

Thank you for considering to rent one of the homes listed by RE/MAX Homeowners, LTD.

As a convenience to you, we have provided you with the following rental application and credit policies to help you understand our rental process.

## **INSTRUCTIONS FOR RENTAL APPLICATION**

The Application Fee is due with completed application for consideration.

\$30 for individuals

\$40 for married couples

- ① Review and print the Rental Application and Credit Policy
- ② Complete and sign the entire rental application
- ③ Include ALL required information from Credit Policy
- ④ Fax completed application to (910)487-0450 or mail to:  
**RE/MAX Homeowners, LTD.**  
5509 Yadkin Road  
Fayetteville, NC 28303  
ATTN: Rental Department

**REMINDER:** Application will not be processed until receipt of application fee.

Normal Business Hours are: Mon.-Fri. 8AM – 5PM; Sat. 10AM-5PM  
Please feel free to call our office with any questions during normal business hours.

**(910)867-2116X139 (RENTAL DEPT.)**

**THANK YOU FOR YOUR BUSINESS!**

# CREDIT POLICIES

## APPLICATION FEE

Applicants will pay a non-refundable fee at the time of application: \$30 for individuals; \$40 for married couples.

## INCOME

Applicants must be able to prove a monthly gross income equal to four (4) times the monthly rent. Any non-employment income must be guaranteed for the term of the lease. Applicant must have at least six (6) months of verifiable employment at current job.

## JOB OCCUPANCY

Applicant applying for joint occupancy that are *not* married must qualify individually for the unit and only if the property allows multi-singles, each applicant will be required to pay \$30 per application. Married couples may be allowed to combine income for qualification upon verification of marriage.

## CREDIT REFERENCES

Applicant(s) must have at least two (2) acceptable credit referenced. Such referenced must verify that the applicant has paid their bills as agreed over the last six (6) months. No newly opened accounts are acceptable. Must have satisfactory credit rating with the Credit Bureau. All occupants over the age of 18 must fill out a credit application.

## RENTAL HISTORY

Applicants must have a satisfactory record of rent payments with previous landlord and must have given a sufficient vacate notice from their last address.

## SOCIAL SECURITY AND PROPERTY ID

Applicants must be able to show a Social Security Card with their name on it and a payroll check showing the number. Simply remembering is not sufficient. A picture ID will be needed and a copy will be kept with the application. If applicable, a current Power of Attorney must be presented.

## VIEWING UNIT

Applicants must have seen the property they wish to rent inside and out before application can be approved or sign a waiver stating they wish to rent the property sight unseen.

## CHILDREN

FHA-HUD Standards allow two (2) persons per bedroom, with the provision that two children between the ages of four and twelve will occupy the same bedroom must be the same sex. Children over the age of twelve will be allowed one per bedroom. The total occupants allowed are decided by owner at the time of management contract.

## PET FEE

IF PROPERTY ALLOWS PETS there will be a minimum non-refundable \$100 pet fee for the first pet and \$50 for each individual pet. Please note that pet fees may vary depending on weight limit and/or owner preference.

## RESERVATION FEE

I understand a non-refundable reservation fee will be required to take the house off the rental market for a maximum of up to two (2) weeks: *Date off Market:* \_\_\_\_\_ *Date to Sign Lease:* \_\_\_\_\_. If my application is approved and then, for any reason, I decide NOT to rent the house in question, I understand the reservation fee will be forfeited and will not be refunded to me. I also understand time is of the essence. However, upon signing my lease, the reservation fee will be applied toward my first month's rent. Homeowners, LTD. is an Agent for the owner.

I HAVE READ THE ABOVE AND FULLY UNDERSTAND THAT THE POLICIES STATED WILL BE USED IN CONSIDERATION OF ACCEPTABILITY OF THE WRITTEN APPLICATION FOR SAID RENTAL PROEPRTY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Homeowners Inc.

