

Submit Application and Supporting Documents to



7334 Chapel Hill Rd., Ste 102 Raleigh, NC 27607

Phone: (800) 290-4010 Fax: (866) 579-8452

E-mail: Applications@Champion-Realty.net

Cover Sheet for Application

Property Address: _____

Applicant(s): _____

After viewing the property, the below items must be received in our office in order for us to begin processing your rental application:

- Completed Residential Lease Qualifying Criteria form
- Completed Residential Lease Credit Application
- Vet Documentation of Pets
- Digital Photos of Pets (e-mail to applications@champion-realty.net, with the property address in the subject line)
- Proof of Income
 - Employees: Last 60 day's pay stubs
 - Self-Employed: Last 2 years tax returns and Last 3 months bank statements
 - Retirees: Last 3 months bank statements and proof of income
- Application Fees of \$40 per Applicant made payable to Champion Realty, Inc. (unless Applicant chooses to pay online by debit/credit card)
- LEGIBLE Copy of photo ID for each Applicant

Applications will not be processed until all of the above items have been received by our office. Application processing MAY take up to 3 business days. The typical delay in processing is our waiting for your current landlord and/or current employer to respond to our inquiries.

Once an application has been approved, Applicants will be required to sign a lease and produce the security deposit (in certified funds) within 24 hours of approval.

The first full month's rent is collected on the day your lease begins, and must also be in certified funds. The second month's rent will be pro-rated, if applicable, and may be paid by personal check.

Original documents are not required. You may either fax or scan/email them to the contact information listed above.

Residential Lease Qualifying Criteria

Dear Prospective Tenant:

We are pleased that you are interested in leasing one of the homes we lease and/or manage. The decision to approve your application is entirely up to the Landlord of the Property in which you are applying for. Below are the guidelines and requirements of the qualifying criteria so that we can make a qualified recommendation to the Landlord based upon the following factors:

- **Complete the Residential Lease Credit Application:**

Applicants must be a minimum of 18 years of age. All occupants 18 years of age or older must complete a Residential Lease Credit Application, pay application fees, and are required to be on the lease as a resident.

- **Application Fees:**

A non-refundable application fee of \$40.00 per Applicant (\$80.00 per couple) is required at the time the application is submitted. The application fee may be paid by a personal check (no cash will be accepted).

- **Pet Fees and Pet Rent:**

If the Landlord permits a pet, a non-refundable pet fee and/or monthly pet rent may be required and is at the individual Landlord's discretion. A one-time non-refundable fee of \$100.00 is required for each animal, plus \$10.00 monthly pet rent per cat, \$15.00 monthly pet rent per dog under 50 lbs, and \$20.00 monthly pet rent per dog over 50 lbs. Pets are always reviewed on a case-by-case basis. We do not accept certain breeds of dogs or mixes of the following breeds, including: Akita, Alaskan Malamute, American Staffordshire Terrier, Bull Terrier, Chow, Doberman Pinscher, German Shepherd, Great Dane, Husky, Pit Bull, Presa canario, Rottweiler, St. Bernard and Wolf hybrid. Snakes, spiders, ferrets and iguanas are NOT allowed for liability reasons. The following non-traditional pets ARE acceptable: turtles, non-poisonous frogs, domestic hamsters, hermit crabs, gerbils, small domesticated birds, and domestic fish. Fees for these non-traditional acceptable pets may vary if applicable. **Applicant must provide vet documentation of breed, weight and age. Applicant is to also include digital photos of pets as a part of the application process.**

- **Income:**

Applicant's income must be at least 3 times the amount of the rent. Employees must provide the last 60 day's pay stubs. Self-employed individuals must provide the last two year's federal taxes and the previous 3 month's bank statements. Retirees are to provide documentation indicating monthly income and the previous 3 month's bank statements.

- **Photo ID:**

Applicants must provide a copy of their driver's license or other government-issued photo I.D. with their application.

- **Employment:**

A minimum of 2 years of employment history is required. A full-time student that does not meet this requirement will require either a co-signer or additional security deposit (amount to be determined on a case-by-case basis). The cosigner for any Applicant must meet all of the qualifying criteria.

Applicant's Initials: _____

- **Verifiable Residency:**

Applicants must have at least 2 years of verifiable resident history.

- a. Previous rental history reports from Landlords must reflect timely payment, no NSF checks, offered sufficient notice of intent to vacate, no complaints of noise or disturbance, and no damage to the unit at the time of lease termination.
- b. Relatives are not an acceptable rental reference.
- c. Daytime phone numbers are needed for all rental references.
- d. If you do not have Landlord references but are in the process of selling your home, provide a copy of the purchase contract.

- **Occupancy Standard:**

Occupancy is limited to no more than two persons per bedroom.

- **Non-Smoking:**

All units are non-smoking unless otherwise stated in the lease. If it has been detected that smoking has occurred in the unit or the garage, your security deposit will be used to partially pay to have the smell eradicated. You will be responsible for any additional costs beyond the amount of your security deposit.

- **Typical Lease Obligations:**

- a. Rents are due on the 1st of the month, and are late on the second. A late fee is assessed on the 6th of the month.
- b. The NSF fee for returned checks or returned electronic payments is \$25.00. Should a rental payment be returned for non-payment, it will be treated as unpaid rent, and you will incur late charges until certified funds are received covering the full amount.
- c. Tenant is responsible for all interior and exterior pest control (excluding termites).
- d. Upon move-out, Tenant must, at Tenant's expense, have all carpets professionally cleaned by a verifiable company. A receipt is to be provided as proof.

- **Credit:**

A credit report will be processed on each Applicant. We are not allowed to provide a copy to you.

- **Automatic Decline:**

Applicants will be automatically declined for the following:

- a. Evictions and/or monies owed to a previous Landlord;
- b. If you have filed for bankruptcy and it has not yet been finalized;
- c. Insufficient income;
- d. Criminal conviction of a felony, history of violent or sexual crime committed by Applicant or by other occupants (including children) who plan to live within the unit;
- e. Unruly or destructive behavior by Applicant, Applicant's children or Applicant's guests;
- f. Poor previous rental profile of any Applicant;
- g. Poor supervision of Applicant's children;
- h. Poor housekeeping;
- i. Not properly maintaining the rental property or grounds;
- j. Falsification of the Rental Lease Credit Application;

Applicant's Initials: _____

- k. Invalid social security number;
- l. Failure to pay application fee; or
- m. Submitting an incomplete application.

- **Property Acceptance:**

Prospective Tenant is accepting the property in an as-is condition. Requests for changes to the property must be submitted in writing WITH THE APPLICATION. Applicant must submit security deposit and signed lease within 24 hours of acceptance of application. Failure to do so will result in cancellation of the application.

- **Rental Insurance:** The Landlord’s insurance policy DOES NOT COVER your personal possessions. Tenants are strongly encouraged to purchase their own rental policy.

- **Fair Housing:**

Champion Realty, Inc. does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or familial status (having children under the age of 18).

- **Signature:**

By signing this, you have reviewed the Residential Lease Qualifying Criteria and understand that this is the basis of how the results of your application will be determined.

Applicant’s Signature Date

Applicant’s Signature Date

Applicant’s Printed Name

Applicant’s Printed Name

Applicant’s Initials: _____

Residential Lease Credit Application

Each Applicant 18 years of age or older must submit an application and a non-refundable application fee in the amount of \$40.00 (per Applicant), made payable to Champion Realty, Inc.

Property Address for Which Applying: _____
Name & Agency of Applicant's Agent: _____
Phone Number & E-mail of Agent: _____
Desired Lease Start Date: _____ Desired Lease Termination Date: _____
Total Number of Adult Residents Associated with This Application: _____

**YOU MUST PRINT LEGIBLY, OR THIS APPLICATION MAY BE DENIED.
ALL BLANKS MUST BE COMPLETED (OR ADD 'N/A' IF NOT APPLICABLE)**

APPLICANT #1

Name: _____
SSN: _____
Home Phone: _____
Cell Phone: _____
Work Phone: _____
E-mail: _____
DOB: _____ Marital Status: _____
DL #: _____ State: _____
Military Active Duty or Reserve? _____
Do You Smoke?: _____
Convicted of Felony or Misdemeanor?: _____
If yes, explain: _____

Broken a Previous Rental Agreement? _____
If yes, explain: _____

Short Sale, Foreclosure or Deed-in-Lieu? _____
If yes, explain: _____

Present Address

Street #/Name: _____
City, State, Zip: _____
Dates (Mo/Yr) From _____ To _____

Applicant's Initials: _____

APPLICANT #2

Name: _____
SSN: _____
Home Phone: _____
Cell Phone: _____
Work Phone: _____
E-mail: _____
DOB: _____ Marital Status: _____
DL #: _____ State: _____
Military Active Duty or Reserve? _____
Do You Smoke?: _____
Convicted of Felony or Misdemeanor?: _____
If yes, explain: _____

Broken a Previous Rental Agreement? _____
If yes, explain: _____

Short Sale, Foreclosure or Deed-in-Lieu? _____
If yes, explain: _____

Street #/Name: _____
City, State, Zip: _____
Dates (Mo/Yr) From _____ To _____

Rent/Total Mortgage per Month: \$ _____
Landlord Name: _____
Phone Number: _____
Fax: _____

