



515 Springbrook Drive, Kenersville, NC 27284
Phone: (336)993-4017 • (336)993-1069
Fax: (336)993-1693 www.springbrookapthomes.com

Rental Qualifications and Guidelines

It is the policy of Springbrook Apartments to uphold the Fair Housing Laws and not to deviate from these policies. We provide equal housing for all people, regardless of race, color, religion, sex, national origin, handicap, or familial status.

AVAILABILITY: Applications for apartments will be accepted on a first come, first serve basis. All information on the application must be complete, accurate, and verifiable. All application fees, deposits, administrative fees must be paid before and application will be accepted and/or processed. All monies are to be paid in the form of a money order or certified funds. Apartments will be reserved for applications based on the availability of the unit type requested by the applicant.

RENTAL RATES: Rental rates are based on availability and are subject to change with or without notice.

RENTAL APPLICATIONS: A Rental Application must be truthfully completed for each prospective Resident who is of age eighteen (18) or older and who will occupy the apartment. Any false information, or omission of information on an application may cause the application to be declined, and all monies paid being forfeited as liquidated damages. A non-refundable application fee must be paid for each applicant. The applicant's information will then be entered into a scoring system, which determines their eligibility and security deposit level. Please allow 72 hours for processing the application.

APPLICATION EVALUATION:

INCOME: Applicant must make 3x times the rental rate monthly.

CREDIT: Good credit history is required for standard acceptance. Applicants with no credit, slow credit, or marginal credit may be approved with an additional security deposit. Information from several credit reporting agencies is used to determine the credit status.

OCCUPANCY HISTORY: Springbrook Apartments reserves the right to verify up to 24 months of rental history. A positive record of prompt monthly payment, sufficient notice, and no damages is expected. Renting from a relative is not considered rental history, as a contract of performance cannot be determined. Home mortgages can substitute for rental history. If there is no rental history, the application may be approved with an additional security deposit.

EMPLOYMENT: Proof of stable and verifiable current local employment must be provided. Annual income is taken into account as a portion of the approval process. Acceptable methods of employment may include: pay-stubs; a letter from the employer on company letterhead; the most recent W-2 form; or for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank.

CRIMINAL BACKGROUND: A criminal background check will be conducted for each applicant. Applications will be rejected if the following is discovered: Felony conviction, or any conviction, active parole, "adjudication withheld" or "deferred adjudication" resulting from charges related to: terrorism, drugs, prostitution, sex, animal cruelty, OR crimes against persons or property.

INTERNATIONAL APPLICANTS WITH NO SOCIAL SECURITY: May be approved with conditions, with successful verification of employment and income, a valid passport and a valid work visa or student visa. Additional deposit may be required.

GUARANTOR / CO-SIGNER: In the absence of any of the above qualifications, with the exception of negative criminal or rental history, a guarantor may be accepted. The Guarantor must complete a rental application and must meet the Credit and Criminal Background requirements. Additionally, the guarantor must make three (3) times the monthly rent amount. The Guarantor's application must be run separately from the applicant's application. The Guarantor must execute the Lease Agreement and all other documents required by Management. Additional deposit may be required.

RESERVATION FEE / ADMINISTRATIVE FEE: A non-refundable fee is required to reserve an apartment. Providing that all of the information entered on the application is accurate, and the application is declined, the reservation fee / administrative fee will be returned to you. The administrative fee will also be refunded in full if the applicant cancels the application in writing, within 48 hours of submission. If for any reason the application is denied due to falsification or omission of information, the administrative fee will be forfeited as liquidated damages. Additionally, if the applicant fails to occupy the apartment on the agreed upon date, except for delays caused by the previous resident holding over occupancy, Management will retain the fee as liquidated damages.

SECURITY DEPOSIT: A security deposit is required for all apartments. The deposit is non-interest bearing and is for fulfillment of the Lease Agreement. The Security Deposit, or any portion thereof, may be applied by Management to satisfy all or part of the Resident's obligations. Management may require payment for damages above and beyond those covered by Security Deposit if such charges are warranted. If management rejects the application, the security deposit will be refunded in full. Security Deposit will be refunded in full if the Applicant cancels the application within 48 hours of notification of application approval. Otherwise, if the application is approved, and the Applicant fails to occupy the premises on the agreed upon date, except for delays caused by the holding over of a prior resident, Management will retain the deposit as liquidated damages.

