



Cherie Schulz Realty Firm
 8399 Richlands Highway
 Richlands, NC 28574
 Bus 910-324-9977
 Fax 910-324-9981

Rental Credit Policy*

Application Fee

A \$40.00 application fee is collected before we can process your application and run a credit report. This must be paid in cash at the time the application is submitted. **A picture ID must be provided along with a proof of income.**

Income Requirements

You must qualify for the rental payment. We use VA guidelines for debt to income ratio of approximately 42%. This includes all bill payments and rent. If the owner allows more than one family unit to rent the property, then each person must qualify individually for the rental amount.

Credit Requirements

A credit report is run on each applicant. The report can not have any adverse credit ratings or judgments. If you are denied a rental property due to your credit history, your application fee is non-refundable. We also look for minimum score of 625. We are not permitted to share any information from the credit report or give you a copy.

Rental History

Rental history will be checked if available.

Security Deposit and Pet Fee

The applicant must be able to pay in full a security deposit in the amount equal to one month's rent. If the owner of the property allows more than one family unit to rent their property, each family must pay 75% of one month's rent as security deposit with the maximum security deposit not being greater than two months rent. A pet fee of \$200.00 per pet will be collected in full for each permitted pet that will be on the premises. Only pets permitted by the lease will be allowed on the premises. No pet sitting will be allowed. Insurance companies will not allow 12 breeds of dogs in many homes. Please note:

NO DOGS OF THE GERMAN SHEPARD, DOBERMAN, CHOW, PIT BULL, STAFFORDSHIRE TERRIERS (any other name associated with this breed), AKITAS, ALASKA MALAMUTE ; PRESA CANARIO, SIBERIAN HUSKY, WOLF AND/OR WOLF HYBRIDS, BULL TERRIERS OR ROTTWEILER BREED WILL BE ALLOWED.

Family Size

It is our company policy that only one family unit occupy a property. (A single person is considered a family unit). If there will be occupants other than the applicant(s) and children, this must be approved by the rental manager or owner of the property. The applicant's family must not exceed two family members per bedroom.

Trampolines and Swimming Pools

Our company policy is no trampolines or swimming pools due to the fact that most insurance companies are not allowing trampolines/swimming pools in rental properties.

Employment History


The applicant will have to have established employment at current job for at least 6 months or be transferring from a similar position of which they have been employed for 1 year or longer.

Please advise your rental agent prior to viewing our homes or submitting an application on a property if you know of any situation that would be contrary to our credit policy.

Property _____

Name _____ Date _____

Name _____ Date _____


Cherie Schulz Realty Firm
8399 Richlands Highway
Richlands, North Carolina 28574
Office (910) 324-9977
Fax (910) 324-9981

Application Authorization and Release of Information

Property Address

I hereby apply to lease the above described premises for the term and upon set conditions above set forth and agree that the rental is to be payable the first day of each month in advance. I warrant that all statements above set forth are true; however, should any statement made above be misrepresented or not a true statement of facts, all of the deposit money will be retained to offset the agent's cost and effort in processing any application.

I recognize that as a part of your procedure for processing my application, an investigating consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living.

I authorize Century 21® Cherie Schulz Realty Firm to obtain and investigate my credit, tenant history, banking, and employment status, as well as to verify any and all information provided on this form.

Applicant Name (Please Print)

Signature of Applicant

Date

Co-Applicant Name (Please Print)

Signature of Co-Applicant

Date



Rental Amt: Security Deposit: Prorated Rent: # of Pets: @ \$200 ea=
 Lease Start Date: Lease Term: Showing agent

RENTAL APPLICATION

PROPERTY ADDRESS APPLYING FOR DESIRED LEASE START DATE DESIRED LEASE TERM

\$40 APPLICATION FEE PER TENANT (NON-REFUNDABLE) HAVE YOU VIEWED THE INTERIOR OF THE HOME? Y N
 CASH

Applicant Information

APPLICANT'S NAME LAST FIRST M.I. DOB: SS# DRV.LIC & STATE

SPOUSE'S NAME LAST FIRST M.I. DOB: SS# DRV.LIC & STATE

HOME PHONE NUMBER CELL NUMBER E-MAIL ADDRESS

Residence History (minimum of 5 years rental/ownership history required)

