



Rebhan & Associates

Property Management  
6000 Fairview Road Suite 104  
Charlotte, NC 28210  
704-927-8675

## Rental Application Procedures

We appreciate your interest in the available home for lease with WRRRA-PM. The Rental Application must be completed by each person age 18 years and older who will be occupying the home. You are required to complete the application in its entirety and return all specified items and any requested items.

### To Apply, Submit:

- Rental Application for each occupant age 18+
- Most recent Pay Stubs (3)
- \$50.00 per Applicant/Married Couple, payable by:  
Check or Money Order to *WRRRA-PM* or completed Payment Form  
(Applications with missing items will not be processed)

### Delivery

#### In-Person/Mail:

WRRRA-PM – Tenant Relations  
6000 Fairview Road, Suite 104  
Charlotte, NC 28210

#### Fax:

WRRRA-PM – Tenant Relations  
\*with Cover Sheet and Pay Form\*  
FX: 704-553-7792

WRRRA-PM performs a background examination. Our standards are on the last page of the Application Packet.

Leases are granted on a first-approved application basis. WRRRA-PM will process your application and notify you if you qualify to lease the desired property. Allow 3 business days before checking the status of your Application. WRRRA-PM does not guarantee the availability of any property, will not reserve or hold a property, and will not disclose the existence of other applications.

If approved, you will sign your lease in our office.

### REQUIREMENTS TO SIGN A LEASE:

- Security Deposit – certified check/money order
- 1<sup>st</sup> FULL Month's Rent – certified check/money order
- Identification Documents
- Binder/Declaration Page for Renter's Insurance for specified Property

Note: This Property will remain available until a lease is signed.



Initials: \_\_\_\_\_



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# Residential Rental Application

One Application per person age 18+ years including each married person required.

Full Name \_\_\_\_\_ Gender(circle) M / F \_\_\_\_\_ Property \_\_\_\_\_  
First Middle Last Street Address  
City State ZIP

**I Am** (circle one):  
 Head of Household (only one per household) Co-Head of Household Adult Co-Tenant  
 Spouse Live-in Caretaker Roommate Child Other \_\_\_\_\_  
 Total Number of Occupants \_\_\_\_\_

**I hereby apply to Lease the above Property for \$ \_\_\_\_\_ per month rent beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .**

**Current Address**  
 Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Occupied From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Contact Information**  
 Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_  
 Other \_\_\_\_\_ E-Mail(s) \_\_\_\_\_ Website \_\_\_\_\_

**General Information**  
 Referral Source (website name, Realtor name and company, current Tenant, etc.) \_\_\_\_\_

Application Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Viewing Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Move-in Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN \_\_\_\_ - \_\_\_\_ - \_\_\_\_ City/State of Birth \_\_\_\_\_

**Current and Previous Addresses** (for the past 3 years)

- Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Occupied From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent \$ \_\_\_\_ /mo. Reason Moving \_\_\_\_\_  
 Landlord/Lender \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_
- Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Occupied From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent \$ \_\_\_\_ /mo. Reason Moved \_\_\_\_\_  
 Landlord/Lender \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_
- Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Occupied From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent \$ \_\_\_\_ /mo. Reason Moved \_\_\_\_\_  
 Landlord/Lender \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_



**Initials:** \_\_\_\_\_

**Reference Contacts**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Emergency Contacts (Must have 3)**

1. Name \_\_\_\_\_ Relation \_\_\_\_\_  
Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
2. Name \_\_\_\_\_ Relation \_\_\_\_\_  
Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
3. Name \_\_\_\_\_ Relation \_\_\_\_\_  
Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Employment (for the past 3 years)**

1. Company \_\_\_\_\_ Supervisor \_\_\_\_\_  
Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Employer Website \_\_\_\_\_  
Current Employer (circle) Y/N Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_  
Monthly Gross Income \$ \_\_\_\_\_  
2. Company \_\_\_\_\_ Supervisor \_\_\_\_\_  
Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Employer Website \_\_\_\_\_  
Current Employer (circle) Y/N Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_  
Monthly Gross Income \$ \_\_\_\_\_  
3. Company \_\_\_\_\_ Supervisor \_\_\_\_\_  
Street Address \_\_\_\_\_ Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Employer Website \_\_\_\_\_  
Current Employer (circle) Y/N Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_  
Monthly Gross Income \$ \_\_\_\_\_

