



# Application for Residency

(Every additional live-in resident over the age of 18 as of the lease commencement date must submit a separate application and sign the lease)

### APPLICANT

Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Number (\_\_\_\_\_) \_\_\_\_\_ Work Number (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Gender: Male / Female (Circle One) Smoker: Y / N (Circle One)

Education (List Highest Degree Earned) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Proof of Identification: Type & State of Issuance \_\_\_\_\_ Identification Number \_\_\_\_\_

(Examples: Driver's license, Passport, etc.)

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

### LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS

(To be used only for additional live-in residents of apartment under the age of 18 as of the lease commencement date)

Full Legal Name	Social Security Number	Relationship to Applicant	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### RESIDENCY INFORMATION (Please include at least 2 years of prior residences)

**Present Address:** \_\_\_\_\_ Apt.# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own (Circle One) Dates: From \_\_\_\_\_ / \_\_\_\_\_ (Month / Year) To \_\_\_\_\_ / \_\_\_\_\_ (Month / Year)

Landlord / Lender Name \_\_\_\_\_ City / State \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ Apt.# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own (Circle One) Dates: From \_\_\_\_\_ / \_\_\_\_\_ (Month / Year) To \_\_\_\_\_ / \_\_\_\_\_ (Month / Year)

Landlord / Lender Name \_\_\_\_\_ City / State \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

**Additional Previous Address:** \_\_\_\_\_ Apt.# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own (Circle One) Dates: From \_\_\_\_\_ / \_\_\_\_\_ (Month / Year) To \_\_\_\_\_ / \_\_\_\_\_ (Month / Year)

Landlord / Lender Name \_\_\_\_\_ City / State \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

### EMPLOYMENT INFORMATION (Please include at least 2 years of employment)

#### Current Employer

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Employment Date: From \_\_\_\_\_ / \_\_\_\_\_ (Month / Year) To \_\_\_\_\_ / \_\_\_\_\_ (Month / Year)

Title / Position \_\_\_\_\_ Gross Annual Salary \$ \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

#### Previous Employer

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Employment Date: From \_\_\_\_\_ / \_\_\_\_\_ (Month / Year) To \_\_\_\_\_ / \_\_\_\_\_ (Month / Year)

Title / Position \_\_\_\_\_ Gross Annual Salary \$ \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

**OTHER INCOME**

Type of Income	Source/Bank	Gross Annual Amount
_____	_____	\$ _____
_____	_____	\$ _____

**Relative / Emergency Contact (Not Residing With You)**

**Name** \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
 Work Number (\_\_\_\_\_) \_\_\_\_\_ Cell Number (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Name** \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
 Work Number (\_\_\_\_\_) \_\_\_\_\_ Cell Number (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**VEHICLES**

Make	Model	Color	License #	State	Year
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**PETS**

Name	Type	Gender	Mature Weight (lbs.)	Breed	Color	Age
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**NOTE:** Keeping of pet or animal requires consent of management, payment of applicable fees/deposits, and execution of Pet/Animal Addendum. In specific circumstances, certain animals may be kept for limited purposes pursuant to Landlord’s policies, such as animals used for individuals with disabilities and official police dogs.

**Disclosures**

The Civil Rights Act of 1968, as amended by the Fair Housing Act of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sex, handicap or familial status. The management of this property is committed to complying with the letter and spirit of the laws which provide an equal housing opportunity to all. The federal agency which administers compliance with the fair housing laws is the United States Department of Housing and Urban Development.

**Certifications for Residency Application**

**Application Fee**

I hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my rental liability shall commence pursuant to the terms of the lease. I agree that the application fees to cover the Landlord’s out-of-pocket costs associated with processing the application and the Landlord’s administrative and overhead costs allocable to processing of the application accompanying this application shall be retained by the Landlord to cover the Landlord’s various costs of evaluating my application. I also do not believe the amount of this application fee is an unfair trade practice. I understand that the application fees accompanying this application are nonrefundable after I execute this application and will not be applied against the security deposit or any rent payable pursuant to the lease. The Landlord and/or agent reserve the right to reject this application and to refuse possession of the below-mentioned accommodation.

