

RENTING POLICIES AND PROCEDURES

Once you have selected a property you would like to rent, you should complete a Rental Application. We charge a **\$50 application fee**. Which we request one completed per resident/married couple.

In order for your application to be considered you must meet all of the following requirements and ***include a copy of your driver's license***:

Monthly Income- Applicants must be able to show ability to pay monthly lease rate through income and/or via other sources. Current employment will be verified (if applicable).

Good Previous Rental History- We will verify rental history with your current and previous landlord(s). You must provide names and telephone numbers of prior landlord(s). Applications will not be considered if we cannot contact your current and prior landlord(s) or mortgage holder(s). 2 total years required.

Clear Criminal History- Applicants with any violent criminal history will automatically be denied.

Complete Application- This application must be completed in its entirety. **Failure to complete the entire application can result in denial of the application.**

We will try to process your application within 24-48 hours. However, since the property owner does have to verify outside information such as Employment, Rental History, Mortgage History, etc, this can sometimes take longer. If the agent processing your application has not received these verifications back within 48 hours, they will be in contact with you for assistance in obtaining this information.

Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become the property of the owner.

We cannot guarantee any residence you have seen to be available by the time your application is processed. We cannot be held responsible for any residence that is rented after you have seen it and turned in an application. All rentals are on a first approved basis. You will be required to pay the security deposit at the time of lease signing. **THE SECURITY DEPOSIT MUST BE PAID BY MONEY ORDER, CASH, PERSONAL CHECK OR CASHIER'S CHECK.** There is a separate, **non-refundable** pet fee. There is a minimum of six-month for the lease term. The pet fee is \$250 for the first pet, and an additional \$100 per pet after that (if applicable). With good credit and verifications, the security deposit is equal to one month's rent. A higher security deposit may be required under certain conditions.

After entering a lease agreement with the owner, you must report to us a change of home and/or work phone number(s) and/or place of employment within 48 hours of the change.

Revised 09/2011

Boxwood Realty
 1204 The Plaza (No. 3)
 Charlotte, NC 28205
 (704) 277.3184 p.
 (704) 840.1162 f.

RENTAL APPLICATION

| | |
|--------------------------|--|
| Rental Property Address: | |
| Desired move-in date: | |

How did you hear about this property: print ad referral sign other

PERSONAL INFORMATION:

| | | |
|---------------------------------|--------------------------------|---|
| Full name (applicant 1): | Mobile Phone: | Email: |
| | | |
| Work Phone: | Social Security Number: | Date of Birth: |
| | | |
| Drivers License Number | Issuing State | <input checked="" type="checkbox"/> attach copy of license |
| | | |

| | | |
|---------------------------------|--------------------------------|---|
| Full name (applicant 2): | Mobile Phone: | Email: |
| | | |
| Work Phone: | Social Security Number: | Date of Birth: |
| | | |
| Drivers License Number | Issuing State | <input checked="" type="checkbox"/> attach copy of license |
| | | |

List any other people who will live with you at the property:

| | | |
|--------------|-------------|----------------------|
| Name: | Age: | Relationship: |
| | | |
| | | |

Do you have any pets: yes no

If yes:

| | | | | |
|------------------------|--------------|---------------|----------------|-------------|
| Number of pets: | Type: | Breed: | Weight: | Age: |
| | | | | |

***There is a \$250.00 non-refundable pet fee. We do not accept Rottweiler, Pit bulls or Doberman's.*

EMERGENCY CONTACT

| | | | |
|----------------------|----------------------|----------------------|-------------------------------|
| Person's Name | Phone Number: | Relationship: | Location (city, state) |
| | | | |

RESIDENCE HISTORY

| | | |
|---------------------------------|-----------------------------|-------------------------------|
| Address: | How long at address: | Monthly rent/mortgage: |
| | | |
| Landlord/Mortgage Holder | Phone Number: | Reason for leaving: |
| | | |

| | | |
|---------------------------------|-----------------------------|-------------------------------|
| Address: | How long at address: | Monthly rent/mortgage: |
| | | |
| Landlord/Mortgage Holder | Phone Number: | Reason for leaving: |
| | | |

| | | |
|---------------------------------|-----------------------------|-------------------------------|
| Address: | How long at address: | Monthly rent/mortgage: |
| | | |
| Landlord/Mortgage Holder | Phone Number: | Reason for leaving: |
| | | |

EMPLOYMENT INFORMATION *(prefer 2 years)*

Applicant 1 (most recent)

| | | |
|--------------------------|------------------------------|------------------------------|
| Employer: | Length of employment: | Address (city/state): |
| | | |
| Position: | Income (monthly): | Supervisor: |
| | | |
| Supervisor Phone: | | |
| | | |

Applicant 1 (other)

| | | |
|--------------------------|------------------------------|------------------------------|
| Employer: | Length of employment: | Address (city/state): |
| | | |
| Position: | Income (monthly): | Supervisor: |
| | | |
| Supervisor Phone: | | |
| | | |

Applicant 2 (most recent)

| | | |
|--------------------------|------------------------------|------------------------------|
| Employer: | Length of employment: | Address (city/state): |
| | | |
| Position: | Income (monthly): | Supervisor: |
| | | |
| Supervisor Phone: | | |
| | | |

Applicant 2 (other)

| | | |
|--------------------------|------------------------------|------------------------------|
| Employer: | Length of employment: | Address (city/state): |
| | | |
| Position: | Income (monthly): | Supervisor: |
| | | |
| Supervisor Phone: | | |
| | | |

CREDIT INFORMATION

Have you ever filed for bankruptcy? yes no If yes, when: _____

Are there any judgements or collections against you? yes no

If yes, please specify: _____

AUTOMOBILE INFORMATION*

Applicant 1

| Do you have any automobile? | If yes, monthly payment: | Make |
|--|--------------------------|-------------------------|
| <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| Model | Year | License Plate (#/state) |
| | | |

Applicant 2

| Do you have any automobile? | If yes, monthly payment: | Make |
|--|--------------------------|-------------------------|
| <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| Model | Year | License Plate (#/state) |
| | | |

**No boats, trailers, campers or other motorized transport may be stored at any property without prior written approval.*

DISCLOSURE AND AUTHORIZATION

We charge a \$50 application fee and we need to have a completed application to be considered for any of our listed properties.

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to the owner and/or its principal and/or the owner of any property which I am applying to occupy.

I further understand and agree that the owner (and/or their designee) will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, the owner may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way. The owner welcomes all applicants and supports fair housing. We do not refuse to lease any housing accommodations or property nor in any other way discriminate against a person because of sex, race, color, religion, familial status, handicap or national origin.

Notice of contractual relationship between the Property Owner and Boxwood Realty is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Applicant 1 Signature: _____ Date: _____
 Applicant 2 Signature: _____ Date: _____