



1925 Gum Branch Rd • Jacksonville • North Carolina • 28540 • (910) 455-5001 • fax (910) 938-2006 •

[www.suecruddas.com](http://www.suecruddas.com)

**RENTAL CRITERIA**

*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 on regardless of race, color, religion, sex national origin, handicap or familial status.*

**APPLICATION FEE**

A Twenty-five dollar (cash only) non-refundable application fee must be paid at the time of application is submitted. All adults non-married living in the unit must qualify independently on a separate application in order to be considered.

**CREDIT HISTORY**

We view our credit on a case by case basis. That being said there are guidelines which we follow in insure that we place qualified tenants into out rental properties. These qualifications include but not limited to such things as:

- There can be no bankruptcy in the past 2 years. In the event you did have a bankruptcy, credit must now be re-built and in good standing.
- Collections and 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 Does allow any Landlord to collect up to 2 months rents as a security deposit.

**DEBT TO INCOME RATIO**

We require a debt to income ration 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 income to debt ratio.

**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**

For Properties that allow pets, a non refundable pet fee in the amount of \$200 is required. Due to home owners insurance guidelines there are specific breeds of dogs that are **not allowed** in any of our rental properties. These breeds include Chow, Rottweiler, Pit Bull, Doberman, and German Shepard. Also, we do not allow pets under 1 year of age.

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

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Applicant \_\_\_\_\_ Date \_\_\_\_\_

The Sue Cruddas Real Estate Team  
**RENTAL APPLICATION**

Equal Housing Opportunity

APPLICATION TO RENT THE FOLLOWING PROPERTY:

\$25 Application Fee Received?  
 (Please initial at right.)

Date

■ ■ Applicant must provide \$25 application fee, photo ID, and proof of income with this application. ■ ■

**APPLICANT INFORMATION**

Name		Date of Birth		SSN	
Current Address			City		State Zip
Phone		Alternate Phone		Email	
Do you currently have a bank account? (please circle) Savings Checking			With what bank?		

**APPLICANT RESIDENTIAL HISTORY (Past 5 years)**

Previous Address			City		State Zip
Owned Rented (please circle)	Rent	How long?	Landlord Name		Landlord Phone
Previous Address			City		State Zip
Owned Rented (please circle)	Rent	How long?	Landlord Name		Landlord Phone
Previous Address			City		State Zip
Owned Rented (please circle)	Rent	How long?	Landlord Name		Landlord Phone

**APPLICANT EMPLOYMENT HISTORY**

Current Employer					
Employer Address			City		State Zip
Supervisor		Supervisor's Title		Supervisor's Phone	
Position		Hourly Salary (please circle)	Monthly Income		How long?
Previous Employer					
Employer Address			City		State Zip
Supervisor		Supervisor's Title		Supervisor's Phone	
Position		Hourly Salary (please circle)	Monthly Income		How long?

**OTHER SOURCES OF INCOME (If necessary)**

Source	Amount
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**APPLICANT EMERGENCY CONTACTS**

Name of a person NOT residing with you			Relationship		Years Known
Address			City		State Zip
Phone		Alternate Phone		Email	
Name of a person NOT residing with you			Relationship		Years Known
Address			City		State Zip
Phone		Alternate Phone		Email	

**APPLICANT REFERENCES**

Name	Phone
Name	Phone
Name	Phone

**CO-APPLICANT INFORMATION (If necessary)**

Name		Date of Birth		SSN	
Current Address			City		State      Zip
Phone		Alternate Phone		Email	
Do you currently have a bank account? (please circle)      Savings      Checking			With what bank?		

**CO-APPLICANT RESIDENTIAL HISTORY (Past 5 years)**

Previous Address			City		State      Zip
Owned Rented	(please circle)	Rent	How long?	Landlord Name	Landlord Phone
Previous Address			City		State      Zip
Owned Rented	(please circle)	Rent	How long?	Landlord Name	Landlord Phone
Previous Address			City		State      Zip
Owned Rented	(please circle)	Rent	How long?	Landlord Name	Landlord Phone

**CO-APPLICANT EMPLOYMENT HISTORY**

Current Employer					
Employer Address			City		State      Zip
Supervisor		Supervisor's Title		Supervisor's Phone	
Position		Hourly Salary	(please circle)	Monthly Income	How long?
Previous Employer					
Employer Address			City		State      Zip
Supervisor		Supervisor's Title		Supervisor's Phone	
Position		Hourly Salary	(please circle)	Monthly Income	How long?

**OTHER SOURCES OF INCOME (If necessary)**

Source	Amount
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**CO-APPLICANT EMERGENCY CONTACTS**

Name of a person NOT residing with you			Relationship		Years Known
Address			City		State      Zip
Phone		Alternate Phone		Email	
Name of a person NOT residing with you			Relationship		Years Known
Address			City		State      Zip
Phone		Alternate Phone		Email	

**CO-APPLICANT REFERENCES**

Name	Phone
Name	Phone
Name	Phone

**ADDITIONAL QUESTIONS**

Is either applicant a smoker?      Y or N			
Do you have pets?      Y or N	If yes, how many cats?	Dogs?	What breed?
Within the past three years, how many times (if at all) have you been more than seven days late with your rent payment?			
Have you ever refused to pay rent?      Y or N	Have you ever been convicted of a felony?      Y or N		
Within the past five years, have you ever been evicted from a residence?      Y or N	Have you ever filed for bankruptcy?      Y or N		

# AUTHORIZATION

*This form must be signed.*

## 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 rental is to be payable the first day of each month in advance. I warrant that all statements above set forth are true; however, should any statement made above be misrepresented or not a true statement of facts, all of the deposit money will be retained to offset the agent's cost and effort in processing my application.

## EARNEST MONEY DEPOSIT

I hereby deposit \$ \_\_\_\_\_ as my earnest money to be returned to me if this application is not accepted in three (3) business days. Upon acceptance, this deposit shall be retained as part of the surety deposit. When so approved and accepted, I agree to execute a lease for twelve (12) months before possession is given, and to pay the balance of the security deposit prior to the move in date. If the application is not approved or accepted by the owner or agent, the deposit will be refunded, the application hereby waives any claim for damages by reason of non-acceptance which the owner or agent may reject. 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.

## 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 any and all information provided on this form. I have received a copy of this application.*

Applicant Name (Please print)	Co-Applicant Name (Please print)
Signature of Applicant	Signature of Co-Applicant
Date	Date

## APPLICANT, PLEASE DO NOT WRITE BELOW (For office use only.)

Deposit: \$	Received by:	Date:
Notes:		