



APPLICATION FOR RESIDENCY

FOR OFFICE USE:

Date received _____ Building # _____ Apt # _____ Apt Type _____
Monthly Rent \$ _____ Move-In Date _____ Lease Term _____ Marketing Source _____

Applicant's Name

First _____ Middle _____ Last _____

Date of Birth _____ SSN# _____ --- _____ --- _____

Driver's License # _____ State _____

E-mail address _____

Cell / Phone # _____

Name of Other Persons if Any to Occupy Apt

Name	Date of Birth	SS#	Relationship to Applicant	Cell/ Phone #
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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RESIDENT HISTORY

Present Address

Street	Apt #	City	State	Zip	Your Phone #
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_____	_____	_____	_____	_____
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How Long-Lived _____ Apt Name / Home-Mortgage Company & Loan # _____ Present Landlord/Manager _____ Landlord Phone #/ Email _____
Monthly Payment \$ _____ Reason for Moving _____

Previous Apartment Name or Landlord	Phone #	Street	Apt #	City	State	Zip
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Have you or other applicant ever been evicted from any leased premises? _____ Broken a rental agreement or lease contract: _____

Declared bankruptcy? _____ Been sued for rent? _____ Been sued for property damage? _____

Been convicted of a crime other than a motor vehicle violation: _____ If yes, please explain _____

Are you or any of the following occupant's military Service? _____ If yes, Who? _____

Proof of Income required prior to approval (ie: 4 recent paycheck stubs, or Letter from employer & must be notarized)

EMPLOYMENT

Present Employer _____

Position _____

Business Address

_____ Street Apt # City State Zip Phone #

Supervisor _____ Employed Since _____ Gross Monthly Salary _____

Additional Monthly Income (If Any) _____ Source _____

VEHICLE

Year & make _____ Color _____ License Plate # & State _____

Registered To _____

Year & make _____ Color _____ License Plate # & State _____

Registered To _____

PETS – We reserve the right to restrict dog breed/ weight

ONLY ONE PET IS ALLOWED UP TO 30LB (there is a \$300.00 non-refundable pet fee) & \$35.00 monthly pet rent *Depending on Property

Do you have a pet? YES OR NO (please circle one) *If yes fill out the following information

Pet type: _____ Pet Weight: _____ Pet Name: _____

EMERGENCY CONTACT

Name _____ Relationship _____

Address

_____ Street City State Zip Phone #

CD Property Management Of NC, LLC requires the following:

- Applicants must be 18 years old or older. **A \$50.00 (money order or cashier's check) non-refundable application fee is required for every individual who is 18 years or older.**
- Applicants must meet the rent-to income ratio. Our rent to income ratio is 3.5. For example, if you want to rent an apartment with the monthly rent of \$700.00 you must show verifiable income in the amount of \$2450.00 or more per month. We do consider combined income of spouse/roommate/other applicant to meet rent-to-income ratio requirements. Applicants will be asked to show proof of income.
- CD Property Management Of NC, LLC will pull a criminal record for every applicant/permitted occupant 18 years or older.
- Rental history will be verified. If applicant has current or prior history, CD Property Management Of NC, LLC requires contact information so that we may verify payment history and tenancy.
- CD Property Management Of NC, LLC has a non-refundable application fee per applicant.

All persons will be treated fairly and equally without regard to race, color, religion, sex, handicap, or national origin in compliance with the Fair Housing Act.

I hereby submit \$50.00 as a nonrefundable application fee per applicant for property located at _____ apartment number _____. In addition to these fees, after the application has been approved, I hereby submit \$ _____ as a refundable security deposit. I understand the application fee is nonrefundable at any time. If management accepts my application, it will reserve the apartment for 24 hours. If my application is cancelled within 24 hours of notification of approval, the administrative fee (if any) and Security deposit will be refunded. Otherwise, if the applicant fails to occupy the apartment on the agreed upon date (except for the holdover of the prior resident), management will retain all fees and deposits. If applicant cancels move-in or does not want apartment anymore, after the administrative fee (if any) and security deposit has been submitted, the administrative fee (if any) and security deposit will not be refunded back due to cancelation. If management cancels the move in date the administrative fee (if any) and security deposit will be refunded.

I acknowledge that all the information stated on this application is true. I understand that this application is subject to the review and approval of management, and I understand that management has the sole discretion to decide if I can lease this apartment. I hereby consent to allow CD Property Management of NC, LLC, through its designated agents and employees to obtain my credit information, to review my occupancy history, credit history, payment history and criminal history, and to verify the income stated on this application in order to process my application.

The applicant has read and understands the requirements for application.

Applicant's Signature

Date

CD Property Management of NC, LLC Associate Signature

Date

Please submit the following documents with this application for fast processing:

1. \$50.00 non-refundable application fee per adult 18 years or older (Money order or Cashier's check)
2. 4 Most recent paystubs or an employment letter (must be notarized and verifiable).
3. 2-Forms of ID: 1 Picture ID (current driver's license or passport), and Social Security card.
4. If you are self-employed, provide 4 months of bank statement (must show business deposits), and most recent 1099 form or tax return.