**Holding Fee**

In addition to the foregoing application fee, I agree that the \$ \_\_\_\_\_ holding fee accompanying this application shall be retained by the Landlord to hold the unit identified on page three of this application for occupancy by the undersigned upon approval of this application and execution of a lease. If this application is rejected for any reason other than the falsification of information by the applicant, the foregoing holding fee shall be refunded to the undersigned. If this application is not rejected and the undersigned fails to execute a lease and occupy the unit identified on page three of this application by the move-in date identified on page three of this application, the Landlord shall be entitled to retain the holding fee to cover the Landlord’s various costs of holding such unit for the undersigned, and I agree to this amount being retained by the Landlord as a reasonable estimate of the actual costs to the Landlord to hold my unit for occupancy. I also do not believe the amount of this holding fee is an unfair trade practice. I understand that if I occupy this unit, the foregoing holding fee will be applied against the security deposit, and, if any amount of the holding fee exceeds the amount of the security deposit, such excess shall be applied against the rent payable pursuant to the lease.

**Administrative Fee**

In addition to the foregoing application fee and holding fee, I agree that the administrative fee accompanying this application shall be retained by the Landlord to cover the Landlord's various costs of processing the undersigned's occupancy of the unit. If this application is rejected for any reason other than the falsification of information by the applicant, the foregoing administrative fee shall be refunded to the undersigned. If this application is not rejected and the undersigned fails to execute a lease and occupy the unit identified on page three of this application by the move-in date identified on page three of this application, the Landlord shall be entitled to retain the administrative fee to cover the Landlord's various costs of processing such unit for occupancy by the undersigned, and I agree to this amount being retained by the Landlord as a reasonable estimate of the actual costs to the Landlord to process such unit for occupancy. I also do not believe the amount of this administrative fee is an unfair trade practice. I understand that if I occupy the unit, the foregoing administrative fee will not be applied against the security deposit or any rent payable pursuant to the lease, but rather shall be retained by the landlord for the costs of processing the undersigned's application. If the landlord returns the administrative fee to more than one applicant for the unit, then, at the option of the Landlord, the Landlord may do so by one check jointly payable to all applicants but delivered to only one applicant for the unit.

**Any unanswered "yes" or "no" question shall result in the denial of your application.**

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to any felony? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Have you or any member of your household ever been convicted of or pled guilty or "no contest" to a sexual offense? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Have you or any member of your household ever been listed on a registry of sexual offenders? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Have you or any member of your household ever been convicted of or pled guilty or "no contest" to any drug-related criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes to any of the above questions, please explain, providing the location, date and nature of the offense:

\_\_\_\_\_  
\_\_\_\_\_

I have read the foregoing and certify that the information herein is TRUE and CORRECT and that this application is submitted for the purpose of inducing approval of this application on my behalf.

By signing this application, I authorize the Landlord or agent for the landlord to verify any information contained herein. Any "yes" response to the personal and criminal history questions above or any false statement on the application will lead to the rejection of my application and/or immediate termination of my lease. Further, if I subsequently am involved in conduct which would result in a "yes" response to any of the questions set forth above (even after I sign the lease and take possession of the apartment home), I understand that the Landlord may terminate the lease.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Management Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR COMMUNITY ADMINISTRATIVE PURPOSES ONLY**

Community Name: Wesley South at East Carolina Unit Address \_\_\_\_\_  
Ashton Woods at East Carolina  
Brookfield at Lynndale Requested Move-in Date \_\_\_\_\_  
Campus Walk at East Carolina

Type of Unit: One Bedroom Two Bedroom  
Downstairs Upstairs  
Front Balcony Back Balcony  
Dishwasher



## Consent to Consumer Report and Background Check

This is to inform the applicant that, as part of the Landlord's procedure for processing the applicant's application, an Investigative Consumer Report may be prepared whereby information is obtained through personal interviews with the applicant's landlord, employer, or others with whom applicant is acquainted. This also is to inform the applicant that, as also set forth in the lease the applicant will execute if the applicant's application is approved by the Landlord, similar Investigative Consumer Reports may be prepared in the future after the applicant has executed the lease and becomes a resident or has vacated the property which is the subject of this agreement. These inquiries include information as to the applicant's character, general reputation, personal characteristics, mode of living, criminal background, and credit report. The Federal Fair Credit Reporting Act requires the Landlord to provide to the applicant additional information about the nature and scope of the investigation if the applicant provides the Landlord with a written request within a reasonable time.

