



REAL ESTATE ASSOCIATES, INC.
 PROPERTY MANAGEMENT • DEVELOPMENT
 COMMERCIAL BROKERAGE / LEASING

APPLICATION CHECKLIST

- ✓ Photo I.D.
 - ✓ Employment Verification
(2 most recent paystubs or offer letter)
 - ✓ Application Fee
(\$50 for each applicant over 18 yrs. old)
- To ensure quicker processing time, please be sure that your application is complete. Former landlord and employer contact information is very important.*

FOR OFFICE USE

Date Received: _____
 Time Received: _____
 Received By: _____
 Application Fee: _____
 Property: _____
 Deposit Paid: _____
 Move-In Date: _____

RENTAL APPLICATION

PLEASE NOTE: This application may take up to 2-3 days to process. We will do our best to complete our screening as quickly as possible. Upon approval, you will have 24 hours in which to pay a deposit. The security deposit balance must be paid in full and a Lease Signed within 3 business days of application approval.

APPLICANT INFORMATION				
First Name:		Middle Name:		Last Name:
SSN:		Date of Birth:		Desired Move-In Date:
Driver's License State:	Driver's License Number:		Email:	
Home Phone:		Work Phone:		Mobile Phone:
Current address:				
City:		State:		ZIP Code:
<input type="checkbox"/> Rent	<input type="checkbox"/> Own	Reason for Moving:		
Monthly Rent/Mortgage: \$		Dates Lived There:		
Current Landlord:		Current Landlord's Phone:		
Previous address:				
City:		State:		ZIP Code:
Reason for Moving:				
Monthly Rent/Mortgage: \$		Dates Lived There:		
Previous Landlord:		Previous Landlord's Phone:		
EMPLOYMENT INFORMATION				
Current Employer:			<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
Hours Per Week:				
Employer Address:				
City:		State:		ZIP Code:
Supervisor Name:		Supervisor Phone:		
Position:				How Long There:
Salary: \$		<input type="checkbox"/> Per Hour	<input type="checkbox"/> Per Month	<input type="checkbox"/> Per Year
				<input type="checkbox"/> Before Taxes
<input type="checkbox"/> After Taxes				
Other Income:				
SPOUSE OR ROOMMATE(S)				
Spouse (if applicable):				-- MUST FILL OUT A SEPARATE APPLICATION
Roommate:				-- MUST FILL OUT A SEPARATE APPLICATION
Roommate:				-- MUST FILL OUT A SEPARATE APPLICATION
CHILDREN OR DEPENDENTS				
Name:		Date of Birth:		
Name:		Date of Birth:		
Name:		Date of Birth:		
PETS				
Breed:	Age:	Weight:	Sex:	Spayed/Neutered:
Breed:	Age:	Weight:	Sex:	Spayed/Neutered:

3333 Durham-Chapel Hill Boulevard, Suite C

P.O. Box 52328

Durham, NC 27717-2328

Phone: 919.489.2000 Fax: 919.493.8533

www.realestateassoc.com

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REALTOR®



EQUAL HOUSING OPPORTUNITY

VEHICLES				
Year:	Make:	Model:	Color:	License Plate:
Year:	Make:	Model:	Color:	License Plate:
EMERGENCY CONTACT				
Name:	Relationship:	Phone:	Email:	
OTHER INFORMATION				
Do you or any proposed occupant smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever rented from Real Estate Associates, Inc. before? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please list property address and dates rented:				
Have you ever been evicted from a tenancy or left owing money? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please explain:				
Have you ever failed to receive a full refund of your security deposit? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please explain:				
Have you ever been convicted of, or pled guilty to, a felony or misdemeanor (other than minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please explain:				
Military Status: <input type="checkbox"/> Active Duty <input type="checkbox"/> Active Reserves <input type="checkbox"/> Inactive Reserves <input type="checkbox"/> National Guard <input type="checkbox"/> Retired <input type="checkbox"/> I am not a member of the military.				
<input type="checkbox"/> I agree to notify Real Estate Associates, Inc. if my military status changes at any time during my tenancy.				
NOTE: THE APPLICATION FEE IS \$50.00 (NON-REFUNDABLE, NO PERSONAL CHECKS ALLOWED). EVERY INDIVIDUAL 18 YEARS OLD OR OLDER MUST FILL OUT AN APPLICATION.				
I hereby acknowledge that the information given herein is true and complete to the best of my knowledge, and that any misrepresentation shall be grounds for rejection of this application <u>and forfeiture of any deposits paid</u> , and that this application shall become part of my lease agreement. I also acknowledge that any deposit paid by me shall hold the premises for a period of not more than two (2) weeks, and <u>that no deposit may be refunded under any condition should my application be approved and I fail to accept said premises</u> . I hereby give permission for Real Estate Associates, Inc. to check the information given above in any legal manner they may deem appropriate, including checking the applicant's credit or criminal history through Resolve Partners LLC, or any other consumer reporting agency. I also consent to allow Real Estate Associates to verify my military status now and at any time during my tenancy.				
Signature of applicant				Date

PLEASE LET US KNOW HOW YOU HEARD ABOUT THIS PROPERTY:

Printed Advertising Sign Friend Website Other: _____



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