.
- Boats, boat trailers, wreckers, RV's, commercial vehicles, work vehicles or any vehicle larger than a pick up truck or standard SUV may not be allowed at the property.
- Century 21 Sweyer Rentals does not allow trampolines/skateboard ramps. Some HOA's may not allow playground equipment.
- Multiple vehicles may cause parking issues (such as parking on street) and will not be allowed.

If any of these items apply to you, please explain: _____

I hereby submit \$60/ \$100 as a **NON-REFUNDABLE application fee**. I acknowledge that all information stated on the application is true. I understand that this application is subject to review and approval of Management, and understand that Management has the sole discretion to decide if I can lease this property. I hereby consent to allow Century 21 Sweyer Rentals, through its designated agents and employees, to obtain my credit information, to review my occupancy history, payment history and/or criminal background check as deemed necessary and to verify income stated on this application in order to process my application. No person shall be denied the right to rent a property based on applicant's race, color, religion, national origin, sex, age, disability, marital status or familial status.

X _____
Applicant's Signature Date

X _____
Century 21 Sweyer Rentals Representative Signature

X _____
Spouse's Signature Date

X _____
Date Application Received