

## Application Process

In order to submit an application on a property we require the following:

- A NON-REFUNDABLE application fee of \$75 for a married couple or \$50 for each individual on the lease.
- A security deposit in the amount of ONE month's rent at the property you are applying for. (We do NOT deposit the security deposit UNTIL you are approved for the property. If you are denied, you will have the option of picking the deposit up or we can shred it.)
- Proof of income. (We look to see if you make three(3) times the rent)
- Social Security or Tax ID number on application used to verify criminal background and credit check.

\*If approved, 1<sup>st</sup> month's rent is due at move-in. Must be in form of certified check or money order.\*

SOUTHERN GROUP PROPERTY MANAGEMENT DOES NOT ACCEPT CASH OR IN-OFFICE CARD PAYMENTS!

## Proceso de Solicitud

Para presentar una solicitud en una propiedad, necesitamos lo siguiente:

- Una cuota de solicitud NO REEMBOLSABLE de \$75 para una pareja casada o \$50 para cada persona en el contrato de arrendamiento.
- Un depósito de seguridad por la cantidad de UN MES de alquiler en la propiedad que está solicitando. (No depositamos el depósito de seguridad HASTA que usted sea aprobado para la propiedad. Si se le niega, tendrá la opción de volver para el depósito o podemos destruirlo).
- Prueba de ingreso. (Miramos a ver si gana tres (3) mas del alquiler)
- Número de Seguridad Social o identificación fiscal en la solicitud se utilizada para verificar antecedentes criminales y verificación de crédito.

\*Si se aprueba, el alquiler del primer mes vence en la mudanza. Debe estar en la forma de un cheque certificado o giro postal.\*

LA ADMINISTRACIÓN DE LA PROPIEDAD DE SOUTHERN GROUP NO ACEPTA EFECTIVO O PAGOS DE TARJETAS EN LA OFICINA.

\*PLEASE KEEP FOR YOUR RECORDS\*

# SOUTHERN GROUP PROPERTY MANAGEMENT

15 E. Martin St.  
Raleigh, NC 27601

## RENTAL OFFER

The undersigned hereby makes application to rent the property located at \_\_\_\_\_

Beginning on \_\_\_\_\_, 20\_\_\_\_, for a term of \_\_\_\_\_ months at a monthly rental of \$ \_\_\_\_\_

Shown to applicant by: \_\_\_\_\_ of \_\_\_\_\_

Name

Company

Phone Number

### Personal Information

Applicant 1: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Telephone Numbers: Cell \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Applicant 2: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Telephone Numbers: Cell \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Number of Dependents \_\_\_\_\_ Names and ages of dependents \_\_\_\_\_

Other occupants and their relationship \_\_\_\_\_

Pets: Cat – Number \_\_\_\_\_ Declawed – Yes \_\_\_\_\_ No \_\_\_\_\_ Fixed \_ Yes \_\_\_\_\_ No \_\_\_\_\_ Male/Female \_\_\_\_\_ Age \_\_\_\_\_

Dog – Number \_\_\_\_\_ Fixed – Yes \_\_\_\_\_ No \_\_\_\_\_ Weight \_\_\_\_\_ Breed \_\_\_\_\_ Male/Female \_\_\_\_\_ Age \_\_\_\_\_

Other (fish, bird, etc. please list) \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Mo/Yr \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Mo/Yr \_\_\_\_\_

Vehicle make/model \_\_\_\_\_ Year \_\_\_\_\_ Tag Number \_\_\_\_\_ State \_\_\_\_\_

Second Vehicle make/model \_\_\_\_\_ Year \_\_\_\_\_ Tag Number \_\_\_\_\_ State \_\_\_\_\_

Other vehicles to be parked at property \_\_\_\_\_

Have you ever: Filed for bankruptcy? No \_\_\_\_\_ Yes \_\_\_\_\_ If so, Year \_\_\_\_\_

Been evicted from tenancy? No \_\_\_\_\_ Yes \_\_\_\_\_ If so, Year \_\_\_\_\_

Willfully or intentionally refused to pay rent when due? No \_\_\_\_\_ Yes \_\_\_\_\_

### Residence History (for past 3 years beginning with the most current)

Current Address \_\_\_\_\_

City

State

Zip

Month and year moved in \_\_\_\_\_ Moved out \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Owner or agent \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Monthly Rent/Payment \_\_\_\_\_ Are you under lease? \_\_\_\_\_ Expiration date of lease \_\_\_\_\_

