



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, except married couples.
- ✓ 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.

### 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.)

### CREDIT

Our office will conduct a credit check on each applicant through Experian. *No Credit is treated as Good Credit.* If you have had any judgments, repossessions, or collection accounts within the last seven (3) years, you would 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. We will also contact your present and past landlord for a rental reference.

### DEPOSIT / PET FEES

Security Deposits are equal to the rent amount.

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 \$125 (minimum) and are NON-REFUNDABLE.

*Each Office is Independently Owned and Operated*



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Albemarle, NC 28001
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Judy Efird, Property Manager

Jeff Stevens, 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#
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 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 \_\_\_\_\_