



SOUTHERNGROUP
PROPERTY MANAGEMENT

15 E. Martin Street, Raleigh, NC 27601
Ph: 919-800-0880 | TeamSouthern@LisaSouthern.com

Application Process

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

1. A NON-REFUNDABLE application fee of \$75 for each individual that is 18+ that will be living there or \$125 for a married couple. Anyone who is 18+ MUST apply (for background check purposes).
2. A deposit that is equal to one month's rent. This WILL NOT be deposited unless you are approved for the property. Once approved, this will go towards your security deposit for the property. If you are denied or withdraw your application, this is returned to you.
3. Proof of income in the form of pay stubs or offer letters/letters from your employer. We look for 3x the rent in income per month.
4. Social Security/Tax ID number on the application, which is used to verify criminal background and credit checks.
5. Copies of Photo ID of all occupants/applicants 18+

WE DO NOT ACCEPT CASH. CHECKS OR MONEY ORDERS ONLY!

Proceso de Solicitud

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

1. Una cuota de solicitud NO REEMBOLSABLE de \$125 para una pareja casada o \$75 para cada persona en el contrato de arrendamiento
2. 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).
3. Prueba de ingreso. (Miramos a ver si gana tres (3) mas del alquiler)
4. Número de Seguridad Social o identificación fiscal en la solicitud se utilizada para verificar antecedentes criminales y verificación de crédito.
5. Copias del documento de identidad fotográfico de todos los ocupantes/solicitantes de 18 años o más.

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

SOUTHERN GROUP PROPERTY MANAGEMENT - RENTAL OFFER

15 E. Martin Street, Raleigh, NC 27601 - 919-800-0880

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

Personal Information: Preferred Language (please check one): English Spanish

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/ Other Authorized Occupants _____ (List Names/Ages and relationship of other authorized occupants below)

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 _____

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 _____

Applicant 1 Residence History (Most recent) ----- Are you currently a homeowner _____ Yes _____ No

Current Address _____

City _____ State _____ Zip _____

Month and year moved in _____ Moved out _____ Reason for leaving _____

Owner or agent if applicable _____ 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 _____

Previous Address _____

City _____ State _____ Zip _____

Dates of Occupancy _____ Monthly Rent/Payment _____ Reason for leaving _____

Owner or agent _____ Telephone (_____) _____

Applicant 2 Residence History (if different) (Most recent) ----- Are you currently a homeowner _____ Yes _____ No

Current Address _____

City _____ State _____ Zip _____

Month and year moved in _____ Moved out _____ Reason for leaving _____

Owner or agent if applicable _____ 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 _____

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 one to two months' worth of recent paystubs 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 showing income deposits only, 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 - * (Name of someone other than an intended occupant of the premises)

In case of emergency, notify * _____ Relationship _____
Street Address _____ City _____ State _____ Zip _____
Work Telephone (_____) _____ Home Telephone (_____) _____

This 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/application fee of \$ _____, I hereby tender \$ _____ as earnest money (ie. security deposit) 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. I also have the right to contact the consumer reporting agency to obtain a free copy of the report within 60 days. Contact information will be provided upon request. 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 \$75/individual and \$125/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 held during application processing.

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, the earnest money check will be returned to you. Upon approval of your offer, a lease will be drafted and arrangements for obtaining signatures made. Your earnest money will then be deposited into Southern Group Property Management Trust Account and credited toward the security deposit. Total processing time of an application on average may take 3 – 5 business days.

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 an annual, 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 or online payment, 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 requires proof of insurance. Southern Group Property Management requires insurance premium be paid for the full year lease term prior to move-in. Proof of insurance and premium payment will be required prior to move-in.

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 _____



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15 E. Martin St. | Raleigh, NC 27601
Phone: 919-800-0880 | Fax: 919-999-3692

Rental Applicant Reference Form

Applicant Section (please complete entire top section ONLY):

I hereby authorize you to release information regarding my tenancy to the inquiring landlord per this form.

Applicant 1 Name _____

Applicant 1 Signature _____

Date _____

Applicant 2 Name _____

Applicant 2 Signature _____

Date _____

Applicant's Rental Information:

Address of Current Rental Unit: _____

Month and year moved in _____ Moved out _____ City _____ State _____ Zip _____
or Current Tenant
Owner or agent _____
Telephone (____) _____ Fax (____) _____ Email _____
Monthly Rent/Payment _____

Below to be completed by Current/Former Landlord ONLY:

Southern Group Property Management will reach out to former/current Owner/Agent to request completion.

Did applicant live at your property during the period indicated above? Yes No

If no, what were the dates of occupancy? From (month/year) ____/____/____ to ____/____/____

What was the monthly rent amount charged to tenant? _____

Were there other leaseholders? Yes No How many? _____

Did applicant have pets? Describe: _____

How many times during the past 12 months did Applicant pay the rent late?..... 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

Did you ever file for eviction? Yes No

If yes, what were the results? _____

Does applicant owe any amount for delinquent rent, utilities or damage to unit & how much? Yes No

Did you ever serve a 5 or 10 day notice? Yes No

If yes, please explain. _____

Did tenant comply with all terms of lease? Yes No

If no, please explain. _____

Would you rent to this tenant again if re-qualified? Yes No

Information provided by: Name _____ Title _____

Are you related to the applicant: Yes No

Please return via fax to 919-999-3692 or email to Nancy@LisaSouthern.com.

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