I, \_\_\_\_\_, the undersigned applicant, authorize Pitt Property Management, or its agent, attorney, or assign, to order and review one or more consumer reports relating to me including, but not limited to, credit history, rental history, (including with other properties owned by property owners affiliated with the Landlord), and criminal history. I further authorize its agent, attorney, or assign to order or prepare, and review, investigative consumer reports relating to me. I understand and authorize Pitt Property Management, its agent, attorney, or assign, to continue to obtain or prepare consumer reports and investigative consumer reports on me both during the duration of any lease or agreement I may enter into as a result of this application, and at any time thereafter. This includes for the purposes of collection of amounts I may owe under any lease or other agreement. **I further authorize and direct all employers, financial institution, banks, creditors, residential managers/landlords to release any and all information relating to me to Pitt Property Management or its agent, attorney, or assign.**

I further understand and authorize Pitt Property Management to obtain and use consumer report information relating to me (including, but not limited to, a credit score) for the purpose of conducting research into statistical credit models and evaluating the performance of various scoring models and sources of consumer reporting information, including, but not limited to, criminal conviction and skip tracing/eviction databases.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Date

Welcome! We hope that you will choose to make your home with Pitt Property Management! We require each of our applicants to meet certain rental qualifications before residing at one of our communities. Below is a list of our current rental qualifications. Please review these criteria to determine your eligibility.

## Rental Qualifications

The approval of each applicant will be based on the following criteria:

1. Each applicant must be at least 18 years of age.
2. Co-signers are only allowed for full-time students. A co-signer must be a parent, guardian or relative and must meet all rental qualifications. Co-signers will be responsible for all financial liabilities incurred by the lessee.
3. We require a holding fee to reserve an apartment for future occupancy. This fee can be returned to you only if the application is not approved. Upon approval and assignment of an apartment unit, the holding fee will become the security deposit required by the rental agreement. A \$40.00 non-refundable application fee for each applicant is required for processing. An administrative fee of \$150.00 per applicant is also required. No cash, please!
4. A full month's rent is due at move-in. Prorated rent, if applicable, is due the first day of the following month. Move-ins the 25th or later require payment of prorated rent, as well as the full month's rent.
5. The lease effective date is final. If the applicant fails to move in on that date, prorated rent will still be charged from the lease effective date.
6. Employment History for Non-Students & Income Requirements--We must be able to verify employment of at least six (6) months. If you have less than six (6) months of current employment, we must be able to verify one (1) year of previous employment with the same employer. Self-employed applicants must provide either a financial statement from a CPA or a tax statement from the previous year. Your gross income must equal at least three (3) times the amount of your monthly rental rate. A recent bank statement showing savings equivalent to at least twelve (12) months of rent may be accepted. Other forms of guaranteed income (student grants/loans, Social Security benefits, alimony, etc.) may also be accepted.
7. Rental History--Each applicant must have both a positive current and former rental reference. Rental references should reflect the applicant's ability and willingness to comply with lease terms as well as community policies and guidelines. Applicants with prior evictions will not be approved. Lack of rental history will not be considered a negative factor.
8. Credit History--Your established credit references must be in good, current standing for at least six (6) months. Any collections or judgments must be paid prior to your submitting the rental application. Lack of credit history will not be considered a negative factor.
9. Public Records/Criminal Background--A public records search will be conducted on each adult occupant.
  - All Felonies including convictions, probation, deferred adjudication, court-ordered intervention programs and pending cases will result in a denied application.
  - All Misdemeanors including convictions, probation, deferred adjudication, court-ordered intervention programs and pending cases for the following types of misdemeanors: sexual misconduct; illegal possession, manufacture, sale, and/or distribution of a controlled substance; or involving a physical crime against a person or persons and/or another person's property, will result in automatic denial of the application.
10. Pets--Dogs and cats are allowed at Wesley South and Ashton Woods. We have no weight limit for dogs, but we do restrict the breeds. Pit bulls and Rottweilers are not allowed under any circumstances. There is a maximum of two (2) pets per apartment. A one-time pet fee of \$300.00 is required for each animal and an additional \$20.00 for dogs and \$10.00 for cats is charged monthly. No exotic animals are allowed (lizards, snakes, ferrets, etc.).

Cats are allowed at Brookfield Apartments with a \$300.00 one-time fee and a \$10.00 monthly fee.  
Pets are not allowed at Campus Walk.
11. Pitt Property Management supports the Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, disability or familial status.
12. Since Pitt Property Management adheres to the Federal Fair Housing Laws, we cannot make exceptions to any of our rental qualifications stated in this document.

**EACH APPLICANT IS AWARE THAT IF HE/SHE CHOOSES TO WITHDRAW FROM THE AGREEMENT AFTER THREE (3) BUSINESS DAYS (72 HOURS), THE HOLDING FEE/SECURITY DEPOSIT WILL BE FORFEITED. PLEASE SIGN BELOW IN ACKNOWLEDGMENT OF THIS STATEMENT.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature



## Rental Verification

The individual signed below has submitted an application to Pitt Property Management. Please provide the information requested and fax this form back to our office at 252-757-7722. Thanks for your prompt response.