Reason for Leaving Current Address: _____

Previous Address

Street #/Name: _____
City, State, Zip: _____
Dates (Mo/Yr) From _____ To _____
Rent/Total Mortgage per Month: \$ _____
Landlord Name: _____
Phone Number: _____
Fax Number: _____

Present Employer

Company Name: _____
Your Position: _____
Dates (Mo/Yr) From _____ To _____
Gross MONTHLY Salary: \$ _____
Supervisor's Name: _____
Phone Number: _____
Fax Number: _____

Previous Employer

Company Name: _____
Your Position: _____
Dates (Mo/Yr) From _____ To _____
Gross MONTHLY Salary: \$ _____
Supervisor's Name: _____
Phone Number: _____
Fax Number: _____

Other Income Source Monthly Amount: _____
What is this Source?: _____
Ensure You Provide Proof With Application

Rent/Total Mortgage per Month: \$ _____
Landlord Name: _____
Phone Number: _____
Fax: _____

Reason for Leaving Current Address: _____

Street #/Name: _____
City, State, Zip: _____
Dates (Mo/Yr) From _____ To _____
Rent/Total Mortgage per Month: \$ _____
Landlord Name: _____
Phone Number: _____
Fax Number: _____

Company Name: _____
Your Position: _____
Dates (Mo/Yr) From _____ To _____
Gross MONTHLY Salary: \$ _____
Supervisor's Name: _____
Phone Number: _____
Phone Number: _____

Company Name: _____
Your Position: _____
Dates (Mo/Yr) From _____ To _____
Gross MONTHLY Salary: \$ _____
Supervisor's Name: _____
Phone Number: _____
Fax Number: _____

Other Income Source Monthly Amount: _____
What is this Source?: _____
Ensure You Provide Proof With Application

Applicant's Initials: _____

Pets

Pet 1: Type: _____ Breed: _____ Name: _____ Color: _____
Weight: _____ Age: _____ Gender: _____ Spayed/Neutered: _____
De-Clawed: _____ Rabies Shot Current: _____

Pet 2: Type: _____ Breed: _____ Name: _____ Color: _____
Weight: _____ Age: _____ Gender: _____ Spayed/Neutered: _____
De-Clawed: _____ Rabies Shot Current: _____

Pet 3: Type: _____ Breed: _____ Name: _____ Color: _____
Weight: _____ Age: _____ Gender: _____ Spayed/Neutered: _____
De-Clawed: _____ Rabies Shot Current: _____

Vehicles (Including but not limited to: cars, trucks, boats, RV's, motorcycles and ATV's)

<u>Type</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>License Plate</u>	<u>State</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Occupancy List name, relationship and age of ALL PERSONS that will be occupying the leased premises:

Name: _____ Relationship: APPLICANT #1 Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

NOTE: There may be NO changes in Tenants and/or Pets without prior written approval of Landlord.

Emergency Notification In case of emergency, we should notify:

Name: _____ Relationship: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

In case of serious illness or death of Tenant, is the above-listed person authorized to enter the premises and remove any or all of the contents? _____

Applicant's Initials: _____

Correct Information

The undersigned Applicant(s) represent that all above statements are true and complete and hereby authorize verification of such information. False information given shall be grounds for Landlord’s rejection and non-return of application fee(s), security deposit(s), and termination of right of occupancy.

Preliminary

This application is preliminary only and does not obligate Landlord or Landlord’s Broker to Execute a Lease.

Multiple Applications

Applicant understands that Champion Realty will take multiple applications on the same property and process them simultaneously. Champion Realty may or may not notify Applicants or their agents that there are multiple applications for the property. Upon approval, Applicant will be given 24 hours from notification of approval to sign the lease and pay the security deposit. Security deposit must be paid in certified funds (cashier’s check or money order). If the approved Applicant fails to sign the lease and pay the security deposit within that time frame, the property will be offered to the next approved Applicant.

Applicant #1 Signature: _____ Date: _____

Applicant #1 Printed Name: _____

Applicant #2 Signature: _____ Date: _____

Applicant #2 Printed Name: _____

Applicant’s Initials: _____

AUTHORIZATION TO RELEASE INFORMATION

This release and authorization acknowledges that Champion Realty, Inc., may now, or at any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine Tenant eligibility under Champion Realty's tenant policies.

I authorize Champion Realty, Inc. and any of their agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Champion Realty, Inc.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords, and other organizations and Agencies to provide Champion Realty, Inc. with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge Champion Realty, Inc. and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if tenancy was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

Signature: _____ Date: _____

Printed Name: _____

Signature: _____ Date: _____

Printed Name: _____

Applicant's Initials: _____