OCCUPANCY STANDARDS AND MULTIPLE RESIDENTS: The occupancy standards of Springbrook Apartments are two (2) people per bedroom, unless local ordinances state otherwise. Under this standard, newborns less than fifteen (15) months of age are not counted as a person. Multiple applicants / residents must qualify individually for the apartment. Married couples must qualify jointly for the apartment. Each is fully responsible for the entire rental payment, and each must execute the Lease Agreement and its supporting documents.

I, the undersigned, represent that I understand the rental qualifications for Springbrook Apartments as outlined above. Additionally, my application represents true, correct, and complete information and I authorize Springbrook Apartment to verify credit, criminal background, and rental history.

Applicant _____ Date _____

Applicant _____ Date _____

Agent for Owner _____ Date Received _____





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Rental Application/ Aplicacion Para Su Apartamento

For Office Use Only:

Para Uso De La Oficina Solamente

Apartment # _____ (Apartamento#)	Rent\$ _____ (Renta)	Size _____ (Tamaño)	Move-in Date _____ (Fecha a moverse)
Lease Term _____ (Termino de contrato)	App Fee Paid _____ (Pago de Aplicación)	Admin Fee _____	Security Deposit _____ (Deposito)

Email/correo electrónico: _____

Date _____ **How Did you hear about us?** _____
(Fecha) (Como escucho de nosotros?)

Name _____
(Nombre) **First** _____ **Middle Name** _____ **Last** _____
(Primer nombre) (Segundo Nombre) (Apellido)

Social Security# _____ **Date of Birth:** _____
(Numero de Seguro Social o Tax ID) (Fecha de Nacimiento)

Picture ID# _____ **State Issue:** _____
(Identificacion) (Estado de expedicion)

Home Phone _____ **Work Phone** _____ **Cell:** _____
(Teléfono de casa) (Tel de trabajo) (# De Celular)

Current Street Address _____
(Direccion Actual)

City _____ **State** _____ **Zip Code** _____
(Ciudad) (Estado) (Código Postal)

How Long Have You Been At This Residency? _____ **Years** _____ **Months:** _____
(Cuanto tiempo ha vivido en esta dirección) (Anos) (Meses)

Rent or Own? _____ **Current Monthly Payment** _____
(Propio/Renta) (Cuanto paga Actualmente)

Landlord or Mortgage Company Name _____ **Phone** _____
(Nombre de el dueño al que renta o el Banco) (Tel)

Have You Ever Rented Before? _____ **If so, Where?** _____ **Phone** _____
(Ha usted rentado anteriormente) (Donde?)

Previous Rental Address _____
(Direccion Anterior)

City _____ **State** _____ **Zip** _____
(Cidad) (Estado) (Codigo Postal)

Present Employer _____ **Position** _____ **How Long?** _____
(Empleo Actual) (Posicion) (Cuanto tiempo)

Supervisor _____ **Phone** _____ **Fax** _____
(Nombre del supervisor) (Tel) (Fax)

Current Salary (Annually) _____ **Hourly** _____ **Hours per week** _____
(Salario Actual (por ano) (Por Hora) (Hrs. A la semana)

Have You Ever Been Charged of a Crime? _____ **If Yes, Misdemeanor or Felony?** _____
(Ha sido usted convicto de algún crimen?) (Felonía o menor grado)

Explain _____
(Explique)





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SPOUSE OR ROOMMATE INFORMATION
 (Información Del Esposo/A O Compañero)

Name
 (Nombre) **First** **Middle Name** **Last**
 (Primer Nombre) (Segundo Nombre) (Apellido)

Social Security# **Date of Birth**
 (Seguro Social o Tax Id) (Fecha de Nacimiento)

Picture ID# **State Issue**

Email: **Cell**
 (correo electrónico) (# de Celular)

