

beginning January 1, 2017

# NEW RENTAL APPLICATION POLICY

## TO VIEW AVAILABLE RENTAL HOME(S)

before viewing any of our available rental homes, applicant must turn in the following:

- COMPLETED application from every proposed occupant over the age of 18
- copy of photo ID – driver's license is preferred

applicant will be contacted to schedule an appointment to view requested home(s) - appointment(s) to view home(s) <i>may not</i> occur on same day as application submission
---

## APPLICATION PROCESS ONCE APPLICANT CHOOSES A HOME

the following items will be required to process applicant's approval:

- COMPLETED application from every proposed occupant over the age of 18
  - please be sure ALL sections of application are complete BEFORE submitting
  - incomplete applications WILL NOT be considered
  - J Ray Realty will not be responsible for calling to complete applications
- copy of photo ID – driver's license is preferred
- proofs of all stated incomes listed on application(s)
  - current pay stubs – no more than 30 days old
  - official letters from county confirming SSI, child support, HUD, etc
  - official letters from attorney confirming worker's compensation
- list of ALL addresses applicant has occupied in the previous 5 years
  - application has space for 3 most recent addresses, use separate paper for any additional
  - full addresses must be provided – just a town or street name may not be acceptable
- landlord contact information for any/all addresses in previous 3 years
- \$20.00 application fee for every primary tenant application

## ADDITIONAL NOTES

rent payments cannot exceed 50% of the confirmed income

based on information collected from application/references, property approval may require a fully refundable court fee in addition to standard Security Deposit

- \$126.00 for a single primary tenant / signer
- \$30.00 for each additional primary tenant / signer
- to be due at Lease signing

NAME: LAST \_\_\_\_\_ FIRST \_\_\_\_\_

# J. Ray Realty

## Application for Residential Rental

**PHOTO ID & \$20.00 APPLICATION FEE MUST BE SUBMITTED WITH EVERY PRIMARY TENANT APPLICATION!**

Every Occupant over the age of 18 must fill out a separate application (even if not the Primary Tenant). **NO EXCEPTIONS**

Primary Applicant(s) **MUST** be 21 years of age or older. *Student Tenants* must have parent/guardian submit application. Please fill out this form **COMPLETELY** and sign where indicated before returning.

\*Incomplete applications or applications submitted without the Application Fee **WILL NOT** be considered.

### PERSONAL INFORMATION

FIRST NAME	MIDDLE	LAST	SS# / /
DATE OF BIRTH / /	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED Since _____ <input type="checkbox"/> SEPERATED Since _____	DRIVERS LICENSE # State	

### CURRENT CONTACT INFORMATION

PHONE ( ) - [ ]H [ ]C [ ]W	PHONE ( ) - [ ]H [ ]C [ ]W	EMAIL
PRESENT PHYSICAL ADDRESS <input type="checkbox"/> rent <input type="checkbox"/> own	CITY / STATE / ZIP	
PRESENT MAILING ADDRESS <input type="checkbox"/> same as above	CITY / STATE / ZIP	

### MOVING INFORMATION

LENGTH OF TIME AT CURRENT ADDRESS	REASON FOR LEAVING	LANDLORD NOTIFIED OF MOVE? <input type="checkbox"/> YES <input type="checkbox"/> NO
LANDLORD / MRTG CO.	LANDLORD / MRTG. CO. PHONE ( ) -	PAYMENT / RENT AMT RENT / PAYMENT UP TO DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO

### HOUSING HISTORY

PREVIOUS ADDRESS <input type="checkbox"/> rent <input type="checkbox"/> own	CITY / STATE / ZIP	
LENGTH OF TIME AT ADDRESS	REASON FOR LEAVING	
LANDLORD / MRTG CO.	LANDLORD / MRTG CO. PHONE ( ) -	PAYMENT / RENT AMT RENT / PAYMENT UP TO DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO

PREVIOUS ADDRESS <input type="checkbox"/> rent <input type="checkbox"/> own	CITY / STATE / ZIP	
LENGTH OF TIME AT ADDRESS	REASON FOR LEAVING	
LANDLORD / MRTG CO.	LANDLORD / MRT. CO. PHONE ( ) -	PAYMENT / RENT AMT RENT / PAYMENT UP TO DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO

