

beginning August 1, 2019

RENTAL APPLICATION PROCESS

How can you VIEW one of Atlantic Blue Coast Realty's available rental properties?

before VIEWING any available rental homes, applicant must turn in **ALL** of the following:

- COMPLETED application from every proposed occupant over the age of 18
 - please be sure ALL sections of application(s) are complete BEFORE submitting
 - incomplete applications WILL NOT be considered
 - Atlantic Blue Coast Realty will not be responsible for calling to complete applications
- copy of photo ID – driver's license is preferred
- \$20.00 application fee for every primary tenant application – money order or cashier's check ONLY (no cash)

applicant will be contacted by Atlantic Blue Coast Realty to schedule an appointment to view requested home(s) – appointment(s) to view properties *may not* occur on same day as application submission.

*** NO EXCEPTIONS ***

What is needed after you find a property that you like?

the following items will be required to process applicant's approval:

- items listed above to view properties
- proofs of all stated incomes listed on application(s)
 - current pay stubs – no more than 30 days old
 - official letters from county confirming SSI, child support, HUD, etc
 - official letters from attorney confirming worker's compensation
 - in *some* cases, contracts for employment from certain businesses may be acceptable
- list of ALL addresses applicant has occupied in the previous 5 years
 - application has space for 3 most recent addresses, use separate paper for any additional
 - full addresses must be provided – just a town or street name may not be acceptable
- recent utility bill addressed to current residence – no more than 30 days old
- accurate landlord contact information for any/all addresses in previous 3 years
 - failure to provide this information may result in denial of application

What do you need to know about the approval process?

- based on information collected from application or references, in addition to the standard Security Deposit, approval may require a fully refundable Court Fee Deposit
 - \$126 for the 1st primary Tenant/signer... \$30 for each additional Tenant/signer
 - to be due at Lease signing
- rent payments cannot exceed 40% of the confirmed income
- applicant must have AT LEAST six (6) months at current job to be considered
 - applicants with less than nine (9) months at current job may be subject to additional Court Fee Deposit
- notice of application denial will be sent via email only... application fees will NOT be refunded for denials

NAME: LAST _____ FIRST _____

Atlantic Blue Coast Realty

Application for Residential Rental

PHOTO ID & \$20.00 APPLICATION FEE MUST BE SUBMITTED WITH EVERY PRIMARY TENANT APPLICATION!

Every Occupant over the age of 18 must fill out a separate application (even if not the Primary Tenant). **NO EXCEPTIONS**

Primary Applicant(s) **MUST** be 21 years of age or older. *Student Tenants* must have parent/guardian submit application. Please fill out this form **COMPLETELY** and sign where indicated before returning.

*Incomplete applications or applications submitted without the Application Fee **WILL NOT** be considered.

PERSONAL INFORMATION

FIRST NAME	MIDDLE	LAST	SS# / /
DATE OF BIRTH / /	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED Since _____ <input type="checkbox"/> SEPERATED Since _____	DRIVERS LICENSE # State	

CURRENT CONTACT INFORMATION

PHONE () - []H []C []W	PHONE () - []H []C []W	EMAIL
PRESENT PHYSICAL ADDRESS [] rent [] own	CITY / STATE / ZIP	
PRESENT MAILING ADDRESS [] same as above	CITY / STATE / ZIP	

MOVING INFORMATION

LENGTH OF TIME AT CURRENT ADDRESS	REASON FOR LEAVING	LANDLORD NOTIFIED OF MOVE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
LANDLORD / MRTG CO.	LANDLORD / MRTG. CO. PHONE () -	PAYMENT / RENT AMT	RENT / PAYMENT UP TO DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO

HOUSING HISTORY

PREVIOUS ADDRESS [] rent [] own	CITY / STATE / ZIP		
LENGTH OF TIME AT ADDRESS	REASON FOR LEAVING		
LANDLORD / MRTG CO.	LANDLORD / MRTG CO. PHONE () -	PAYMENT / RENT AMT	RENT / PAYMENT UP TO DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO

PREVIOUS ADDRESS [] rent [] own	CITY / STATE / ZIP		
LENGTH OF TIME AT ADDRESS	REASON FOR LEAVING		
LANDLORD / MRTG CO.	LANDLORD / MRT. CO. PHONE () -	PAYMENT / RENT AMT	RENT / PAYMENT UP TO DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO

PROPOSED OCCUPANT(S) – including children

NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE

PROPOSED PET(S) - additional pet deposit(s) may apply

NAME	TYPE / BREED	<input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR	AGE
NAME	TYPE / BREED	<input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR	AGE

EMPLOYMENT INFORMATION

EMPLOYER	OCCUPATION	HOURS PER WEEK
SUPERVISOR	PHONE () - []H []C []W	YEARS EMPLOYED
ADDRESS		CITY / STATE / ZIP

INCOME / FINANCIAL INFORMATION

CURRENT INCOME \$ _____ . _____	PAID [] WEEKLY [] BIWEEKLY [] MONTHLY	SOURCE	PROOF OF INCOME [] YES [] NO
CURRENT INCOME \$ _____ . _____	PAID [] WEEKLY [] BIWEEKLY [] MONTHLY	SOURCE	PROOF OF INCOME [] YES [] NO
CURRENT INCOME \$ _____ . _____	PAID [] WEEKLY [] BIWEEKLY [] MONTHLY	SOURCE	PROOF OF INCOME [] YES [] NO

EMERGENCY / REFERENCE INFORMATION

EMERGENCY CONTACT	RELATIONSHIP	PHONE () - []H []C []W
EMERGENCY CONTACT	RELATIONSHIP	PHONE () - []H []C []W
PERSONAL REFERENCE	RELATIONSHIP	PHONE () - []H []C []W
PROFESSIONAL REFERENCE	RELATIONSHIP	PHONE () - []H []C []W

HOUSING PREFERENCES – please DO NOT simply put “any”

LOCATION	SCHOOL DISTRICT	[] IN TOWN [] OUTSIDE OF TOWN
# OF BEDROOMS	# OF BATHROOMS	RANGE OF PAYMENT
DATE NEEDED	LENGTH OF CONTRACT [] 6 MONTHS [] 12 MONTHS [] OTHER	

APPLICANT QUESTIONNAIRE / AUTHORIZATION

HAS APPLICANT EVER BEEN SUED FOR UNPAID BILLS?	[] YES [] NO	HAS APPLICANT EVER BEEN LOCKED OUT OF THEIR HOME / APARTMENT BY THE SHERIFF?	[] YES [] NO
HAS APPLICANT EVER BEEN BANKRUPT?	[] YES [] NO	HAS APPLICANT EVER BEEN BROUGHT TO COURT BY ANOTHER LANDLORD?	[] YES [] NO
HAS APPLICANT EVER BEEN FOUND GUILTY OF A FELONY?	[] YES [] NO	HAS APPLICANT EVER MOVED WHILE OWING RENT OR DAMAGED A RENTAL UNIT / HOME?	[] YES [] NO
HAS APPLICANT EVER BROKEN A LEASE?	[] YES [] NO	IS THE TOTAL MOVE- IN AMOUNT AVAILABLE NOW? (RENT AND DEPOSIT)	[] YES [] NO

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 found to be falsely 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.

X _____ / _____ / _____
 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

Return completed applications to:

Atlantic Blue Coast Realty
 PO Box 975
 Whiteville, NC 28472

eMail:
 erichillreal@hotmail.com