Current Street Address **City** **State** **Zip**
 (Dirección Actual) (Ciudad) (Estado) (Código Postal)

How Long Have You Been At This Residency? **Years** **Months**
 (Cuanto tiempo ha vivido en esta dirección) (Años) (Meses)

Rent or Own? **Current Monthly Payment**
 (Propio/Renta) (Cuanto paga Actualmente)

Landlord or Mortgage Company Name **Phone**
 (Nombre de el dueño al que renta o el Banco) (#)

Have You Ever Rented Before? **If so, Where?** **Phone**
 (Ha usted rentado anteriormente) (Donde?) (Tel)

Previous Rental Address **City** **State** **Zip**
 (Dirección Anterior) (Ciudad) (Estado) (Código Postal)

Present Employer **Position** **How Long?**
 (Empleo Actual) (Posición) (Cuanto tiempo)

Supervisor **Phone:** **Fax**
 (Nombre del supervisor) (Tel) (Fax)

Current Salary (Annually) **Hourly** **Hours per week**
 (Salario Actual (por año)) (Por Hora) (Hrs. A la semana)

Have You Ever Been Convicted of a Crime? **If Yes, Misdemeanor or Felony?**
 (Ha sido usted convicto de algún crimen?) (Felonia o menor grado)

Explain
 (Explique)

List Any Additional Occupants

(Por favor Provea Los Nombres De Los Otros Ocupantes)

1.	Name	DOB	Relationship
	(Nombre)	(Cumpleaños)	(Relación con usted)
2.	Name	DOB	Relationship
	(Nombre)	(Cumpleaños)	(Relación con usted)
3.	Name	DOB	Relationship
	(Nombre)	(Cumpleaños)	(Relación con usted)
4.	Name	DOB	Relationship

Emergency Information

Information En Caso De Emergencia

Name **Relationship**
 (Nombre) (Relacion con usted)
Home Phone **Work Phone** **Cell Phone**





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Automobile

(Información De Su Automóvil)

1st Year : _____ Make/Model: _____ Color: _____ License Tag: _____ State: _____
(Color) (# de Paca y Estado) (Estado)

2nd Year:: _____ Make/Model: _____ Color: _____ License Tag: _____ State: _____
(Color) (# de Paca y Estado) (Estado)

Pets

(mascota)

Type: Dog or Cat Breed: _____ Pounds: _____ Color: _____
(Perro o Gato) (Clase) (Peso) (Color)
Type: Dog or Cat Breed _____ Pounds _____ Color _____
(Perro o Gato) (Clase) (Peso) (Color)

I hereby state that the information set forth above is true and complete and I authorize verification of the information and release of credit and criminal records.

It is my understanding that any and all information pertinent to my payment record and housekeeping habits during tenancy at this address may be made available to other apartment communities to which I might apply in the future.

Application Fee

Applicant has submitted a non-refundable application fee of **\$25.00** and a processing fee of **\$0.00**, plus an additional **\$25.00** for each additional adult occupant 18 years of age or older. This fee is utilized by management to cover the costs for the credit and background check and verification of application information. **Please allow three (3) to five (5) business days to process your application for credit and other verification.** I understand that it is the Landlord's policy to not release to me my credit details if not approved and that I must request from the credit bureau a copy of the report for reference.

Good Faith Deposit

Applicant hereby deposits **\$0.00** with Management as a **GOOD FAITH DEPOSIT** in connection with this rental application. If the application is accepted, this deposit will be applied toward payment of the Security Deposit of \$_____ when Applicant takes possession of the apartment. If for any reason Management decides to decline the application, Management will refund this Good Faith Deposit to the Applicant in full. Applicant may cancel this application by written notice within 48 hours and receive a full refund of this Good Faith Deposit within 30 days of the cancellation. In the event the application is canceled after the 48 hour period, or the applicant does not take possession of the apartment on the specified move in date, the Good Faith Deposit will be forfeited.

I hereby authorize the release of any information necessary to process my application. I further understand that it may be necessary to obtain a criminal background report and/or a credit report.

