

# Application Process:

## Steps Taken by Goldsborough Realty:

- **\$35.00 Non-Refundable Application Fee per Applicant must accompany application (anyone 18 years and older must fill out application).**
- Run Credit Report – Current good credit a must!
- Verify Employment/Salary
- Verify Current/Previous Rental History

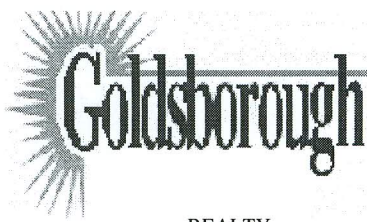
## Documents Needed: Two Forms of ID Required

- Valid Driver's license. If not available, we would need the following:
  - Social Security Card
  - Valid Passport
- Signed Consumer Information Statement
- Copy of last 3 pay stubs. Not necessary – but will speed up the process.

## Upon Approval of Application:

- Applicant will be notified that application has been approved.
- Arrangements will be made to have lease signed within several days.
- Upon signing lease, Security Deposit will be due. Security Deposit is equivalent to one month's rent.
- First month's rent will be due when tenant comes in to pick up key and take possession of the unit.
- Security Deposit and first month's rent must be two separate checks. We do accept personal checks.

Date: 1/25/10



REALTY  
MANAGEMENT  
COMPANY

\$35 Non-Refundable Application Fee PER PERSON

Cash Receipt # \_\_\_\_\_

Check # \_\_\_\_\_

Money Order # \_\_\_\_\_

2115 CONCORD PIKE; Suite 204

WILMINGTON, DE 1980

302-575-1000

FAX 575-1511

## ***RENTAL APPLICATION***

Property \_\_\_\_\_ Rent \_\_\_\_\_ Possession Date \_\_\_\_\_

Upon approval of application, lease must be signed and first months rent must be paid within five (5) days. I understand that the first month's rent is not refundable. I further understand that **NO PETS** are permitted, that the premises must be used as a residence to be occupied by the below listed persons; and that occupancy is subject to possession being surrendered by a present occupant and proper municipal inspections being obtained. Prior to move in, the required Security Deposit must be paid in addition to any pro-rated rent. **First months rent and security deposit must be paid in certified funds. No personal checks will be accepted. Property is offered in "AS IS" condition unless negotiated otherwise IN WRITING.**

**APPLICANT**  
**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_  
SS# \_\_\_\_\_  
Cell # \_\_\_\_\_  
Home Telephone # \_\_\_\_\_  
Work Telephone # \_\_\_\_\_  
Driver License-State \_\_\_\_\_ # \_\_\_\_\_  
Place of birth \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Email Address \_\_\_\_\_

**Present Address and Landlord**

Present address \_\_\_\_\_  
\_\_\_\_\_  
How long \_\_\_\_\_ Rent paid \_\_\_\_\_  
Landlord name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_

**Previous Address and Landlord**

Previous address \_\_\_\_\_  
\_\_\_\_\_  
How long \_\_\_\_\_ Rent paid \_\_\_\_\_  
Landlord name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

**CO-APPLICANT/SIGNER**  
**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_  
SS# \_\_\_\_\_  
Cell # \_\_\_\_\_  
Home Telephone # \_\_\_\_\_  
Work Telephone # \_\_\_\_\_  
Driver License-State \_\_\_\_\_ # \_\_\_\_\_  
Place of birth \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Email Address \_\_\_\_\_

**Present Address and Landlord**

Present address \_\_\_\_\_  
\_\_\_\_\_  
How long \_\_\_\_\_ Rent paid \_\_\_\_\_  
Landlord name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_

**Previous Address and Landlord**

Previous address \_\_\_\_\_  
\_\_\_\_\_  
How long \_\_\_\_\_ Rent paid \_\_\_\_\_  
Landlord name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

**Present Employer**

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Position \_\_\_\_\_ How long \_\_\_\_\_  
Salary: \$ \_\_\_\_\_ per (week) (month) (annual)  
Supervisor \_\_\_\_\_  
Other Income \_\_\_\_\_

**Present Employer**

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Position \_\_\_\_\_ How long \_\_\_\_\_  
Salary: \$ \_\_\_\_\_ per (week) (month) (annual)  
Supervisor \_\_\_\_\_  
Other Income \_\_\_\_\_

**Previous Employer**

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_ How Long \_\_\_\_\_  
Salary: \$ \_\_\_\_\_ per (week) (month) (annual)  
Supervisor \_\_\_\_\_

**Previous Employer**

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_ How Long \_\_\_\_\_  
Salary: \$ \_\_\_\_\_ per (week) (month) (annual)  
Supervisor \_\_\_\_\_

**Personal References (not employer or relative)**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Name and Address of Nearest Relative**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Telephone # - Home \_\_\_\_\_ Work \_\_\_\_\_

**Personal References – Co-Applicant (not employer or relative)**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Name and Address of Nearest Relative – Co-Applicant**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Telephone # - Home \_\_\_\_\_ Work \_\_\_\_\_

**\*\* REQUIRED INFORMATION LISTED BELOW MUST BE COMPLETED \*\***

**REQUIRED INFORMATION - Occupants That Will Share Property: (Including those filling out this application!)**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

I hereby certify that the application information supplied is correct to the best of my knowledge and believe that the listed information will be used to perform a credit evaluation and check and that the listed information will be used to verify employment and salary.

\_\_\_\_\_  
Name of Applicant (print)

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Name of Co Applicant / Signer (print)

\_\_\_\_\_  
Signature of Co Applicant / Signer Date

## ADDENDUM TO APPLICATION

**PROPERTY ADDRESS** \_\_\_\_\_

Please use the following area to list any request or questions that you may have about the property that you are interested in renting.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that all agreements between the parties are contained herein. I further understand that no promise is made at this point as to the above listed comments but that all items will be clarified before signing of the lease.

**SIGNED:**

**DATED:**

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