## PROPERTYMANAGEMENT

1. The application fee for singles is \$30 (cash or money order) and is non-refundable. All applicants over the age of 18 will have to pay the application fee unless applicants are married; the application fee for married couples is \$40 (cash or money order) and is non refundable.
2. All Applicants over the age of 18 will have to have their credit ran and will have to pay the \$30 application fee.
3. Roommates, fiancés, boyfriends and girlfriends will have to be listed on the application and pay the application fee.
4. If a property allows Multi-Singles, the owner will have final approval.
5. Proof of income is required for all parties on the application. Each application is required to make four times the rent a month to qualify financially. Individuals will have to qualify separately; married couples can combine their income.
6. Copies of IDs are required for all applicants.
7. If one party is signing a lease on behalf of another party with Power of Attorney (POA), the original POA must be presented before approval of application can be granted identifying the signing individual as the current authorized signature on their behalf.
8. You cannot have any bankruptcies, foreclosures or repossessions in the past two years
9. If the property does allow pets there will be a minimum non-refundable fee of \$100 per pet. Please note pet fees may vary depending on weight limit, height and/or owner.
10. If you are approved, you will be required to place a NON REFUNDABLE Reservation Fee on the house. This will take the house off the market for you for ten (10) calendar days. You are required to sign a lease within the ten (10) calendar day period or have arrangements with the property manager to sign the lease.
11. The NON-REFUNDABLE Reservation Fee is also non-transferable. It cannot be transferred to another house if you change your mind about the current house.
12. Your NON-REFUNDABLE Reservation Fee is applied toward your first month's rent once you sign the lease.
13. If you are moving into the house after the 20<sup>th</sup> of the month, you will be required, at the time of lease signing to pay the new month's rent along with the pro-rated rent of the current month.
14. ALL PARTIES responsible for the lease MUST BE PRESENT at the time of lease signing.

**AN INCOMPLETE LEASE APPLICATION WILL NOT BE PROCESSED.**

The above requirements have been explained to me and I fully understand the aforementioned terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Homeowners Inc.

PROPERTY MANAGEMENT

## RESIDENTIAL VERIFICATION

Applicant's Name: \_\_\_\_\_

We are requesting a residential verification on the above named applicant(s). Would you please provide us with the information below and fax it back to us at (910)487-0450.

Thank you in advance for your cooperation in this matter.

Previous/Current Residence:

Applicant(s) Address: \_\_\_\_\_

Community/Landlord: \_\_\_\_\_

Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Current Balance Due: \$ \_\_\_\_\_

Lease Expiration Date: \_\_\_\_\_ Month To Month: \_\_\_\_\_

Proper Notice Given? \_\_\_\_\_ Management Notice Given: \_\_\_\_\_

Pay On Time? \_\_\_\_\_ If Not, how many times late? \_\_\_\_\_

Pets? \_\_\_\_\_ Roommates? \_\_\_\_\_

Problems? \_\_\_\_\_ Violations? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Would you Re-rent? \_\_\_\_\_ Move Out Balance Due: \$ \_\_\_\_\_

Explain: \_\_\_\_\_

By signing below, I/We authorize RE/MAX Homeowners, LTD. And its agent to investigate my/our credit, residency and all other pertinent information and references given for purpose of obtaining housing All information obtained will be held in strict confidence.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TELEPHONE NUMBER THAT YOU CAN BE CONTACTED AT: \_\_\_\_\_ DATE: \_\_\_\_\_  
ADDRESS OF PROPERTY OU ARE APPLYING FOR: \_\_\_\_\_ RENTAL AMT: \_\_\_\_\_

**PERSONAL INFORMATION**

Applicant: \_\_\_\_\_ SS#: \_\_\_\_\_  
Last First MI  
Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_  
Co-Applicant: \_\_\_\_\_ SSN# \_\_\_\_\_  
Last First MI  
Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_  
Are both applicant and Co-Applicant 18 years or older? YES \_\_\_\_\_ NO \_\_\_\_\_

**PREVIOUS ADDRESS (Past Three Years)**

Current Address: \_\_\_\_\_  
Street Address City State Zip  
Length of Stay: From: \_\_\_\_\_ To: \_\_\_\_\_  
Check One: Renting: \_\_\_\_\_ Buying: \_\_\_\_\_ Other (Explain): \_\_\_\_\_  
If renting, Also Complete A-C: **(THIS INFORMATION MUST BE COMPLETED)**  
(A) Monthly Rental Amount: \$ \_\_\_\_\_ (B) Landlord Name: \_\_\_\_\_ (C) Landlord Phone #: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Street Address City State Zip  
Length of Stay: From: \_\_\_\_\_ To: \_\_\_\_\_  
Check One: Renting: \_\_\_\_\_ Buying: \_\_\_\_\_ Other (Explain): \_\_\_\_\_  
If renting, Also Complete A-C: **(THIS INFORMATION MUST BE COMPLETED)**  
(A) Monthly Rental Amount: \$ \_\_\_\_\_ (B) Landlord Name: \_\_\_\_\_ (C) Landlord Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street Address City State Zip  
Length of Stay: From: \_\_\_\_\_ To: \_\_\_\_\_  
Check One: Renting: \_\_\_\_\_ Buying: \_\_\_\_\_ Other (Explain): \_\_\_\_\_  
If renting, Also Complete A-C: **(THIS INFORMATION MUST BE COMPLETED)**  
(A) Monthly Rental Amount: \$ \_\_\_\_\_ (B) Landlord Name: \_\_\_\_\_ (C) Landlord Phone #: \_\_\_\_\_