Name of Applicant \_\_\_\_\_

I hereby authorize release of the information requested below for my rental address at:

\_\_\_\_\_

Street	Apt #	City	State	Zip
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\_\_\_\_\_

Applicant's Signature	Date
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### FOR OFFICE USE ONLY

Dates of Residency: \_\_\_\_\_ through \_\_\_\_\_

Amount of Rent: \$ \_\_\_\_\_ Has lease expired? \_\_\_\_\_ Yes \_\_\_\_\_ No

# of Late or NSF's \_\_\_\_\_ None \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 or more

If 4 or more, did they occur within the last 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has the individual complied with all community policies? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the individual keep an animal on the premises? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has the animal at any time caused a problem or been a nuisance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the individual eligible for re-rental? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title



## Employment Verification

The individual signed below has submitted an application to Pitt Property Management. Please provide the information requested and fax this form back to our office at 252-757-7722. Thanks for your prompt response.

Name of Applicant \_\_\_\_\_

I hereby authorize release of the information requested below.

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

**FOR OFFICE USE ONLY**

Dates of Employment: \_\_\_\_\_ through \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per Annual / Monthly / Weekly (Circle One)

Is Employment Permanent? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Department

\_\_\_\_\_  
Company

## Apartment Lease Guaranty

This Apartment Lease Guaranty ("Guaranty") is executed by the person or persons whose name(s) is/are printed and signed below (collectively "Guarantor") in favor of Pitt Property Management and \_\_\_\_\_ Apartments ("Lessor"). Guarantor acknowledges:

- I. that \_\_\_\_\_ ("Resident") has applied to enter into a lease with \_\_\_\_\_ Apartments, located in Greenville, NC, and
- II. that Lessor is not willing to enter into such lease with Resident unless Resident's obligations under such lease are personally and unconditionally guaranteed by the prospective Resident's parents, guardians or other sponsors.

Therefore, to induce Lessor to enter into such a lease with Resident (hereinafter the "Lessee"), Guarantor, whose relationship with Lessee is that of \_\_\_\_\_ (please specify), jointly and severally (if more than one Lessee), unconditionally guarantees to Lessor:

- I. the full punctual payment of all rent and other sums payable by Lessee under the Lease, including, if applicable, late fees, penalties and the costs and expenses (including reasonable attorneys' fees) of collection, and
- II. the due and punctual performance by Lessee of all terms, conditions, covenants and obligations under the Lease. This Guaranty is a continuing, absolute and unconditional guaranty of payment and performance, and Guarantor agrees that Lessor may enforce this Guaranty against Guarantor without first exercising any remedies it may have against the Lessee or any other party.

This Guaranty shall continue in force for any amendment, extension or renewal of the Lease, and Guarantor agrees that Lessor shall have no obligation to give notice or obtain consent from Guarantor for any such Lease amendment, extension or renewal. No compromise, release, postponement or delay on the part of the Lessor in the enforcement of any right under this Guaranty shall constitute a waiver of such right or affect the validity of the Guaranty. The Guarantor also waives presentment, demand of payment, protest, notice of dishonor or nonpayment of or nonperformance under the Lease, and specifically waives the benefits of N.C.G.S. 26-7 through 26-12. This Guaranty remains fully enforceable despite any claim, defense or counterclaim that the Lessee may or could assert against Lessor, all of which Guarantor waives along with any standing to assert any said claim, defense or counterclaim. This Guaranty shall inure to the benefit of Lessor's successors and assigns and shall be binding upon Guarantor's heirs, personal representatives and assigns. The Guarantor jointly and severally (if applicable) agrees to pay Lessor in the enforcement or attempted enforcement of this Guaranty, whether or not suit is filed in connection therewith. This Guaranty shall be interpreted under the laws of the State of North Carolina. Guarantor, with respect to any suit, action or proceeding instituted pursuant to or in connection with this Guaranty, irrevocably consents to the jurisdiction and venue of any state or Federal court in the Eastern District of North Carolina. If there is a single Guarantor, then all words used herein shall be deemed to have been used in the singular where the context and construction so require, and if this Guaranty is executed by more than one Guarantor, the word "Guarantor" shall mean all and anyone or more of them. The invalidity or unenforceability of anyone of or more provisions of this Guaranty shall not affect the validity or enforceability of its remaining provisions. This Guaranty may not be amended unless the same is in writing and signed by Lessor and Guarantor. Guarantor represents that the information shown on the Guaranty is true and complete, and authorizes Lessor or its authorized agents to verify same by obtaining a consumer report or by other means.



## Guarantor(s)

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Mobile Phone

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
Employer City, State & Zip

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Driver's License (State & Number)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Mobile Phone

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
Employer City, State & Zip

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Driver's License (State & Number)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_