



## Application Process

1. View/Decide on Rental Property you are interested in.  
*\*Note: We will NOT process your application until you have actually seen the property in person, nor will we show properties to you or process applications that are more than 30 days from your requested move-in date.*
2. After you have seen the property, Fill out an application by visiting our website: [www.GoldenRealtyNC.com](http://www.GoldenRealtyNC.com) .  
There is a \$50.00 Application Fee. This must be paid at the time you fill out the application online. You can make the payment online from your checking account.  
**\*\* NOTE: EACH ADULT APPLICANT MUST APPLY SEPARATELY.**  
Co-Applicant fees for background checks are \$25, paid at office when you turn in your paperwork, Co-applicants are individuals over 18 that will reside in the rental property with the Applicant(s), but will not be taken into consideration for the approval process
3. Sign the Tenant Release Form: This is available online as well and gives us permission to pull your credit, contact your employer and landlord to verify any information regarding employment, landlord history, etc. This form may be downloaded from our website, under the link for the Application.
4. Provide us with your last 2 Pay Stubs. You can email or fax all of these documents to (919) 573-0365. Also, if you collect unemployment, Child Support, etc. we will need proof of your monthly benefits. If you own your own home, we will need a copy of your most recent mortgage statement.

\*After we receive all the above items, we can process your application. Applications will NOT be processed until all the above has been completed, and all documents requested above have been received. **If we do not receive all documents needed within 24 hours of receiving your application, your application will be cancelled. Please make sure you have all documents ready prior to submitting your application!**

We process rental applications on a “first come, first serve basis”. We will not charge you an application fee if we do NOT end up processing your application. Processing may take 2-3 business days. You will be notified in writing if your application has been denied, with an explanation of our decision.

If approved, you will need to make an appointment to come in to sign the lease and pay the Security Deposit within 48 hours of application approval, or your application will be cancelled. Security Deposits must be paid in full at the time of lease signing, no exceptions. We will not take the property off the market until the lease has been signed and the Security Deposit has been received.

Please call the Property Manager – Liz at 919-605-7892 for further information or questions



## **Tenant Qualification**

**Golden Realty and Management qualifies our applicants based on the following criteria:**

- 1. Employment – we will confirm you are currently employed, Full time/Part time/Permanent/Temporary**
- 2. Income – We will verify that you can afford the monthly rent payment. We are looking for your income to be at least three times the amount of the rent.**
- 3. Criminal and Background Checks – we use a screening service called Resident Data. This service provides us with a report of any known criminal activity or evictions. GRM does NOT rent to any known convicted felons or sex offenders. If you have any worthless checks on your record, if approved, you must pay all payments by certified funds only**
- 4. Credit Check – Resident Data Services also provides us with a credit report and score. We look at the overall credit picture, to see if you have any collections or housing related delinquencies in the last 5 years. Tenants with credit Scores under 650 may be approved, however they may need to pay a larger security deposit. The amount of Security Deposit we will collect will be between 1 – 2 months worth of rent.**
- 5. Landlord Reference/Residence History – We will attempt to confirm the last 3 years of rental history. We will contact you current or former Landlords to discuss your rental history. We will find out if you have ever been late on the rent, any problems they have had with you and the condition of the property upon move out (if known). A poor reference from your Landlord may result in a larger Security Deposit, or denial of your rental application. If you have owned your own home, we will review your current/last mortgage statement to make sure you were/are not delinquent.**

**You will be notified in a timely manner regarding our decision on your rental application. If you are denied, we will also mail you an explanation of our decision. If you are approved, we will make an appointment to meet with you to sign the lease and pay the Security Deposit. We will not take the rental home off the market until the lease has been signed and the Security Deposit has been received.**



## Tenant Release

I/We authorize Golden Realty and Management as Landlord/Agent to verify the validity of all information provided by me/us for the purposes of validating my/our information in regards to the leasing of property in their management, and to inquire now or periodically with my/our employers, landlords, financial institutions, and any of the credit reporting bureaus available to them.

I/We further authorize my employers, landlords, financial institutions and any of the credit reporting bureaus, and Lexis/Nexus Screening Services to give any and all requested information pertaining to my application for the rental of property, to Golden Realty and Management. I/we also hereby agree to supply any additional information needed by the Landlord/Agent to process this application.

I/We also agree to the application fee of \$50.00 for each proposed adult applicant, and \$25 for each additional adult occupant of the home. I/We understand that these fees are non-refundable and must be paid in full before my/our application(s) will be processed.

I/We further understand that if I/we give any information deemed false by GRM that it is grounds for immediate termination of my/our application, and GRM will then not rent any properties managed by them to me/us.

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Tenant Name (Signed)

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Date

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Tenant Name (Printed)

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Tenant Name (Signed)

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Date

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Tenant Name (Printed)



## Items Needed to Complete Application

Once you put in your application (Online or Paper) you will need to send us some additional information for your application to be complete, and for us to process it:

1. The Tenant Release form (signed by all applicants)
2. The last 2 paystubs (for all applicants)
3. Any other documentation for income you wish considered (Child support, Housing Assistance, Alimony, unemployment, retirement etc.)
4. If you have owned your own home prior to applying, you must provide us with a current mortgage statement

Section 8/Raleigh Housing Authority Voucher Holders  
MUST bring their voucher package to the office

Failure to provide ALL requested information will result in your application NOT being processed, and potentially losing the home to another applicant.

# Rental Application

Printed on 2/3/2010

Prepared By: Golden Realty & Management  
8354 Six Forks Road  
Suite 201  
Raleigh, NC 27615

## Application Information

Property:

Comments:

## General Information

First Name:

Last Name:

Email:

SSN:

Phone Number:

Birth Date:

Drivers License Number:

Drivers License State:

Property/Address Applying For:

Requested Occupancy Date?:

Have You Seen The Home Yet?:

## Residence/Rental History

Address:

Landlord/Manager Name:

Monthly Rent Amount:

Dates of Residency (From/To):

Reason for Leaving:

Landlord/Manager Phone #:

Previous Address (If less than 3 years at Current):

Previous Landlord/Manager Phone #:

What Kind of Pets? Number of Pets?:

## Employment/Income History

Employer Name:

City:

Employer Phone:

Dates of Employment (From/To):

Monthly Gross Pay:

Full Time or Part Time??:

Occupation:

Additional Income (2nd job, Child Support, etc):

Employer:

# Rental Application

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8354 Six Forks Road  
Suite 201  
Raleigh, NC 27615

## Employment/Income History

Employer's Phone:

Monthly Gross Pay:

## References

Name 1:

Phone Number:

How Did You Hear About Us?:

Total # of Occupants:

## Emergency Contact

Emergency Contact Name:

Address:

Email:

Phone:

Have you even been convicted of a Felony?:

Have you ever been Evicted from a Rental?:

## Comments

Applicant Comments:

## Application Agreement

Agreement:

I understand that this is a routine application to establish credit, character, employment and rental history. I also understand that this is NOT an agreement to rent and that all applications must be approved. I authorize verification of all references given. I declare that the statements above are true and correct, and I agree that the landlord may terminate any agreement entered into in reliance on any misstatement made above. I further authorize Golden Realty & Management to verify any or all of the information I/We have provided in this application. Additional Applicants MUST complete their own Application. No Applications will be processed if the Prospective Tenant has not personally been shown the home. A \$50 Application fee per Applicant will be charged, and my acceptance of this Agreement, authorizes the payment of said fee. The prospective Tenant also understands and agrees that there are no refunds of the Application Fee once charged, and in the case of the funds not being available for any reason, there will be a \$25.00 charge due.

Signature:

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