**Guarantor**

Is a Guarantor applying with you? Y/N (If so, Guarantor must complete Guarantor Application)

**Minors**

Name \_\_\_\_\_ (circle) M/F Date of Birth \_\_\_/\_\_\_/\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ (circle) M/F Date of Birth \_\_\_/\_\_\_/\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ (circle) M/F Date of Birth \_\_\_/\_\_\_/\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ (circle) M/F Date of Birth \_\_\_/\_\_\_/\_\_\_ Relationship \_\_\_\_\_



Initials: \_\_\_\_\_

**Pets**

Do You Have a Pet Y / N      Number of Pets \_\_\_\_\_

1. Name \_\_\_\_\_ Age \_\_\_\_\_ Animal Type (dog, cat, etc) \_\_\_\_\_  
 Breed(s) \_\_\_\_\_ Weight \_\_\_\_\_ House trained Y / N  
 Aggressive toward people or animals Y / N      If yes, explain \_\_\_\_\_  
 \_\_\_\_\_ (Use separate page and note attachment here, if necessary)
2. Name \_\_\_\_\_ Age \_\_\_\_\_ Animal Type (dog, cat, etc) \_\_\_\_\_  
 Breed(s) \_\_\_\_\_ Weight \_\_\_\_\_ House trained Y / N  
 Aggressive toward people or animals Y / N      If yes, explain \_\_\_\_\_  
 \_\_\_\_\_ (Use separate page and note attachment here, if necessary)
3. Name \_\_\_\_\_ Age \_\_\_\_\_ Animal Type (dog, cat, etc) \_\_\_\_\_  
 Breed(s) \_\_\_\_\_ Weight \_\_\_\_\_ House trained Y / N  
 Aggressive toward people or animals Y / N      If yes, explain \_\_\_\_\_  
 \_\_\_\_\_ (Use separate page and note attachment here, if necessary)

**Vehicles**

1. Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag Number \_\_\_\_\_  
 Type of Ownership (circle):    Own    Lease    Employer-Owned
2. Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag Number \_\_\_\_\_  
 Type of Ownership (circle):    Own    Lease    Employer-Owned

**Has Any Occupant:**

- |                                      |     |    |
|--------------------------------------|-----|----|
| been evicted?                        | Yes | No |
| been sued for non-payment of rent?   | Yes | No |
| refused to pay rent?                 | Yes | No |
| been sued for damaging property?     | Yes | No |
| applied with WRRRA before?           | Yes | No |
| been convicted of sexual misconduct? | Yes | No |
| been convicted of ANY felony?        | Yes | No |

**Notifications**

- Smoking is prohibited inside all WRRRA-PM properties.
- A limited number of parking spaces may be available for a Property.
- WEICHERT, REALTORS® – Rebhan & Associates Property Management (WRRRA-PM) is solely the agent of the Owner and will not act as an agent of an Applicant or Tenant in leasing or management.
- Tenants must return the inspection report for the property within 10 days of the lease begin date.

**Repair Requests**

Applicant has personally viewed the Property. If any, Applicant hereby makes request for the following repairs. WRRRA-PM reserves the right to require an increased rent amount if repairs exceed \$200.00. Approved repair requests not completed prior to occupancy will be scheduled by WRRRA-PM or its vendors after the lease begins.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved / Denied

Approved / Denied

Approved / Denied

(Use separate page and note attachment here, if necessary)



**Initials:** \_\_\_\_\_



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I affirm that all information provided herein and supplied to WRRRA-PM is accurate and I have completed the requested information in its entirety, without error or omission. I have included at least my 3 most recent pay stubs. If there is any additional information I deem necessary to be known by my potential Landlord I have included or attached it to my application and noted the attachment on the Application. I have initialed each page of this rental application.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

I Authorize WEICHERT, REALTORS® Rebhan & Associates Property Management (WRRRA-PM) to perform an examination of my background, including but not limited to: credit screening, criminal background search, employment verification, income verification, and previous rental history verification. I understand that the information I provide in this Rental Application may be verified by multiple and any means necessary including a credit and background examination. All information provided or discovered may be shared with the Owner(s) or Owner's designees of the Property I am applying for.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

We Appreciate Your Interest



Initials: \_\_\_\_\_

# Application Fee Payment Form

\*\*\*One Form per Applicant or Married Couple\*\*\*




WRRRA-PM (Application Fee)

Account ID: RT15567

## Resident Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address Cont.: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
By adding your email address you are sent a receipt for each transaction that occurs. Email addresses are only used for receipt and notifications. We will not sell your information to a third party or send spam to your email account.

