

SOUTH EAST REAL ESTATE MANAGEMENT COMPANY

3709-A UNIVERSITY DRIVE, DURHAM, NC 27707
(919) 419-1200 • (919) 419-1206 (FAX NUMBER)

PLEASE PRINT

Applicant _____ Spouse _____
DOB _____ /Social Sec.# _____ DOB _____ /Social Sec. # _____
Name and relationship of family occupants _____

Name and relationship of other occupants _____

Automobile: Make _____ Model _____ Color _____ License _____
Automobile: Make _____ Model _____ Color _____ License _____

Other vehicles, i.e., motorcycles, boats, campers? _____

Nearest relative not living with you: Name: _____

Address: _____ Phone: _____

Pet(s): Type _____ Breed _____ Neutered _____ Weight _____
Type _____ Breed _____ Neutered _____ Weight _____

RESIDENCE HISTORY

Current Address _____ City,State,Zip _____

Amount of Rent \$ _____ Month and Year moved in _____

Landlord Name and Phone _____

Reason for Leaving _____

If less than 12 months, provide additional information below*

PREVIOUS RESIDENCE HISTORY

Current Address _____ City,State,Zip _____

Amount of Rent \$ _____ Month and Year moved in _____

Landlord Name and Phone _____

Reason for Leaving _____

EMPLOYMENT HISTORY

Status: _____ Full Time _____ Part-Time _____ Student _____ Retired _____ Unemployed

Local Employer _____ Address _____

Date Employed _____ Employed as _____

Gross Salary \$ _____ per _____ Supervisor's Name _____

Personnel Phone Number _____ Contact Name _____

If less than 12 months, provide additional information below*

PREVIOUS EMPLOYMENT HISTORY

Status: _____ Full Time _____ Part-Time _____ Student _____ Retired _____ Unemployed

Local Employer _____ Address _____

Date Employed _____ Employed as _____

Gross Salary \$ _____ per _____ Supervisor's Name _____

Personnel Phone Number _____ Contact Name _____

SPOUSE EMPLOYMENT HISTORY

Status: _____ Full Time _____ Part-Time _____ Student _____ Retired _____ Unemployed

Local Employer _____ Address _____

Date Employed _____ Employed as _____

Gross Salary \$ _____ per _____ Supervisor's Name _____

Personnel Phone Number _____ Contact Name _____

If less than 12 months, provide additional information on second page*

PREVIOUS SPOUSE EMPLOYMENT HISTORY

Status: _____ Full Time _____ Part-Time _____ Student _____ Retired _____ Unemployed

Local Employer _____ Address _____
Date Employed _____ Employed as _____
Gross Salary \$ _____ per _____ Supervisor's Name _____
Personnel Phone Number _____ Contact Name _____

Other sources of income or assets you want to consider:

Amount \$ _____ Source _____
Amount \$ _____ Source _____

CREDIT HISTORY

Credit References:

1. _____
2. _____

EMERGENCY CONTACT: Name _____ Phone Number _____

If SOUTH EAST has questions about this application; give numbers where you can be reached:

Daytime (_____) Evenings (_____)

South East has removed this property from the rental market and holds it exclusively for this applicant. In the event applicant(s) are accepted, he (she) agree to rent this property by signing a complete lease agreement and having it in Landlord's possession within 2 business days from the time applicant is notified of their acceptance. If applicant fails to sign a lease agreement as agreed, the Landlord will be free to rent this property to any other available applicant. Applicant(s) have paid a \$30.00 non-refundable application fee, per tenant, for the reimbursement of expense involved verifying the above information. As part of the processing on rental applications, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, friends, neighbors, and others with whom you are acquainted, or who may have knowledge concerning the information needed. The inquiry is to obtain information on your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

This is to certify that I/We are above the legal age, that the above information is true and correct to the best of my/our knowledge, and in order to induce Landlord to consider our application, I/We hereby authorize owner or agent to verify any and all information and obtain such character and financial information and record as may be deemed necessary for approval or rejection of this application.

The undersigned hereby makes application to rent _____
beginning on _____ and ending on _____ at a rate of \$ _____ per
month. A non-refundable pet fee of \$ _____ and a security deposit of \$ _____ will be due upon
signing/entering a lease agreement for this property.

Applicant _____ Date _____ Co-Applicant _____ Date _____

Application received by _____ /Date _____

Application approved/disapproved by _____ /Date _____

Applicant notified of approval/disapproval by _____ / Date _____ and applicant agrees to
any additional conditions required for approval as listed below:

PLEASE LET US KNOW HOW YOU HEARD ABOUT THIS PROPERTY:

NEWS PAPER SIGN FRIEND/NEIGHBOR CRAIG'S LIST OTHER _____

SOUTH EAST REAL ESTATE MANAGEMENT CO.

TO ACCEPT AND PROCESS YOUR APPLICATION, WE WILL NEED THE FOLLOWING SUBMITTED TO OUR OFFICE WITH YOUR APPLICATION:

1. A Thirty Dollar (\$30.00) non-refundable application fee per tenant.
 - **Each co-signer** must complete an application and pay an application fee.
 - **ONLY** Married couples, qualify for one \$30.00 application fee
2. •A Copy of your Drivers License from which you can be identified by photo

Or

 - A Copy of any other current photo identification from which you can be identified by photo.
3. If self-employed,
 - A copy of your last year's Federal Income Tax Return (first two pages only)

If not self employed,

 - A copy of your current pay stub or letter of income confirmation from your employer.
4. All other Income Verification required in writing:
 - Child Support Court Documents
 - Copy of grant, stipend, or scholarship award
 - Social Security Income

Failure to produce documentation or give false information can cause your application to be rejected. If we determine further documentation is needed, we will contact you.