PRESENT ADDRESS	CITY	STATE	ZIP CODE	HOW LONG OCCUPIED	RENT/MORTGAGE AMT
LANDLORD/MORTGAGE CO. NAME					REASON FOR MOVING
PREVIOUS ADDRESS					RENT/MORTGAGE AMT
LANDLORD/MORTGAGE CO. NAME					REASON FOR MOVING
PREVIOUS ADDRESS					RENT/MORTGAGE AMT
LANDLORD/MORTGAGE CO. NAME					REASON FOR MOVING

EXPLANATION FOR ANY LAPSES IN RENTAL/OWNERSHIP HISTORY

Permitted Occupants

NAME: AGE: RELATIONSHIP: NAME: AGE: RELATIONSHIP:

NAME: AGE: RELATIONSHIP: NAME: AGE: RELATIONSHIP:

Pets (\$200 NON-REFUNDABLE pet fee per pet required)

Century 21 Cherie Schulz Realty Firm does not allow the following whether partial or full breed: Pit Bulls/Staffordshire Terriers (any other name associated with this breed), Rottweilers, Dobermans, Chows, German Shepherds, Chow, Akitas, Bull Terriers, Akita, Alaska Malamute, Presa Canario, Siberian Husky, Wolf AND/OR wolf hybrid.

TYPE BREED: SEX: AGE: SPAYED NEUTERED DECLAWED (CIRCLE ONE) INDOOR OUTDOOR

TYPE BREED: SEX: AGE: SPAYED NEUTERED DECLAWED (CIRCLE ONE) INDOOR OUTDOOR

Employment

PRESENT EMPLOYER POSITION PHONE NUMBER HOW LONG EMPLOYED MONTHLY SALARY

EMPLOYER ADDRESS: CITY STATE ZIP SUPERVISOR SUPERVISOR PHONE #

Spouse's Employment

PRESENT EMPLOYER POSITIONS PHONE NUMBER HOW LONG EMPLOYED MONTHLY SALARY

EMPLOYERS ADDRESS CITY STATE ZIP SUPERVISOR SUPERVISOR PHONE #

OTHER SOURCES OF INCOME (Verification is required, Examples- Retirement, Child Support, etc...)

SOURCE AMOUNT PER MONTH HOW TO VERIFY

SOURCE AMOUNT PER MONTH HOW TO VERIFY

Emergency Contact (Cannot be a occupant or spouse)

NAME RELATIONSHIP PHONE NUMBER

STREET ADDRESS CITY STATE ZIP

HAVE YOU OR ANY OCCUPANT LISTED ON THIS APPLICATION EVER (CIRCLE YES (Y) OR NO (N))

BEEN EVICTED OR ASKED TO MOVE Y N

EVER BEEN LATE ON PAYMENTS DUE Y N

BROKEN A RENTAL AGREEMENT Y N

DECLARED BANKRUPTCY Y N

BEEN SUED FOR RENT Y N

BEEN SUED FOR PROPERTY DAMAGE Y N

HAVE A CURRENT JUDGEMENT/LIEN Y N

BEEN ARRESTED AND CONVICTED OF A CRIME- IF YES, WHAT CRIME _____ Y N

DO YOU EXPECT TO MOVE WITHIN THE NEXT YEAR Y N

DO YOU PAY CHILD SUPPORT OR ALIMONY Y N

Privacy Act Authorization

I hereby submit \$40 as a NON-REFUNDABLE application fee. I acknowledge that all the information stated on the application is true. I understand that this application is subject to the review and approval of Management, and I understand that Management has the sole discretion to decide if I can lease this property. I hereby consent to all Century 21@ Cherie Schulz Realty Firm Property Management through its designated agents and employees, to obtain my credit information, to review my occupancy history, payment history and / or criminal background check as deemed necessary and to verify the income stated on this application in order to process my application. No person shall be denied the right to rent one of our properties based on applicant's race, color, religion, national origin, sex, age, disability, marital status or familial status.

X Applicant's Signature Date X Spouse's/Co-Applicant's Signature Date

Century 21 Cherie Schulz Realty Firm Property Management
 8399 Richlands Highway Richlands, NC 28574
 Office (910) 324-9977 Toll Free (866) 733-9979 Fax (910) 324-9981

Application Accepted: Yes No Date: _____

If no, explain: _____

WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS)

NOTE: This form is designed for use by agents working with landlords and/or tenants. It is similar, but not identical, to the "Working with Real Estate Agents" brochure published by the NC Real Estate Commission (available in letter-length format as NCAR Standard Form #520), which must be used by agents working with sellers and/or buyers.

