



## APPLICATION PROCESS

1. Verify Rental History
2. Verify Current Employment
3. Examine your Credit Report
4. Criminal Background Check

After verifying the above information, we will determine whether the application conforms to our approval policies. The entire process usually takes 1-3 business days. In order to ensure that your application is processed most efficiently, please follow these guidelines:

- Fill out the application completely. Do not leave blanks empty. Provide all relevant information, including "N/A", "Paid For", etc.
- Provide rental and employment history for a minimum of 2 (two) years. If you are currently a student, please provide a copy of your student ID.
- Provide all contact numbers for current and previous landlords and current and previous employers.
- Be sure to provide a telephone number where you may be contacted during normal business hours.
- Provide a copy of a recent computer-generated pay-stub for all sources of income. If you are self-employed, you will be asked to provide financial statements and a past year's tax form to verify employment and salary. We require that one person have a *gross* monthly income equal to **3x** the monthly market rental amount.
- If you need a cosigner, he or she must also completely fill out a rental application. A cosigner must have a monthly *gross* income equal to **5x** the monthly market rental amount and have good to excellent credit.
- Pay a non-refundable \$50.00 application fee per applicant.

*\*\*Failure to do any of the above may delay the process\*\**



# Resident Application for Occupancy



Community: \_\_\_\_\_ (hereinafter "Management") Date: \_\_\_\_\_  
Date Desired: \_\_\_\_\_ Lease Term Desired: \_\_\_\_\_ Unit #: \_\_\_\_\_

**Part 1 (PLEASE PRINT CLEARLY)**

**APPLICANT:** \_\_\_\_\_ **Main Tel:** \_\_\_\_\_ **Work Tel:** \_\_\_\_\_  
Full Name (First, Middle, Last)

**Cell:** \_\_\_\_\_ **Date of Birth (mm/dd/yyyy):** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Driver's License #:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**CO-APPLICANT/SPOUSE:** \_\_\_\_\_ **Main Tel:** \_\_\_\_\_ **Work Tel:** \_\_\_\_\_  
Full Name (First, Middle, Last)

**Cell:** \_\_\_\_\_ **Date of Birth (mm/dd/yyyy):** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Driver's License #:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Total number of persons who will occupy apartment (including applicants):** \_\_\_\_\_

**Other occupants:**

1) \_\_\_\_\_ **Main Tel:** \_\_\_\_\_  
Full Name (First, Middle, Last) DOB (mm/dd/yyyy)

2) \_\_\_\_\_ **Main Tel:** \_\_\_\_\_  
Full Name (First, Middle, Last) DOB (mm/dd/yyyy)

**In case of emergency notify (other than occupants):** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Mailing address of emergency contact:** \_\_\_\_\_

**Do you have any pets? If so, please specify type(s)/breed(s):** \_\_\_\_\_ **Weight(s):** \_\_\_\_\_ lbs

**How did you hear about us?** \_\_\_\_\_

**Part 2 RESIDENCE HISTORY FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)**

**Street Address, City, State & Zip:** \_\_\_\_\_

**Landlord/Mortgage Co.:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **How Long?** \_\_\_\_\_ **Mo. Pmt:** \_\_\_\_\_

**Street Address, City, State & Zip:** \_\_\_\_\_

**Landlord/Mortgage Co.:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **How Long?** \_\_\_\_\_ **Mo. Pmt:** \_\_\_\_\_

**Street Address, City, State & Zip:** \_\_\_\_\_

**Landlord/Mortgage Co.:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **How Long?** \_\_\_\_\_ **Mo. Pmt:** \_\_\_\_\_

**Part 3 EMPLOYMENT FOR LAST 3 YEARS (LIST CURRENT FIRST, THEN PREVIOUS)**

**APPLICANT**

**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Length of Employment:** \_\_\_\_\_ **Monthly Income:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Previous Employment**       **Other Current Employment**

**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Length of Employment:** \_\_\_\_\_ **Monthly Income:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**CO-APPLICANT/SPOUSE**

**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Length of Employment:** \_\_\_\_\_ **Monthly Income:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**For Office Use Only:**

Floorplan: \_\_\_\_\_ Base Rent/Special: \_\_\_\_\_ App. Fee: \_\_\_\_\_ Leasing Consultant: \_\_\_\_\_  
Date Received by Rental: \_\_\_\_\_ Unit #: \_\_\_\_\_ Application taken by: \_\_\_\_\_



# Resident Application for Occupancy



Previous Employment       Other Current Employment

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Tel: \_\_\_\_\_

Other Income? If so, please provide the following information:

Source: \_\_\_\_\_ Amt./month: \_\_\_\_\_ (please provide documentation)

Note: Source of additional income will NOT be considered, unless applicant(s) provide documentation that establishes such income.