### PROPOSED OCCUPANT(S) – including children

NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE

### PROPOSED PET(S) - additional pet deposit(s) may apply

NAME	TYPE / BREED	<input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR	AGE
NAME	TYPE / BREED	<input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR	AGE

**EMPLOYMENT INFORMATION**

EMPLOYER	OCCUPATION	HOURS PER WEEK
SUPERVISOR	PHONE ( ) - [ ]H [ ]C [ ]W	YEARS EMPLOYED
ADDRESS		CITY / STATE / ZIP

**INCOME / FINANCIAL INFORMATION**

CURRENT INCOME \$ _____ . _____	PAID [ ] WEEKLY [ ] BIWEEKLY [ ] MONTHLY	SOURCE	PROOF OF INCOME [ ] YES [ ] NO
CURRENT INCOME \$ _____ . _____	PAID [ ] WEEKLY [ ] BIWEEKLY [ ] MONTHLY	SOURCE	PROOF OF INCOME [ ] YES [ ] NO
CURRENT INCOME \$ _____ . _____	PAID [ ] WEEKLY [ ] BIWEEKLY [ ] MONTHLY	SOURCE	PROOF OF INCOME [ ] YES [ ] NO

**EMERGENCY / REFERENCE INFORMATION**

EMERGENCY CONTACT	RELATIONSHIP	PHONE ( ) - [ ]H [ ]C [ ]W
EMERGENCY CONTACT	RELATIONSHIP	PHONE ( ) - [ ]H [ ]C [ ]W
PERSONAL REFERENCE	RELATIONSHIP	PHONE ( ) - [ ]H [ ]C [ ]W
PROFESSIONAL REFERENCE	RELATIONSHIP	PHONE ( ) - [ ]H [ ]C [ ]W

**HOUSING PREFERENCES – please DO NOT simply put “any”**

LOCATION	SCHOOL DISTRICT	[ ] IN TOWN [ ] OUTSIDE OF TOWN
# OF BEDROOMS	# OF BATHROOMS	RANGE OF PAYMENT
DATE NEEDED	LENGTH OF CONTRACT [ ] 6 MONTHS [ ] 12 MONTHS [ ] OTHER	

**APPLICANT QUESTIONNAIRE / AUTHORIZATION**

HAS APPLICANT EVER BEEN SUED FOR UNPAID BILLS?	[ ] YES [ ] NO	HAS APPLICANT EVER BEEN LOCKED OUT OF THEIR HOME / APARTMENT BY THE SHERIFF?	[ ] YES [ ] NO
HAS APPLICANT EVER BEEN BANKRUPT?	[ ] YES [ ] NO	HAS APPLICANT EVER BEEN BROUGHT TO COURT BY ANOTHER LANDLORD?	[ ] YES [ ] NO
HAS APPLICANT EVER BEEN FOUND GUILTY OF A FELONY?	[ ] YES [ ] NO	HAS APPLICANT EVER MOVED WHILE OWING RENT OR DAMAGED A RENTAL UNIT / HOME?	[ ] YES [ ] NO
HAS APPLICANT EVER BROKEN A LEASE?	[ ] YES [ ] NO	<b>IS THE TOTAL MOVE- IN AMOUNT AVAILABLE NOW? (RENT AND DEPOSIT)</b>	[ ] YES [ ] NO

Applicant authorizes the landlord to contact past and present landlords, employers, creditors, credit bureaus, neighbors and any other sources deemed necessary to investigate applicant.

All information is true, accurate and complete to the best of applicant’s knowledge. Landlord reserves the right to disqualify tenant if information is found to be falsely represented.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.

**X** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 APPLICANT SIGNATURE DATE

*If you have any questions about the interpretation or legality of this form, please consult an attorney or other qualified person.*

**NOTES**


---



---



---

Return completed applications to:

J Ray Realty  
 101 Courthouse Square  
 Whiteville, NC 28472

Fax:  
 (910) 642-8113

eMail:  
 JRayRealty@embarqmail.com