When leasing real estate, you may find it helpful to have a real estate agent assist you. Real estate agents can provide many useful services and work with you in different ways. In some real estate transactions, the agents work for the landlord. In others, the landlord and tenant may each have agents. And sometimes the same agents work for both the landlord and the tenant. It is important for you to know whether an agent is working for you as your agent or simply working with you while acting as an agent of the other party.

This brochure addresses the various types of working relationships that may be available to you. It should help you decide which relationship you want to have with a real estate agent. It will also give you useful information about the various services real estate agents can provide landlords and tenants, and it will help explain how real estate agents are paid.

LANDLORDS

Landlord's Agent

If you are leasing real estate as a landlord, you may want to "list" your property for lease with a real estate firm. If so, you will sign a "listing agreement" authorizing the firm and its agents to represent you in your dealings with tenants as your *landlord's agent*. You may also be asked to allow agents from other firms to help find a tenant for your property.

Be sure to read and understand the listing agreement before you sign it.

Duties to Landlord: The listing firm and its agents must • promote your best interests • be loyal to you • follow your lawful instructions • provide you with all material facts that could influence your decisions • use reasonable skill, care and diligence, and • account for all monies they handle for you. Once you have signed the listing agreement, the firm and its agents may not give any confidential information about you to prospective tenants or their agents without your permission so long as they represent you. But until you sign the listing agreement, you should avoid telling the listing agent anything you would *not* want a tenant to know.

Services and Compensation: To help you lease your property, the listing firm and its agents will offer to perform a number of services for you. These may include • helping you price your property • advertising and marketing your property • giving you all required property disclosure forms for you to complete • negotiating for you the best possible price and terms • reviewing all written offers with you and • otherwise promoting your interests.

For representing you and helping you lease your property, you will pay the listing firm a commission or fee. The listing agreement must state the amount or method for determining the commission or fee and whether you will allow the firm to share its commission with agents representing the tenant.

Dual Agent

You may even permit the listing firm and its agents to represent you and a tenant at the same time. This "dual agency relationship" is most likely to happen if an agent with your listing firm is working as a *tenant's agent* with someone who wants to lease your property. If this occurs and you have not already agreed to a dual agency relationship in your listing agreement, your listing agent will ask you to sign a separate agreement or document permitting the agent to act as agent for both you and the tenant.

It may be difficult for a *dual agent* to advance the interests of both the tenant and landlord. Nevertheless, a *dual agent* must treat tenants and landlords fairly and equally. Although the *dual agent* owes them the same duties, tenants and landlords can prohibit *dual agents* from divulging certain confidential information about them to the other party.

Some firms also offer a form of dual agency called "designated agency" where one agent in the firm represents the landlord and another agent represents the tenant. This option (when available) may allow each "designated agent" to more fully represent each party.

If you choose the "dual agency" option, remember that since a dual agent's loyalty is divided between parties with competing interests, it is especially important that you have a clear understanding of • what your relationship is with the *dual agent* and • what the agent will be doing for you in the transaction.

TENANTS

When leasing real estate as a tenant, you may have several choices as to how you want a real estate firm and its agents to work with you. For example, you may want them to represent only you (as a *tenant's agent*). You may be willing for them to represent both you and the landlord at the same time (as a *dual agent*). Or you may agree to let them represent only the landlord (landlord's agent or subagent). Some agents will offer you a choice of these services. Others may not.

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REALTOR®

Century 21 Cherie Schatz RE 8399 Richards Hwy Richards, NC 28574
Cherie Schatz

North Carolina Association of REALTORS®, Inc.



REALTOR®

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Phone: 910-324-9977

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www.zipLogix.com

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STANDARD FORM 521

Revised 1/2009

Tenant's Agent

Duties to Tenant: If the real estate firm and its agents represent you, they must • promote your best interests • be loyal to you and diligence, and • account for all monies they handle for you. Once you have agreed (either orally or in writing) for the firm and its agents to be your *tenant's agent*, they may not give any confidential information about you to landlords or their agents without your permission so long as they represent you. But until you make this agreement with your tenant's agent, you should avoid telling the agent anything you would *not* want a landlord to know.