### Part 4 BACKGROUND CHECK

Have you or your co-applicant/spouse ever been convicted, entered a plea of no contest, had prosecution deferred, or adjudication withheld for any crime except for minor traffic violations? YES  NO

If yes, please explain \_\_\_\_\_

Please provide a list of cities and states where you have lived or worked in the last seven (7) years, most recent first:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_

### Part 5 VEHICLE IDENTIFICATION

Year/Make/Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_ County/State: \_\_\_\_\_

Year/Make/Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_ County/State: \_\_\_\_\_

### APPLICATION FEE

Applicant(s) has submitted the sum of \$ \_\_\_\_\_ ("application fee") with this application. Applicant(s) understand and agree that this application shall not be considered by management until the application fee is paid. Applicant(s) understand and agree that the application fee is used by management for the payment of processing this application, which includes costs for verifying the authenticity of the information provided and to obtain or otherwise procure information regarding applicant's credit history, criminal background, and rental references. As such, applicant(s) understand and agree that the application fee is nonrefundable. Applicant(s), by signing this application for occupancy, represent that the information provided herein is true and correct to the best of their knowledge. In the event that management discovers that any information provided herein is false, resident understands and agrees that management may, at management's sole option, reject this application and immediately rescind any current or future agreement with applicant(s).

### OTHER FEE(S)

Administration Fee: A non-refundable reservation fee of \$150.00 will be required once your application has been approved. Applicant(s) understand and agree that the administration fee is used by management for the cost of reserving the apartment. You have 72 hours to cancel this application from the time payment is made to receive a full refund of the administration fee.

### APPLICANT(S) RELEASE AND AUTHORIZATION

By signing this application for occupancy, the undersigned applicant(s) authorize management to obtain a consumer credit report and any other information necessary in management's sole discretion to assist in the evaluation of this application for occupancy. Applicant(s) understand and agree that any such information obtained by management may include, but is not limited to, applicant's credit history, criminal record, evidence of any civil litigation and civil judgments, records of arrest, past rental history, employment history, salary information and history, vehicle records, driver's license records, driving history, or any other information. Applicant(s) release management, its principals, investors, employees, agents, vendors, the owner(s) of the community or property generally described in this application, and any furnisher or supplier of information related to this application from any and all liability in the procurement, use, distribution, and possession of all obtained information. Applicant(s) also understand and agree that the information provided in this application and other consumer reports, to include credit reports, criminal records, evidence of any civil litigation, and civil judgments, records of arrest, past rental history, employment history, salary information/history, vehicle records, driver's license records, driving history, or any other information may be provided to the state, local, and/or federal government agencies. Any disposal of information received by management shall be done in accordance with 16 CFR part 682 and N.C. Gen. Stat. §75-64, et seq.

**\*\*If submitting electronically, please read below and mark appropriately\*\***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE TERMS AND CONDITIONS. BY CHECKING THIS BOX (IN LIEU OF SIGNING IN PERSON), I AUTHORIZE THE RELEASE OF MY INFORMATION AND GIVE PERMISSION TO SAGEBROOK OF CHAPEL HILL TO INITIATE THE APPLICATION PROCESS FOR AN APARTMENT AT THE AFOREMENTIONED APARTMENT COMMUNITY.

For Office Use Only:

Floorplan: \_\_\_\_\_ Base Rent/Special: \_\_\_\_\_ App. Fee: \_\_\_\_\_ Leasing Consultant: \_\_\_\_\_

Date Received by Rental: \_\_\_\_\_ Unit #: \_\_\_\_\_ Application taken by: \_\_\_\_\_



# Resident Application for Occupancy



Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

I hereby authorize the release of current and/or previous employment/rental information for the purpose of determining eligibility for an apartment at Sagebrook of Chapel Hill. This information is kept strictly confidential, and by signing below, I grant permission for the information requested to be released to Sagebrook of Chapel Hill to expedite the application process.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(For Office Use Only)

**LANDLORD: Please fill out Parts I & III of this form and return to Sagebrook of Chapel Hill**  
**EMPLOYER: Please fill out Parts II & III of this form and return to Sagebrook of Chapel Hill**

### Part I: Rental Verification

Resident from: \_\_\_\_\_ to \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_

Proper Notice Given? \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ # of Occupants: \_\_\_\_\_

# of Late Payments in last 12 months: \_\_\_\_\_ # of NSF checks: \_\_\_\_\_

Most recent NSF: \_\_\_\_\_ Any Pets? \_\_\_\_\_ If yes, what kind? \_\_\_\_\_

Was higher deposit required? \_\_\_\_\_ Was a co-signer needed? \_\_\_\_\_ Would you re-rent? \_\_\_\_\_

Any additional comments? \_\_\_\_\_

### Part II: Employment Verification

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Annual Salary/Pay: \_\_\_\_\_ Full/Part Time? \_\_\_\_\_ # Hrs/Week: \_\_\_\_\_

Satisfactory? \_\_\_\_\_ Additional Information: \_\_\_\_\_

### Part III: Authorized Signature

Information provided by (please print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of above: \_\_\_\_\_

**\*\*Information must be transmitted directly to Sagebrook of Chapel Hill and is not to be transmitted via applicant or any other party\*\***

For Office Use Only:

Floorplan: \_\_\_\_\_ Base Rent/Special: \_\_\_\_\_ App. Fee: \_\_\_\_\_ Leasing Consultant: \_\_\_\_\_

Date Received by Rental: \_\_\_\_\_ Unit #: \_\_\_\_\_ Application taken by: \_\_\_\_\_



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