Have you given proper notice as required by your lease to vacate? \_\_\_\_\_ If no, explain \_\_\_\_\_

Are you currently a homeowner Yes \_\_\_\_\_ No \_\_\_\_\_

Previous Address \_\_\_\_\_

City

State

Zip

Dates of Occupancy \_\_\_\_\_ Monthly Rent/Payment \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Owner or agent \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Previous Address \_\_\_\_\_

City

State

Zip

Dates of Occupancy \_\_\_\_\_ Monthly Rent/Payment \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Owner or agent \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Employment Information

PROVIDE NEW/LOCAL EMPLOYMENT INFORMATION. Please attach a copy of a recent paystub or employment letter. If self-employed, please provide documentation of income, i.e. copy of last two years tax return, three months of bank statements, copy of 1099. If you have additional income, please list on separate sheet, giving source of the income and amount, and attach proper verification.

Applicant 1 status: Employed Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_ Unemployed \_\_\_\_\_

Employer \_\_\_\_\_

Date(s) employed \_\_\_\_\_ Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone number ( \_\_\_\_\_ ) \_\_\_\_\_

Business address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous employer \_\_\_\_\_ Dates Employed \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Applicant 2 status: Employed Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_ Unemployed \_\_\_\_\_

Employer \_\_\_\_\_

Date(s) employed \_\_\_\_\_ Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone number ( \_\_\_\_\_ ) \_\_\_\_\_

Business address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous employer \_\_\_\_\_ Dates Employed \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Emergency Notification

In case of emergency, notify \* \_\_\_\_\_ Relationship \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Home Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

\* Name of someone other than an intended occupant of the premises

This offer hereby constitutes my offer to the owner of the above described premises (hereinafter "premises"), through owner's agent Southern Group Property Management, to lease the premises for the term and upon the conditions set forth in this offer. In addition to the non-refundable offer fee of \$ \_\_\_\_\_, I hereby tender \$ \_\_\_\_\_ as earnest money to be refunded to me if this offer is not accepted by the owner of the above-described premises. However, I agree that the owner shall apply the earnest money to the security deposit upon acceptance of this offer. Before I am given possession of the premises, I agree to execute a lease agreement for the premises and pay the first month's rent as well as any other predetermined fees as determined by the owner/owner's agent.

I understand and agree that my earnest money does not bind the owner in any way (i) to lease the premises to me or (ii) to remove the premises from the real estate market, **unless and until the owner approves and otherwise accepts my rental offer**, and I understand and agree that Southern Group Property Management cannot approve or accept my rental offer without the owner's express and actual (not apparent) authority. I also understand that the decision to approve or reject my application is made solely by the owner, not Southern Group Property Management. I agree that if I fail or refuse, for any reason whatsoever, 1) to execute a written lease agreement for the premises And (2) to pay the required security deposit within seventy-two (72) hours **after owner has accepted this offer and owner or owner's agent has notified me of owner's acceptance of this offer**, I understand and agree the owner's acceptance shall constitute an oral lease agreement with me for the premises at the agreed rate for a period of one (1) year, and as such, the owner shall consider the earnest money as a security deposit, in which case the owner shall apply the balance of the security deposit to any and all unpaid rents and related damages pursuant to N.C. GEN. STAT. 42-51 and N.C. GEN. STAT. 42-52. The application of the entire balance of earnest money/security deposit to unpaid rents under the oral lease in no way releases me from continuing liability under the lease; I understand and I agree that if I fail to take possession and sign a written lease for the premises as required above, I shall be liable for the rent until (1) the end of the one-year oral lease term or (2) until the premises re-rents at the same or higher rent to another tenant, whichever event occurs first.

Notwithstanding the preceding terms of my offer, I acknowledge and agree that the owner and/or owner's agent may reject this rental offer without liability of any kind in the event that my offer is not approved due to (1) negative information contained in my credit report(s) and (2) any other negative information, including but not limited to my criminal history and any negative rental references. I agree that owner is not bound by the principle of "first-come, first serve" and as such, owner has the unrestricted right to withhold their approval and to reject my rental offer if the owner receives any negative information regarding my credit record, criminal history, or rental history. In the event the owner rejects my rental offer, I have the right to demand and secure the return of the earnest money from owner or owner's agent. Otherwise, the remaining terms of my offer shall control upon acceptance of offer by owner and owner's agent.

