

*email:*  
**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/Age/Relationship of All Family/Occupants that will be residing in unit/property: \_\_\_\_\_

**TOTAL** Number of All Occupants living at unit/property: \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License \_\_\_\_\_

Other vehicles, i.e., motorcycles, boats, campers? \_\_\_\_\_

Nearest Relative NOT living with you: \_\_\_\_\_ Relationship: \_\_\_\_\_

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\* *email:*

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 40.00 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

3709-A UNIVERSITY DRIVE, DURHAM, NORTH CAROLINA, 27707
Telephone: 919-419-1200 • Fax: 919-419-1206
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# ***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 Forty Dollar (\$40.00) non-refundable application fee.**
  - each tenant must complete an application and pay an application fee.
  - only Married couples, qualify for one \$40.00 application fee.
2. **A Copy of your Drivers License – only exception that a license is not required is if you don't own/use a vehicle.**
3. **A copy of your current auto registration card for any vehicle that you want to keep at the property.**
4. **A copy of any other current photo from which you can be identified (if for some reason a driver's license can't be used).**
5. **If self-employed,**
  - **A copy of your last year's Federal Income Tax Return -first two pages only**
6. **If not self-employed,**
  - **A copy of your last 3 current pay stubs or letter of income confirmation from your employer.**
7. **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.**

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