

NORTHCUTT REALTY – RESIDENT SELECTION GUIDELINES

Northcutt Realty is required to establish minimum guidelines for accepting rental applications. Each person must qualify on his/her own ability. Co-signers will be allowed only in the case of an applicant being a student of a local college, university, technical institute, etc., not a high school, and co-signer must be a parent or legal guardian of the applicant. Co-signer must qualify by same criteria as applicant. Any adult who occupies the apartment must complete and application and be qualified. Minimum age to sign a lease is 19 years old (18 if married).

Your application may be processed through a professional credit bureau as deemed necessary in the processing of this application. It is imperative that you complete the application thoroughly with all requested information to help us process it in a timely manner. The application fee is non-refundable and could be denied if full information is not provided.

Any false or omitted information will constitute grounds for rejection of the application.

Northcutt Realty adheres to all Federal Fair Housing Laws (Title VII of the Civil Rights Act of 1968 as amended by the Housing Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulate that it is illegal to discriminate against any person in housing practices on the basis of race, color, religion, sex, national origin, disability or familial status.

We reserve the right to reject an application for any reason based only on the qualifying information listed below. If you have any questions concerning information contained in your credit report, we shall not be able to discuss it with you. You may contact the credit reporting agency and they will furnish the information to you.

QUALIFICATION GUIDELINES

1. Resident History: We may verify your present and past residences for up to the past three years (Length of residency, rental amount and payment history, noise complaints, condition of unit, unpaid balances, damages, proper notice given and adherence to community policies). Evictions automatically disqualify applicants and/or co-signer. If your present residence is a home you own we may verify amount of mortgage and payment history.
2. Employment: We may verify name of employer and gross salary. If you are self-employed we may verify income from your most recent quarterly tax return. You must earn in one week the rent for one month. If it is a roommate situation, each one of you has to earn within 75% of the qualifying amount. Where income is border-line in qualifying, we may also look at outstanding balances on your credit report. We may also consider documented student financial aid as income.
3. Credit Report: A full credit report may be pulled as deemed necessary in the processing of this application
4. Bankruptcy: If bankruptcy has been filed within the past twelve months, application may not be accepted, unless case is closed and accounts included have been satisfied. If there has been an earlier bankruptcy, evidence of sufficient income and credit must be established under the guidelines listed above.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE REQUIREMENTS FOR QUALIFICATIONS FOR A RENTAL UNIT WITH NORTHCUTT REALTY.

Resident Signature _____
(_____)

DATE _____

Co-Applicant Signature _____
(_____)

DATE _____

IT IS THE APPLICANTS RESPONSIBILITY TO CHECK WITH NORTHCUTT REALTY
CONCERNING THE STATUS OF THIS APPLICATION
ALL RENTAL UNITS ARE LEASED ON A FIRST COME, FIRST SERVE BASIS

NO RENTAL UNIT WILL BE HELD UNTIL ALL PAPERWORK (APPLICATION, GUARANTOR AGREEMENT, LEASE, ETC.) IS COMPLETED BY ALL PARTIES AND ACCEPTED BY NORTHCUTT REALTY AND ALL REQUIRED MONEY (APPLICATION FEE, DEPOSIT, ETC.) HAS BEEN PAID TO NORTHCUTT REALTY.

RENTAL APPLICATION

OFFICE USE ONLY
OFFICE _____
PROPERTY _____
START _____
FLOOR FEE _____
APP FEE _____
LEASE TERM _____

BE SURE TO READ AND SIGN THE RESIDENT SELECTION GUIDELINES ON THE REVERSE SIDE OF THIS FORM

**IT IS IMPORTANT THAT ALL INFORMATION BE GIVEN
RESIDENT INFORMATION**

*HAVE YOU EVER RENTED FROM US BEFORE? YES _____ OR NO _____

NAME _____ AUBURN PHONE# _____

PERMANENT HOME ADDRESS _____ HOME PHONE # _____

CITY _____ STATE _____ ZIP _____ WORK PHONE# _____

SOCIAL SECURITY # _____ DATE OF BIRTH _____ DRIVERS LICENSE # _____ STATE _____

E-MAIL ADDRESS _____

HAVE YOU RENTED A HOME OR APARTMENT PREVIOUSLY? () YES () NO LOCATION _____

RENT AMOUNT _____ LANDLORD _____ PHONE _____

WHY ARE YOU LEAVING? _____

HAS YOUR LEASE EXPIRED? () YES () NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? () YES () NO IF YES, EXPLAIN _____

EMPLOYMENT INFORMATION

CURRENT EMPLOYER _____ SALARY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____

POSITION _____ DATE EMPLOYED _____ SUPERVISOR _____

OTHER INCOME:

SOURCE _____ \$ _____ SOURCE _____ \$ _____

CO-APPLICANT INFORMATION (PARENT/GUARDIAN/GUARANTOR)

NAME _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____ HOME PHONE _____ CELL _____ WORK _____

SOCIAL SECURITY # _____ DATE OF BIRTH _____ DRIVERS LICENSE # _____ STATE _____

E-MAIL ADDRESS _____

PRESENT LANDLORD OR MORTGAGE CO. _____ PHONE # _____ AMOUNT _____

CITY _____ STATE _____ ZIP _____

EMPLOYMENT INFORMATION

CURRENT EMPLOYER _____ SALARY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____

POSITION _____ DATE EMPLOYED _____ SUPERVISOR _____

OTHER INCOME: _____

SOURCE _____ \$ _____ SOURCE _____ \$ _____

This application is made with the understanding that it is subject to acceptance by the Landlord. The Applicant agrees that he/she shall not have the right to occupy any of the premises of the Landlord until after the execution by the Applicant and the Landlord of a written lease for the particular property to be leased.

THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND I AUTHORIZE ALL INQUIRIES FOR THE PURPOSE OF VERIFICATION OF SAME. I UNDERSTAND THAT ALL DATA WILL BE HELD IN STRICT CONFIDENCE AND THAT ANY FALSE INFORMATION WILL CONSTITUTE REASON FOR DENIAL OF MY APPLICATION.

NOTARIZED SIGNATURE REQUIRED IF NOT SIGNED IN PRESENCE OF NORTHCUTT REALTY STAFF.

APPLICANT SIGNATURE _____ DATE _____

CO-APPLICANT SIGNATURE _____ DATE _____

DESIRED PROPERTY _____ DATE _____

NORTHCUTT REALTY COMPLIES WITH ALL FEDERAL FAIR HOUSING LAWS.

TO BE COMPLETED BY MANAGEMENT

AUTHORIZATION BY _____ ACCEPT _____ DENY _____ DATE _____ COMMENTS _____