I hereby authorize Southern Group Property Management to whom this offer is made, any credit bureau or other investigative agency employed by Southern Group Property Management, to investigate the references herein listed; or statements or other data obtained from me or from any other person pertaining to my credit, financial responsibility, and qualifications as a lessee. I hereby release all parties from all liability for any damage that may result from furnishing this information to Southern Group Property Management. I hereby acknowledge that the above information is correct to the best of my knowledge.

I understand that in the process of verifying information on my rental offer, Southern Group Property Management will be contacting my current landlord/mortgage holder and employers. I grant permission for this and also give permission for Southern Group Property Management to secure a credit report and background check on me from a national reporting agency.

I understand that my rental processing fee of \$50/individual and \$75/married is non-refundable. I understand and agree that Southern Group Property Management will collect from me the equivalent of one month's full rent as an earnest money prior to processing my offer. This earnest money is given to validate my intention to rent the property upon approval of my offer. I understand that the earnest money given shall be immediately deposited into Southern Group Property Management Trust Account upon acceptance of my application.

Once your offer information is processed, we contact the owner of the property to present your rental offer. Please allow sufficient time for the owner of the property to address your offer. If your offer is denied, a check will be issued to you to refund your earnest money check within two days of check clearance. Upon approval of your offer, a lease will be drafted and arrangements for obtaining signatures made.

The property is available for the advertised lease term. If you request a lease term other than that advertised, the Landlord may request additional rent or may deny your offer.

The property condition of the rental is "as is" unless you specify work you want to be done as part of your rental offer. Please indicate to the agent, and on this form, any items that need to be addressed with your offer.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

All utilities are the responsibility of the tenant unless otherwise specified. Utility service in your name for the rental must commence no later than your lease start date. If you have questions concerning utility service, please ask Southern Group Property Management. Utility companies may require deposits.

Pets may be permitted at the property on a conditional basis. Pets will be considered case by case with the owner's approval. There may be a non-refundable pet fee and/or additional deposit required for any pets permitted with the lease.

**All rental monies, including pet fees, must be paid on or before Beginning Date of Lease, regardless of whether you take possession at that time. To pay by personal check, Southern Group Property Management must receive your payment no later than 15 days prior to your move-in. Otherwise, your payment must be in the form of a money order or certified check.**

Standard items Southern Group Property Management includes in the North Carolina Residential Rental Agreement are as follows:

1. Lawn maintenance is the responsibility of the tenant unless otherwise specified.
2. The tenant will allow showings of the property, with notification, no later than 60 days prior to end of tenant's occupancy.
3. Rentals beginning other than the first day of the month may be prorated on a daily basis.

All other terms of the North Carolina Rental Agreement apply, including that the tenant is liable for the full rental term specified in the lease. If the Tenant breaches the contract, the Tenant is liable for: 1) Any unpaid rents and any future lost rental monies due to vacancy; 2) Any costs/fees incurred by the Landlord to re-let the property due to Tenants breach, including any fees to agencies used for assistance in re-letting the property; and 3) Any costs necessary to clean/repair property to its original condition.

The North Carolina Residential Rental Agreement requires that tenants maintain renters insurance. The owner may require proof of insurance.

The Tenant is not permitted to assign the lease to another party or sublet the property in whole or part.

Landlord may hold your security deposit in an interest-bearing trust account. Interest to accrue to Landlord or as the Landlord directs.

It is understood Southern Group Property Management is the agent of the Landlord. If you are asked by a Southern Group Property Management representative to sign a Dual Agency Agreement, Southern Group Property Management will act as agent for both you and the Landlord.

I acknowledge and agree that verbal negotiations are binding and enforceable.

**J and L Futures, Inc., DBA Southern Group Property Management abides by the Fair Housing Laws of the State of North Carolina**

If you have any questions concerning the application and rental process, please contact our office at 919-800-0880

*I have read and understand the provisions provided as stated above.*

\_\_\_\_\_  
*Applicant 1 Signature*

\_\_\_\_\_  
*Applicant 2 Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**Note to Applicant – Please retain a copy for your records**

Receipt of Funds

Earnest Money Received \$ \_\_\_\_\_

CK \_\_\_\_\_

Non-refundable processing fee received \$ \_\_\_\_\_

CK \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

