

- 1. Proof of income
(must be 3 times the amount of rent-Gross)
- 2. Photo ID (non military)
- 3. \$30.00 cash for each individual / \$40.00
cash for a married couple

Application Checklist

Application Date: _____

Property Applied For: _____

Please Initial Each Blank Once Completed:

_____ Pets [Yes or No]; Are pets allowed at this rental??

----- Verify all applicants and occupants [Over age of 18 must
be an applicant]

_____ Application signed by all applicants

_____ Contact Phone # for Applicant

_____ Copy of pay stubs for all applicants

_____ Verify current mailing address [Not P.O. Boxes]

_____ Application Fee Paid

Property Manager Approval to PROCESS: _____

Application Approved: _____ Yes _____ No

Binder Fee Required: \$ _____

Equal Housing	Pennink and Huff Property Management does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, or national origin.
Application for Residency	An application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the home. Any false information will constitute grounds for rejection of Application for Residency and the lease may be nullified during the term of residency if fraudulent information has been given.
Application Fee	A non-refundable fee paid by all applicants for verification of the below mentioned criteria. A fee of \$30 per person or (married couples \$40) to be paid in cash or certified funds is due at the time of application. Each applicant must sign rental application.
Availability	Applications for homes will be accepted on a first come, first serve bases and subject to the availability.
Identification	All visitors must present photo identification in order to view any home. Acceptable forms of identification include driver's license, passport, state or military identification, or alien registration card. In addition, all applicants must present valid photo identification at the time application is made and/or prior to move-in.
Occupancy Limits	The maximum number of occupants per home will be determined in accordance with local ordinances and/or state law. In the event that there is no applicable local ordinance or state law, the maximum number of occupants for a specific unit size will be two (2) occupants per bedroom. Any person less than twenty-four (24) months of age will not be considered an occupant for purpose of occupancy limits.
Co-Tenancy	Roommates must apply and qualify separately. Each is fully responsible for the entire rental payment and each must execute the lease and all other addenda.
Pet Policies	Certain owners allow pets to live in their home and on their property. The applicable pet fees and deposits must be paid prior to moving into your new home. \$250.00 non-refundable pet fee is required. Property owners and management company reserves the right to deny an application based on any pets including dogs considered to be dangerous and/or on the vicious breeds list in which the county the property is located. We do not allow aggressive breeds in accordance with NC state house bill 956 (58-82B-1 Regulation of aggressive dog breeds). Animals trained to assist disabled individuals are always permitted with documentation.
Income Standards	Monthly rent cannot exceed 33% of verifiable gross monthly income. Applicant's monthly payments and rent may not exceed 50% of the gross monthly verifiable income. Acceptable forms of income verification may include pay stubs received during the last month; signed employment verification on company letterhead; a W-2 or personal income tax return. Self-employed applicants will be required to supply the most recent tax return. No co-signers allowed.
Resident History	Three (3) years of rental history may be verified on present and previous residences. A positive payment record and sufficient notice with no damages is expected. Present and previous landlords must reveal prompt payment histories, proper notice of lease termination and condition of the property at the time the applicant(s) vacated the premises. Rental references from family members will not be accepted. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

Credit Standards

Credit status will be checked through the appropriate credit bureau. Medical balances are not held as negative credit. Unacceptable credit history that may be considered reason for application denial is defined as any non-disputed, unresolved negative credit experience that was turned over to a collection agency; a court judgment against the applicant exceeding \$200; any unpaid balance to a mortgage, management company or utility company, including but not limited to eviction from leased or rental housing; and payments recorded as late or unpaid. Rejected applicants then have the right to obtain a copy of the credit report from the consumer credit-reporting agency and to dispute its accuracy within 60 days of the date of rejection.

Chapter 7 bankruptcy is not held as negative credit if after the date of discharge there are no non-disputed, negative credit experiences following the discharge. A list of the accounts included in the bankruptcy and proof of discharge may be required.

Chapter 13 wage earner plan is held as negative credit until the date of discharge. The Chapter 13 will not be held as negative credit if there are non-disputed, negative credit experiences following the discharge. A list of the accounts included in the bankruptcy and proof of discharge may be required.

Criminal Background

A criminal background check will be run on all applicants over the age of 18. The Application for Residency will be rejected for any of the following criminal related reasons regardless or whether or not jail time was served or adjudication was withheld, which have occurred within seven (7) years prior to the application date.

- Felony conviction
- Misdemeanor conviction involving crimes against persons or property
- Any illegal drug related felony conviction
- Any prostitution related conviction
- Any sex related conviction
- A listing as a sexual predator or offender
- Any terrorist related conviction
- "Guilty" pleas or "No Contest" pleas to any felony or any of the above related charges, regardless of whether or not jail time was served, resulting in "Adjudication Withheld"
- Active status on probation or parole resulting from any of the above

Binder Fee

A good faith binder fee (the amount to be determined by the agency) will be required upon approval of application, in order to hold (take off the market) the property until the applicant(s) signs a lease or takes occupancy. At the time of lease signing, the good faith binder fee will be applied toward payment of the security deposit and disposition will be governed by the lease agreement. If the applicant(s) fails to sign a lease or take occupancy of the premise on the agreed date, management will return a prorated share of the binder fee. **Binder fee must be paid by Money Order or Certified Funds. (NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED)**

Applicant agrees to take possession of property within 10 days of leaving a binder fee.

