

\$40 Application Processing Fee
CASH ONLY!



APPLICATION TO LEASE
MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED
PLEASE PRINT

Address Requested: _____
Requested Move-In Date: _____
Bedrooms: One Two Three

Date: _____

Name: _____ Date Of Birth: _____ Marital Status: _____

Present Street Address: _____ Middle _____ Last _____ City: _____ State & Zip: _____

Social Security #: _____ Primary Contact Phone #: _____ How Long At Address: _____

If Renting, From Whom: _____ Landlord Phone #: _____ Amount of Monthly Rent: \$ _____

If Less Than 2 Years At Present Address, Previous Address: _____ City: _____ State & Zip: _____

If Renting, From Whom: _____ Landlord Phone _____

Why Moving From Current Address: _____

IF NOT MARRIED, (FIANCEE, ROOMMATE) WILL NEED A SEPARATE APPLICATION!

Spouses Name: _____ Date Of Birth: _____

Social Security #: _____ Cell Ph: _____

Management Use
Judgement(s) _____
Bankruptcy _____ Credit Rating _____
Collection Accounts _____ Rental Reference _____
Relationship: _____

Relative To Notify In Case of Emergency: _____

Street Address: _____ City: _____ State & Zip: _____

Home Phone #: _____ Work Phone #: _____

If Student, Home Address: _____ City: _____ State & Zip: _____

Parents Name: _____ Home Phone #: _____ Work Phone #: _____

Employer: _____ Position: _____ INCOME/Not Hourly Rate: _____ MTH YR

Address of Employer: _____ Telephone #: _____

Supervisor: _____ Length of Time Employed: _____

Previous Employer: _____ Other Income: _____ MTH YR

Spouses Employer: _____ Position: _____ Source: _____ INCOME/Not Hourly Rate: _____ MTH YR

Address of Employer: _____ Telephone #: _____

Supervisor: _____ Length of Time Employed: _____

Previous Employer: _____ Other Income: _____ MTH YR

Source: _____

Bank: _____ Checking Account: YES NO Savings Account: YES NO

Credit Accounts: _____

EMAIL ADDRESS: _____ ACTIVE MILITARY YES NO

Spouse EMAIL ADDRESS: _____

Do You Have Any Pets: _____ How Many: _____ What Kind: _____ Approx. Weight: _____

Automobile(s) Make: _____ Year: _____ Model: _____ Color: _____

Tag Number: _____ State: _____ Drivers License # _____ State: _____

2nd Automobile

Automobile: _____ Year: _____ Model: _____ Color: _____

Tag Number: _____ State: _____ Drivers License # _____ State: _____

How Many People Other Than Yourself Will Be Living With You: _____

Child's Name: _____ Age: _____ Child's Name: _____ Age: _____ Child's Name: _____ Age: _____

If you plan to have roommates, please list the name of your roommates, and they will need to fill out a separate application.

It is my understanding that this application is preliminary only and involves no obligation of the owner or Duffus Realty, Inc. to approve this application or to deliver occupancy of the proposed premises. The undersigned applicant(s) affirm the foregoing information and gives the landlord or agent permission to utilize all the information listed above to approve or disapprove this application, including investigation of past rental and/or employment history and credit references or Credit Report. I (we) hereby understand that should I (we) pay a security deposit when submitting this application, this does not constitute acceptance of this application by Duffus Realty, Inc. I (we) understand that should we decide not to take possession of the property between the time I (we) pay the deposit and the agreed upon time for us to take occupancy, that the deposit will be forfeited in full in accordance with the Tenant Security Deposit Act. The only exception is if occupancy of the property cannot be delivered on the agreed upon date. All signing of Leases and changing of Leases will be done on an appointment basis. There is a Rental Application Processing Fee. The fee is \$40.00 and is Non-Refundable nor Creditable toward Rent and/or Security Deposit. By signing this application I(we) fully understand and agree to the above paragraph and have reviewed the information on the reverse side. Fair Credit Compliance Statement on reverse side.