Unwritten Agreements: To make sure that you and the real estate firm have a clear understanding of what your relationship will be and what the firm will do for you, you may want to have a written agreement. However, some firms may be willing to represent you and assist you for a time as a *tenant's agent* without a written agreement. But if you decide to make an offer to lease a particular property, the agent must obtain a written agency agreement. If you do not sign it, the agent can no longer represent and assist you and is no longer required to keep information about you confidential. Furthermore, if you later lease the property through an agent with another firm, the agent who first showed you the property may seek compensation from the other firm.

Be sure to read and understand the agency agreement before you sign it.

Services and Compensation: A *tenant's agent* will perform a number of services for you. These may include helping you • find a suitable property • arrange financing • learn more about the property • prepare and submit a written offer to the landlord and • otherwise promote your best interests. A *tenant's agent* can be compensated in different ways. For example, you can pay the agent out of your own pocket. Or the agent may seek compensation from the landlord or listing agent first, but require you to pay if the listing agent refuses. Whatever the case, be sure your compensation arrangement with your *tenant's agent* is spelled out in a tenant agency agreement before you make an offer to purchase property and that you carefully read and understand the compensation provision.

Dual Agent

You may permit an agent or firm to represent you and the landlord at the same time. This "dual agency relationship" is most likely to happen if you become interested in a property listed with your *tenant's agent* or the agent's firm. If this occurs and you have not already agreed to a dual agency relationship in your tenant agency agreement, your *tenant's agent* will ask you to sign a separate agreement or document permitting him or her to act as agent for both you and the landlord. It may be difficult for a *dual agent* to advance the interests of both the tenant and landlord. Nevertheless, a *dual agent* must treat tenants and landlords fairly and equally. Although the *dual agent* owes them the same duties, tenants and landlords can prohibit *dual agents* from divulging certain confidential information about them to the other party.

Some firms also offer a form of dual agency called "designated agency" where one agent in the firm represents the landlord and another agent represents the tenant. This option (when available) may allow each "designated agent" to more fully represent each party.

If you choose the "dual agency" option, remember that since a *dual agent's* loyalty is divided between parties with competing interests, it is especially important that you have a clear understanding of • what your relationship is with the *dual agent* and • what the agent will be doing for you in the transaction. This can best be accomplished by putting the agreement in writing at the earliest possible time.

Landlord's Agent Working With a Tenant

If the real estate agent or firm that you contact does not offer *tenant agency* or you do not want them to act as your *tenant's agent*, you can still work with the firm and its agents. However, they will be acting as the *landlord's agent* (or "subagent"). The agent can still help you find and lease property and provide many of the same services as a *tenant's agent*. The agent must be fair with you and provide you with any "material facts" (such as a leaky roof) about properties.

But remember, the agent represents the landlord – not you – and therefore must try to obtain for the landlord the best possible price and terms for the landlord's property. Furthermore, a *landlord's agent* is required to give the landlord any information about you (even personal, financial or confidential information) that would help the landlord in the lease of his or her property. Agents must tell you *in writing* if they are *landlords' agents* before you say anything that can help the landlord. But until you are sure that an agent is not a landlord's agent, you should avoid saying anything you do not want a landlord to know.

Landlords' agents are compensated by the landlords.

_____ Date

_____ Firm Name

_____ Agent Name and License Number

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STANDARD FORM 521
Revised 1/2009

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Disclosure of Landlord Subagency

When showing you property and assisting you in leasing a property, the above agent and firm will represent the LANDLORD. For more information, see "Landlord's Agent Working with a Tenant" in the brochure.

Tenant's Initials Acknowledging Disclosure: _____

WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS)

This is not a contract

By signing, I acknowledge that the agent named below furnished a copy of this brochure and reviewed it with me.

THE NORTH CAROLINA ASSOCIATION OF REALTORS®, INC. MAKES NO REPRESENTATION AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION OF THIS FORM IN ANY SPECIFIC TRANSACTION.

Tenant or Landlord Name (Print or Type)

Tenant or Landlord Name (Print or Type)

Tenant or Landlord Signature

Tenant or Landlord Signature

Date

Date

Firm Name

Agent Name and License Number

Disclosure of Landlord Subagency

When showing you property and assisting you in leasing a property, the above agent and firm will represent the LANDLORD. For more information, see "Landlord's Agent Working with a Tenant" in the brochure.

Tenant's Initials Acknowledging Disclosure: _____

Agents must retain this acknowledgment for their files.