I have read the above stated Application Qualifications Standards and understand that my Application for Residency will be processed accordance with these guidelines.

Applicant Date

PHPM Representative Date

Co- Applicant Date

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FOR OFFICE USE ONLY
PENNINK & HUFF PROPERTY MANAGEMENT**

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Please complete all information on this form. Thank you for your interest in our rental properties.

How did you hear about our property? _____
Property Address _____ Rental Amount _____
Date of Application _____ Desired Date of Occupancy _____
Current Phone Number _____ Agent _____
Email Address _____

Personal Information

Applicant's FULL Name _____ Date of Birth _____
Social Security Number _____ - _____ - _____ Driver's License #/State _____

Co-Applicant's FULL Name _____ Date of Birth _____
Social Security Number _____ - _____ - _____ Driver's License #/State _____
Relationship _____

Other Residents

Full Name	Relationship to You	Date of Birth	Age

Do You or Other Occupants own any pets? _____ If yes how many? _____
Type _____ Breed _____ Weight _____

Do you operate a home-based business? _____ If so, what type? _____

Residence History

PRESENT ADDRESS

Present Address _____ Zip Code _____
Dates From _____ to _____
Present Landlord or Mortgage Co. _____ Telephone _____
Name Lease Was Under _____ Is this Military Housing []Yes []No
Monthly Payment \$ _____ Reason for Moving _____

PREVIOUS ADDRESS

Dates from _____ to _____
Landlord or Mortgage Co _____ Telephone _____
Name Lease Was Under _____ Is this Military Housing []Yes [] No
Monthly Payment \$ _____ Reason For Moving _____

Employment Information

PRESENT EMPLOYER _____ Dates from _____ to _____
Employer's Address _____ Telephone _____
Position _____ Supervisor _____ Gross Monthly Salary \$ _____
Military Rank _____ ETS _____ Unit _____

PREVIOUS EMPLOYER _____ Dates from _____ to _____
Employer's Address _____ Telephone _____
Position _____ Supervisor _____ Gross Monthly Salary \$ _____

CO-APPLICANT'S EMPLOYER _____ Dates from _____ to _____
Employer's Address _____ Telephone _____
Position _____ Supervisor _____ Gross Monthly Salary \$ _____
Military Rank _____ ETS _____ Unit _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, Etc...) who we could contact for confirmation. You do NOT have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____
Comments: _____

In Case of Personal Emergency, Please Notify:

Name _____ Relationship _____
Address _____
Home Phone _____ Work Phone _____

Banking & Credit Information

BANK NAME & BRANCH

Checking [] Yes [] No Savings [] Yes [] No

Vehicle Information

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____

Make/Model _____ Year _____ Color _____ TagNo./State _____
Make/Model _____ Year _____ Color _____ Tag No./State _____
Other car, motorcycle, boat, etc... _____

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Due to the priority of certain maintenance requests. Does any occupant have a Medical Condition that would require immediate attention to the property; (i.e. Asthma)? Yes No

*NOTE: Proper Documentation is Required for File.

HAVE YOU OR CO-APPLICANT EVER:

- Been evicted or asked to move out? Yes No
- Broken a Rental Agreement or Lease? Yes No
- Been sued for non-payment of rent? Yes No
- Been sued for damage to rental property? Yes No
- Declared Bankruptcy? Yes No

****PLEASE READ****

I hereby make an application for a rental property and certify that this information is correct. I authorize you to call any references that I listed. I also authorize you to obtain my consumer credit report from a credit-reporting agency which will appear as an inquiry on my credit file. It is mutually agreed that if the application is accepted, it will be attached to and become part of the lease contract. If you are asking that the property be removed from the market, you agree to pay a "binder fee" in order to do so. A binder fee shows "good faith" and is required to remove the property from the market at your request pending a written lease agreement. This means at the time of lease signing, the good faith binder fee will be applied toward payment of the monthly rent payment. Further, at the time of lease signing a security deposit will be required. If the applicant(s) fail to sign a lease or take occupancy of the premises on the agreed date, management will return a prorated share of the good faith binder fee. Said compensation to the owner for removing the property from the market at your request will be determined by the rate of proposed rent on the application prorated for the number of days the property has been removed from the market per your request.

APPLICANT'S SIGNATURE _____ DATE _____

CO-APPLICANT'S SIGNATURE _____ DATE _____

Revised 01/15/15

CONFIDENTIAL INFORMATION
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PENNINK & HUFF PROPERTY MANAGEMENT

Pennink and Huff Property Management
5302 Yadkin Road
Fayetteville, NC 28303
Phone: (910) 864-3955 Fax: (910) 864-4500

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RENTAL VERIFICATION PM: _____

I hereby authorize release of the information below requested
By Pennink & Huff Property Management

Applicant's Signature

Date

Applicant's Signature

Date

Address Applying For

[BELOW TO BE COMPLETED BY PERSON PROVIDING REFERENCE]

Applicant's Name:

Property Address:

Date of Residency:

Amount of Monthly Rent: _____

Number of late payments:

Did the late payments occur within the last 12 months? None One Two Three or more

Did the applicant comply with all community policies? Yes No

Did the applicant keep an animal on the premises? Yes No

If the applicant kept an animal, did the animal cause a problem? Yes No

Did the applicant give proper notice to vacate? Yes No

Would you re-rent to the applicant again in the future? Yes No

Signature of Property Manager

Date