Applicant: _____

Co- Applicant: _____

I/we hereby authorize Duffus Realty, Inc. to make inquiries about my/our credit history and/or criminal background history, employment history and previous rental and housing information. It is understood that this information will determine my/our acceptance for a rental dwelling from Duffus Realty, Inc.

CREDIT: Bankruptcy less than 10 years old, a judgment less than 7 years old, an eviction less than 7 years old, or any unmet property requirements. A credit history will be obtained from a national credit-reporting agency. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the lease. A lack of credit history will not be considered as a negative factor. Judgements and/or Bankruptcies are considered as negative factors.

RENTAL REFERENCE: Previous and/or current housing information will be obtained from the previous and/or current landlord or mortgage company. References should reflect the applicant's ability and willingness to comply with lease terms and community policies and guidelines.

INCOME: Income should exceed approximately three (3) times the monthly rental amount.(income x 30%). Rental Rate can not exceed 30% of monthly income.(income x 30%) A forty percent rent to income ratio will be required on each individual in a roommate situation. Co-signers are not allowed.

MAXIMUM OCCUPANCY STANDARDS: Two occupants per bedroom, (children & adults having separate bedrooms). A Minimum of 300 square feet required per occupant. Compliance with the City of Greenville Housing Ordinance.(no more than three unrelated occupants per dwelling).

ADDITIONAL INFORMATION: Upon approval of a applicant a security deposit will be required to secure that dwelling. We only accept payments in the form of a check or money order, **we do not accept cash**. Security deposit amounts are generally equal to the rate of rent for the dwelling for which you are applying, however depending on credit & rental history, security deposit amounts can be greater than the rent rate. Upon payment of the security deposit the requested dwelling will be removed from the rental availability list because it is being held for you only. The Security Deposit guarantees Duffus Realty that you are going to take occupancy on the agreed upon move-in date, (within the next (30) thirty days) and guarantees you that Duffus Realty will not rent the property to anyone else. I (we) understand that should I (we) decide not to take possession of the property between the time I (we) pay the deposit and the agreed upon time for I (we) to take occupancy, that the deposit will be forfeited in full in accordance with the Tenant Security Deposit Act . The only exception to this policy is if occupancy of the property cannot be delivered on the agreed upon date. Property can not be removed from the rental market and held without a deposit, before paying a security deposit please consider your obligation and understand that the deposit is nonrefundable. Leases will be signed on the agreed upon move-in date. All vehicles must be identified on the reverse side of the application. Neglected vehicles, (expired license tags, flat tires, not in good working order, etc.) will be in violation and are subject to towing and storage at the vehicle owners expense. Non-movable vehicles are not allowed to be stored on the property.

Fair Credit Compliance

If your application is denied in part or in whole from information gained from a credit reporting agency, the decision was not that of the credit agency. You are advised that you have the right to disclosure of the contents of your Equifax credit file. The fact that adverse action has been taken entitles you to get a copy of your credit file free of charge by writing to Equifax within 60 days of the date of the rejection and requesting a copy of your credit report, dispute it, and add a statement to the report. The Fair Credit Reporting Act requires that Equifax respond to your request for disclosure within 30 days of your request. Equifax is the agency used to obtain the report. If your application is rejected in part or in whole by a reference given by a previous landlord, then you have the right to request that information be disclosed. When requesting a credit file by mail, be sure to include your full name, address, Social Security number and most recent former address for file matching purposes. Please indicate that you have had adverse action taken due to information contained in your credit file. If your application is denied you may request an additional Adverse Action Letter and/or a Score Disclosure Letter which contains the above paragraph information and information about your credit file. We will gladly supply this to you upon request.

Equifax Credit Information Services

P.O. Box 740241

Atlanta, Georgia 30374

1-800-685-1111

www.equifax.com

Duffus Realty, Inc.

201 Commerce Street

Greenville, NC 27858

252-756-2675

**DUFFUS
REALTY, Inc.**