



RENTAL CRITERIA

**1925 GUM BRANCH RD.
JACKSONVILLE, NC 28540
(910) 455-5001 (OFFICE)
leasing@suecruddas.com**

APPLICATION FEE

A Fifty Dollar (certified funds only – cashier's check from your bank or a money order) **non-refundable** application fee must be paid at the time the application is submitted. All adults (18 years of age or older) who will be living in the property, must qualify independently on a separate application to be considered.

CREDIT HISTORY

During our rental process we will pull a credit check of your FICO 2 score. We are looking for a 600 or above with **NO** delinquencies. We will review scores of 550 to 600 with no delinquencies in the past 3 to 5 years; however, we would require an increased Security Deposit. Credit reports with N/A scores will also be subject to an increased Security Deposit. These qualifications include but are not limited to such things as:

- There can be no bankruptcy in the past 3-5 years.
*In the event you did have a bankruptcy, credit must now be re-built and in good standing.
- Collections and/or judgments on a credit report are immediate grounds for denial.
- Reported activity on any accounts on your credit must be current and in good standing.
- Applications with no established credit must meet income and rental criteria to be considered.
- North Carolina Law allows any landlord to collect up to 2 months rents as a security deposit.

DEBT TO INCOME RATIO

We require your debt-to-income ratio to be 50% or less. This is determined by taking all your debts to include rents (credit cards, car loans, personal loans, etc.) and we add these up and divide by your monthly gross income to determine your debt-to-income ratio. Your gross income should equal three times the rental rate.

RENTAL HISTORY

Any negative rental history can be automatic grounds for denial of an application. Negative rental history includes but is not limited to the following: NSF checks, numerous late pays, noise complaints, unfulfilled lease term(s), and eviction proceedings.

PETS/ANIMALS (PET SCREENING IS REQUIRED FOR ALL APPLICANTS – SCAN QR CODE TO COMPLETE YOUR PROFILE)



It is required to list all pets/animals of any size, kind, or type including both caged animals and aquatic. If you do not have a pet/animal, you must complete a **NO PET** screening profile. While homeowners have final approval of an animal, typically the following animals are restricted: Puppies/Kittens (animals under 18 months old), Rottweiler, Staffordshire Terrier (pit), Doberman, Chow, German Shepherd, Mastiff, Belgian Malinois, Husky, Alaskan Malamute, Akita, Venomous Snakes. If the owner allows pets/animals in the property, a non-refundable pet fee of \$300 (or greater) will be required per pet/animal. **(Some properties may require a higher non-refundable pet fee.)** Townhome communities also require a \$25 per month (per pet) pet rent along with the non-refundable pet fee(s).

By signing below applicant(s) does acknowledge they have reviewed the Rental Criteria for The Sue Cruddas Real Estate Team.

Signature of Applicant

Date

It is the policy of The Sue Cruddas Real Estate Team to conduct business in accordance with Federal, State, and Fair Housing Laws. We provide housing on an equal opportunity basis to all persons regardless of race, color, religion, sex, national origin, disability, or familial status.



FOR OFFICE USE ONLY:

APPLICATION TO RENT THE FOLLOWING PROPERTY:

\$50 Application Fee Received?
(Please initial at right)

Date

RENTAL APPLICATION

****APPLICANT MUST PROVIDE \$50 APPLICATION FEE, PHOTO ID, AND PROOF OF INCOME WITH THIS APPLICATION****

APPLICANT INFORMATION

Full Name:	Date of Birth:	SSN:
Current Address:	City:	State: Zip:
Phone:	Email:	
Current Landlord Name and Email:	Rent From:	Rent To:
Reason for Leaving:		

APPLICANT RESIDENTIAL HISTORY (PAST 5 YEARS)

Previous Address:	City:	State:	Zip:
Owned or Rented:	Rent Amount:	How Long?	Landlord Name: Landlord Email:
Previous Address:	City:	State:	Zip:
Owned or Rented:	Rent Amount:	How Long?	Landlord Name: Landlord Email:
Previous Address:	City:	State:	Zip:
Owned or Rented:	Rent Amount:	How Long?	Landlord Name: Landlord Email:

APPLICANT EMPLOYMENT HISTORY

Current Employer (If military, please provide the current unit you are attached to)			
Employer Address:	City:	State:	Zip:
Supervisor Name:	Supervisor Title:	Work Phone (no cell phones):	
Position Held:	Hourly or Salary:	Monthly Income:	How Long:
Previous Employer:			
Previous Employer Address:	City:	State:	Zip:
Supervisor Name:	Supervisor Title:	Work Phone (no cell phones):	
Position Held:	Hourly or Salary:	Monthly Income:	How Long:

OTHER SOURCES OF INCOME (IF APPLICABLE)

Source:	Amount:
---------	---------

APPLICANT EMERGENCY CONTACT (NOT SOMEONE LIVING WITH YOU)			
Name:	Relationship to you:	Phone:	Email:
Address:		City:	State: Zip:
APPLICANT REFERENCES (THREE ARE NEEDED)			
Name:	Relationship to you:	Phone:	Email:
Address:		City:	State: Zip:
Name:	Relationship to you:	Phone:	Email:
Address:		City:	State: Zip:
Name:	Relationship to you:	Phone:	Email:
Address:		City:	State: Zip:

ADDITIONAL QUESTIONS	
Desired Move in Date:	Are you currently in a lease? If so, have you given proper notice to vacate?
YES OR NO:	
Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease?	
YES OR NO:	
Have you ever been convicted of a felony?	Have you ever had a bankruptcy or repossession/foreclosure?
YES OR NO:	YES OR NO:
Are you a smoker? If yes, you understand our homes are smoke free and that traces of smoking in a home will result in a \$500 cleaning fee.	
YES OR NO:	INITIAL:
Are you aware of anything that would hinder you from signing a 1-year lease (I.e., military orders, EAS date, or job relocation)?	
YES OR NO:	
Is your employer located in North Carolina? If no, we will need verification of employment in the area. (If you are receiving a transfer with your employer, we will need a transfer letter. If you work remote, we will need a letter stating this.)	
YES OR NO:	
Please provide the names of all occupants that will be living in the home. (Please note, all applicants 18 or older must complete a SEPARATE application.)	
Do you have any pets? Pet screening must be completed for all applications (even if you do not have a pet) through a third-party animal screening service.	
YES OR NO:	If you answered YES please refer to PAGE 1 for Pet Screening QR code.
Confirm you are aware of the lease term (Typical lease terms run until the following year, end of month from move-in date.)	
INITIAL:	
You are aware we will continue to process any applications that come in until you have completed everything on your application. Please be sure to check your email for any missing or additional items we may need as we communicate electronically.	
INITIAL:	
Confirm you understand that if approved you will have the following items to pay: 1) Security Deposit 2) Prorated Rent 3) One time processing fee of \$75 to set up your portal and draft leases. 4) Obtain renter's insurance from a company of your choosing.	
INITIAL:	
Please confirm you understand our company requires Renter's Insurance (liability insurance of at least 100,000 per the lease)	
INITIAL:	
Have you physically, or virtually seen the rental property you are applying for? If yes, we will need the name of the agent, company they work for and a phone or email address so we may contact them.	
YES OR NO:	AGENT'S INFORMATION:



AUTHORIZATION FORM

THIS FORM MUST BE SIGNED

**1925 GUM BRANCH RD.
JACKSONVILLE, NC 28540
(910) 455-5001 (OFFICE)
leasing@suecruddas.com**

APPLICATION AUTHORIZATION

I hereby apply to lease the above-described premises for the term and upon the set conditions above set forth and agree that the rents are to be payable the first day of each month in advance. I confirm that all statements above set forth are true; however, should any statement made above be misrepresented or not a true statement of facts, all deposit money will be retained to offset the agent's cost and effort in processing my application. I recognize that as a part of your procedure for processing my application, an investigating consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living.

Applicant Name (please print):

Signature of Applicant:

Date:

RELEASE OF INFORMATION

I authorize The Sue Cruddas Real Estate Team to obtain and investigate my credit, tenant history, banking, and employment status, as well as to verify all information provided on this form. I have received a copy of this application.

Signature of Applicant:

Date:

APPROVAL OF CONTACT METHODS

Subject to receiving your current photo ID (must be a state issued ID, no military ID) proof of local income, verifiable transfer letter to a local company or proof from employer that you work remote, you agree, for us to service your account or to collect any amounts you may owe, we may contact you by telephone, text message, or email at any information you have provided that is now associated with your account, including wireless telephone numbers, which could result in charges to you. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing service, as applicable. Once approved all payments, on time or late will be reported to your credit bureau. AppFolio will make an entry on your credit showing the lease term as debt and all payments will be recorded. In the event your account is delinquent, you may be contacted by a 3rd party collection company to collect a debt.

I have read this disclosure and agree that THE SUE CRUDDAS REAL ESTATE TEAM or their agents may contact me as described above.

Signature of Applicant:

Date: