

## **WBR - DISCLOSURE OF APPLICATION PROCESS**

Thank you for your interest in one of our properties and allowing Wilmington's Best Rentals the opportunity to provide our rental services to you. To ensure the process goes smoothly for all parties and that the Governing Laws of The North Carolina Real Estate Commission are met, the following guidelines are in effect for all applications.

**\*WORKING WITH REAL ESTATE AGENTS** – When assisting you in leasing a property, the Agent/Firm will represent the LANDLORD and may share with respective Landlords.

**\*SUBMITTING AN APPLICATION** – Applications must be completed in their entirety. An Application will not be considered "completed" until all of the following have been provided: A separate application has been completed by each applicant and co-signer (applicable for Students/Parent Voucher), Proof of Income, Photo ID, Photo of Pet (when applicable). All applicable fees must be paid at the time the application is submitted and is nonrefundable.

**\*Fee is \$100.00 per Applicant.**

**\*APPLICATION PROCESS** – Typically, it will take 2-3 days to process an application. In the event your information cannot be verified, we may ask for additional information.

\* If you withdraw your application before Application Approval - we will retain all application fees and the parties will then have no further obligation to one another.

\* If you fail to sign the Lease Contract after Approval – Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract and pay required security deposit in a money order or cashier's check within 2 days. If you or any co-applicant fail to sign as required, we may terminate all further obligations under this Agreement.

\* Signature – Receipt of this Application is consent only to this application. It does not bind us to accept applicant or to sign a Lease Contract.

\*It is the Policy of WBR to uphold 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.

**\*OCCUPANCY STANDARDS:** 2 persons per bedroom. City of Wilmington Ordinance, will not allow more than 3 unrelated occupants per household.

**\*All person(s) occupying the property over the age of 18 MUST submit a Rental Application.** Applications are accepted on a first come, first serve basis.

**\*CREDIT HISTORY** – Each applicant must have an acceptable credit report with no judgements, collections or charge off accounts within the last 12 months. It should reflect the applicant's ability and willingness to make payments as required by the lease. \*\*Exceptions may be made for Student Loans and Medical Bills.

# WILMINGTON'S BEST RENTALS

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

1113-c Military Cutoff Road,

Wilmington, NC 28405

DATE: \_\_\_\_\_

Email: [wilmingtonsbestrentals@gmail.com](mailto:wilmingtonsbestrentals@gmail.com)

## REQUEST FOR RENTAL VERIFICATION

Dear Landlord,

Please complete the following information and return within 24 hours if possible. Thank you for your cooperation. This information will be held confidentially and placed in his/her file. This authorization is valid for 30 days from the date of my signature below.

I, \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**\*\*\*DO NOT WRITE BELOW THIS LINE – LANDLORD VERIFICATION ONLY \*\*\***

RENT AMOUNT \$ \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_

MANAGEMENT COMPANY/LANDLORD ? \_\_\_\_\_

LEASE DATES: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

IF CURRENT TENANT, HAVE THEY GIVEN REQUIRED NOTICE TO VACATE? \_\_\_\_\_

LATE PAYS # \_\_\_\_\_ NSF'S # \_\_\_\_\_ LEGAL ACTION EVER BEEN FILED? \_\_\_\_\_

*(Please be sure you are replying & compliant with the CARES Act and not listing any rent defaults that are due to any impact from COVID-19. The CARES Act states that rent default cannot be reported if due to impact from COVID-19).*

NOISE / HOA VIOLATIONS: \_\_\_\_\_ CLEANLINESS/CONDITION OF PROPERTY \_\_\_\_\_

OUTSTANDING BALANCES DUE? \_\_\_\_\_ WOULD YOU RE-RENT TO TENANT AGAIN? \_\_\_\_\_

IF NO, EXPLAIN: \_\_\_\_\_

**\*OCCUPANCY HISTORY** - WBR verifies the most recent 24 months of rental/ownership history. Positive record of timely payments and absence of violations/damages are required.

**NOTE** – Family members and friends will not be considered as a previous landlord reference.

**\*INCOME** – WBR requires verifiable gross income (before taxes) be local and equal to 3 times the rent. Acceptable forms of income verification: YTD pay stubs, Copies of bank statement, Letter from Employer on Company Letterhead. **SELF EMPLOYED** Applicants: Last year’s tax return or certified verification from Applicant’s Accountant, and/or copies of bank statements. **RETIRED / UNEMPLOYED:** Require income verification of funds. **FULL TIME STUDENTS:** Parent / Guardian must complete a parent voucher and submit a rental application. Parent will be responsible for the Lease if the tenant defaults.