## Credit Card Transactions:


Card Types:      

Cardholder Name: \_\_\_\_\_  
Credit Card #: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_  
Security Code: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Convenience Fee for VISA/MC:  
\$3.00

Convenience Fee for Discover:  
\$3.00

## Checking/Savings Account Transaction:



Name on check: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Routing #: \_\_\_\_\_ (nine digits)  
Account #: \_\_\_\_\_

## What are you making a payment for?

Application Fee: \$ \_\_\_\_\_  
**\*\$50.00 per Adult/Applicant or Married Couple**  
**\*One Form per Adult/Applicant or Married Couple**

Sub Total: \$ \_\_\_\_\_

Convenience Fee: \$ \_\_\_\_\_  
**REQUIRED: \$3.00 for Credit/Debit or \$0.00 for Checking/Savings**

Grand Total: \$ \_\_\_\_\_

## Authorization:

By signing this payment form I agree to the charges above. I understand that I am responsible to pay for the transaction as detailed above (whether credit card or checking/savings account.) I understand that each transaction that is initiated is subject to a convenience fee and that convenience is clearly labeled above.

Checking/Savings account transactions that are returned due to non-sufficient funds carry a \$25.00 NSF fee and will be automatically debited from your account.

Authorizing Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



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# **Background**SCREENING

## *Rental Criteria - Applicant*

### *Credit History*

#### Denial of Application

**Bankruptcy:** a bankruptcy that is less than 7 years old

**Foreclosure:** a record of a foreclosure of a previously owned home in the last 7 years

**Legal Items:** any legal items against the applicant that are less than 7 years old (lawsuits)

**Outstanding Debt:** more than \$5,000 outstanding past due debt (*excluding medical debt*)

**Collections Count:** more than 5 collections (*excluding medical collections*)

**Landlord/Utility Collection:** one or more landlord or utility collection in the last 7 years

**Credit Score:** credit score is below 600\*

**No Credit History**

**\*Conditional Acceptance with Double Security Deposit or Guarantor**

**Credit Score:** credit score is between 550 and 600

### *Criminal History*

#### Denial of Application

**Felonies:** felonies in the last 7 years

**Misdemeanors:** most misdemeanors in the last 7 years (excluding traffic violations)

**Sex offender:** registered sex offender (no time limit)

### *Eviction History*

#### Denial of Application

**Evictions:** any eviction record in the last 7 years

### *Maximum Allowable Rent*

**Maximum Allowable Rent Ratio:** 33%

### *Identification Verification*

#### Denial of Application

**Mismatch:** Information, such as name, on the application is different than on his/her ID

# **Background**SCREENING

## *Rental Criteria – Guarantor*

### *Credit History*

#### Denial of Application

**Bankruptcy:** a bankruptcy that is less than 7 years old

**Foreclosure:** a record of a foreclosure of a previously owned home in the last 7 years

**Legal Items:** any legal items against the applicant that are less than 7 years old (lawsuits)

**Outstanding Debt:** more than \$5,000 outstanding past due debt (*excluding medical debt*)

**Collections Count:** more than 5 collections (*excluding medical collections*)

**Landlord/Utility Collection:** one or more landlord or utility collection in the last 7 years

**Credit Score:** credit score is below 700\*

**\*Conditional Acceptance with Double Security Deposit**

**Credit Score:** credit score is between 650 and 700

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\*The above criteria is without exception and additional in-depth rules and criteria also apply

\*Any adverse result given to an applicant for a financial test may be overridden with a qualified guarantor.

\*Failure to complete the Application or provide information will result in denial of the Application.