Applicant Signature _____ Date _____

Roommate/Spouse Signature _____ Date _____



EMPLOYEE USE ONLY

Section A-Credit Verification

_____ Approved _____ Denied

Section B-Employment Verification

Dates Employed From: _____ To: _____ Position: _____

Annual Salary or Hourly Wage: _____ Information Provided By: _____

Your Title: _____ Signature/Date _____

Section C-Rental Verification

Dates From: _____ To: _____ Rent Amount/Month \$ _____

Eviction Filed? _____ If Yes, How Many? _____ Times Late _____ NSF's _____ Pets _____

Comments/Disturbances/Complaints? _____ Account Left in Good Standings? _____

Would You Re-Rent? _____ Signature/Title _____



LANDLORD VERIFICATION

From: _____
Re: _____
To: _____

I authorize to give the requested information below to my prospective landlord:

Signed: _____ **Date:** _____

Dear Sir or Madam:

_____ has applied to rent one of our rentals and has given your name as present or former landlord. To verify the information, he or she has given to us on the rental application, can you please supply us with the needed information below?

Thank you sincerely for your cooperation.

Questions:

Date of occupancy: From: _____ to _____ **Rental Rate:** _____

Did resident fulfill the lease? Yes / No **If no, was early termination approved?** Yes / No

Comments:

Is/was rent paid late? Yes / No **If Yes, how many times:** _____

Is/was resident ever under eviction? Yes / No

if yes reason: _____

Is there a current balance due? Yes / No **if Yes, amount:** _____

Comments:

- | | |
|---|-----------------|
| Were any notices served for non-compliance issues? | Yes / No |
| Did resident engage in any criminal or drug activity? | Yes / No |
| Did resident allow unauthorized occupants to live in unit? | Yes / No |
| Was there infestation in the residents unit? | Yes / No |
| Did the resident or their guest cause any common area damage? | Yes / No |
| Did the resident give proper notice to vacate/terminate lease? | Yes / No |
| Would you re-rent to this resident? | Yes / No |

Please provide comments for any "yes" responses in the list above:

Additional

Comments: _____

Completed by: _____ **Title:** _____ **Date:** _____





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EMPLOYMENT VERIFICATION

Date: _____

To: _____ (Employer Name)

From: _____ (Agent)

Fax: _____ Fax: _____

Phone: _____

The following applicant has applied for residency. Please verify the information given below and return as soon as possible. Thank you for your time and complete cooperation.

Applicant hereby authorizes verification of any and all information set forth in the Application for Employment, including release of information by any Employer.

Applicant (Print): _____

Applicant Signature: _____

Date: _____

Length of Employment: _____

Position/Title: _____

Full/Part Time: _____

Please list amount(s) of additional income (if applicable)

Salary: _____ () Per Hour
() Per Week
() Per Month
() Annually

Overtime: _____

Bonuses: _____

Commissions: _____

Shift Differential: _____

Other: _____

IF HOURLY, PLEASE STATE HOURS WORKED: _____

Information Given By: _____ Title: _____

Phone#: _____

Date: _____

Verified By: _____

Date: _____





Springbrook
APARTMENT HOMES

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RENTER'S INSURANCE SPRINGBROOK APARTMENTS

This Renter's Insurance to the Apartment Lease by and between Landlord and resident, is incorporated and made an integral part of the Lease.

Landlord: Greystone Capital Kernersville, LLC / Springbrook Apartments

Resident(s): _____.

Property Name: Springbrook Apartments

Apartment Address: _____.

Owner/Landlord's Insurance covers our property only. The Owner/Landlord is not legally responsible for loss to the resident's personal property, possessions or personal liability. Due to this, renters are required to carry renter's insurance in the amount of **\$100,000.00**. Owner/Landlord must be listed as the additional insured on your policy. Prior to move-in proof of insurance must be provided and attached to this addendum. Insurance must be maintained during the entire residency.

RESIDENT HAS READ AND UNDERSTAND THAT RENTERS INSURANCE IS REQUIRED BEFORE MOVE IN DATE.

RESIDENT:

Signature: _____

Signature: _____

Signature: _____

Date: _____



EQUAL OPPORTUNITY