Date You would Like Possession Of The Property? \_\_\_\_\_  
How Long Do You Plan On Renting This Property? \_\_\_\_\_  
How Long Do You Expect To Be In The Fayetteville Area? \_\_\_\_\_  
Do You Plan On Buying A Home In The Fayetteville Area? \_\_\_\_\_ If So, How Long Before You Plan To Buy? \_\_\_\_\_  
If Military, Have You Applied For On-Base Housing? \_\_\_\_\_ (Base Housing Does Not Break A Lease)  
If Military And New TO The Area, Please Attach A Copy Of Your Orders.  
To View Property, I Was: \_\_\_\_\_ Given A Key \_\_\_\_\_ Taken To House With Agent \_\_\_\_\_ Agent Name \_\_\_\_\_  
Nearest Living Relative NOT Living With You: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

**EMPLOYMENT/INCOME**

**APPLICANT**

Employer: \_\_\_\_\_ Position/Rank \_\_\_\_\_ Years: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Supervisor/Commander: \_\_\_\_\_ First Sgt: \_\_\_\_\_ ETS Date: \_\_\_\_\_  
Monthly Income (After Taxes):\$ \_\_\_\_\_ Pay Days: \_\_\_\_\_

**CO-APPLICANT**

Employer: \_\_\_\_\_ Position/Rank \_\_\_\_\_ Years: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Supervisor/Commander: \_\_\_\_\_ First Sgt: \_\_\_\_\_ ETS Date: \_\_\_\_\_  
Monthly Income (After Taxes):\$ \_\_\_\_\_ Pay Days: \_\_\_\_\_

**MISCELLANEOUS INCOME**

Check One: Applicant: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_  
Monthly Income (after taxes if applicable): \$ \_\_\_\_\_  
Source: \_\_\_\_\_

**CURRENT BILLS AND CREDIT REFERENCES**

CREDITOR	CITY/STATE	APPROX BALANCE	PAYMENT
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

**GENERAL INFORMATION**

Total Number Of Persons To Be Living In The Home:      List All Persons Including Applicant and/or Co-Applicant Below

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do You Have Any Pets: YES  NO  Check All that applies: Dog  Cat  Inside Pet:  Outside Pet:  How Many?     

If Dog, What Breed(s) \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Having seen the property at the stated address, I would like to submit this list of any minor repairs/improvements that I would like to have done as a condition of my occupancy. I understand that these repairs/improvements are subject to the approval of the property owner. In no way, does submitting this list guarantee that Homeowners Property Management will have or promises to have these completed:

List of repairs/improvements (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I do hereby authorize Homeowners Property Management to check my credit and to verify the information I have given about my previous landlords and employers. I do understand that there is a \$30.00 for individuals & \$40 for married couples **NON-REFUNDABLE FEE** for processing this rental application which must be paid in cash, money order or certified funds (**NO PERSONAL CHECKS**) and that Homeowners Property Management has the right to cancel the attached lease within two business days of the date of this application if my credit and/or landlord references so justify or if false information is given.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**Landlord Reference:**

Reference For Which Address: \_\_\_\_\_

Spoke To: \_\_\_\_\_ Date Called: \_\_\_\_\_ Time Called: \_\_\_\_\_ Comment: \_\_\_\_\_

\_\_\_\_\_

Reference For Which Address: \_\_\_\_\_

Spoke To: \_\_\_\_\_ Date Called: \_\_\_\_\_ Time Called: \_\_\_\_\_ Comment: \_\_\_\_\_

\_\_\_\_\_

Reference For Which Address: \_\_\_\_\_

Spoke To: \_\_\_\_\_ Date Called: \_\_\_\_\_ Time Called: \_\_\_\_\_ Comment: \_\_\_\_\_

\_\_\_\_\_

**APPLICATION APPROVED: YES  NO**  **If approved, amount of security deposit required: \_\_\_\_\_**

**If approved, what date is lease to commence? \_\_\_\_\_ DATE/TIME APPLICANT INFORMED: \_\_\_\_\_**

**ADDITIONAL COMMENTS: \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_