**\*CRIMINAL REPORT** – A Criminal background check will be run on all occupants over the age of 18. Application rejection can occur for any of the following reasons, including but not limited to: Felony conviction, Misdemeanor, Active Probation Status or any Active Status as well as Sexual related convictions.

**\*EVICTION HISTORY** – We will conduct an eviction history.

**\*PETS** – A nonrefundable pet fee of \$500.00 is required for each pet and \$50.00 per month. A maximum of 2 pets if allowed by the property owner. WBR does not allow the following mixed or full breeds:

Pit Bulls / Staffordshire Terrier (any other name associated with this breed), Rottweilers, Dobermans, Chows, German Shepherds, Husky-types, Malamutes, Great Danes, Saint Bernards, Bull Mastiffs, Akitas. Let us know if your pet is a Registered Service Animal.

**\*UPON APPROVAL\*:**

- Lease must be signed & Security Deposit paid with a money order or cashier’s check within 2 business days.
- Security Deposit is at least equal to one month’s rent and may be up to two times rental amount.
- Lease must start within 7 days of availability date.

The property for which you have applied may have HOA restrictions in addition to Agent’s lease restrictions. It is your responsibility to be aware and abide by rules of the community in which you live. A copy of the HOA rules will be available upon request.

Renter’s Insurance is required for all Leases.

WBR does NOT allow trampolines, playground equipment, skateboard ramps, hot tubs, water beds and/or pools on the properties.

All applicants to sign below and acknowledge that you accept the terms:

NAME	SIGNATURE	DATE
_____	_____	_____

WILMINGTON'S BEST RENTALS

RENTAL APPLICATION- \$100.00 PER PERSON \* 1 PER PERSON OVER 18

1113-c Military Cutoff Road, Wilmington, NC 28405

Tel: 910-344-0467 - Email: [wilmingtonsbestrentals@gmail.com](mailto:wilmingtonsbestrentals@gmail.com) / [www.wilmingtonsbestrentals.com](http://www.wilmingtonsbestrentals.com)

PROPERTY ADDRESS \_\_\_\_\_ RENT: \_\_\_\_\_

ANTICIPATED MOVE IN DATE: \_\_\_\_\_

***\*APPLICANT INFORMATION\****

FULL NAME: \_\_\_\_\_ DRIVERS LIC #/STATE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SSN # \_\_\_\_\_ TEL CELL: \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ TEL: WORK: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OWN /RENT (please circle) MONTHLY PAYMENT/RENT \$ \_\_\_\_\_ HOW LONG? \_\_\_\_\_

LANDLORD: \_\_\_\_\_ TEL # \_\_\_\_\_

PRIOR ADDRESS: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

LANDLORD \_\_\_\_\_ DATES: \_\_\_\_\_ TEL: \_\_\_\_\_

***\*EMPLOYMENT INFORMATION\****

CURRENT EMPLOYER: \_\_\_\_\_ TEL # \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

CONTACT: \_\_\_\_\_ POSITION: \_\_\_\_\_ INCOME \_\_\_\_\_

ADDITIONAL SOURCE OF INCOME \_\_\_\_\_ AMOUNT \_\_\_\_\_

IF LESS THAN 12 MONTHS- PREVIOUS EMPLOYER \_\_\_\_\_ TEL # \_\_\_\_\_

***\*EMERGENCY CONTACT\****

NAME OF PERSON *NOT RESIDING WITH YOU*: \_\_\_\_\_

TEL # \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS: \_\_\_\_\_

***\*SPOUSE / CHILDREN / ROOM MATES\****

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TEL # \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TEL # \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

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NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TEL # \_\_\_\_\_

***\*VEHICLE INFORMATION\****

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ YEAR: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ YEAR: \_\_\_\_\_

***\*PETS\* MINIMUM \$500 NON REFUNDABLE PET FEE PER PET & \$50 PER MONTH(VARIES PER PROPERTY)  
IF ALLOWED***

BREED: \_\_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

I authorize the verification of the information provided on this form as to my credit, criminal, eviction and employment. Should any statement made above be a misrepresentation or not true of facts, I understand my application will be denied.

ACTIVE DUTY MILITARY (circle) YES / NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

