

**KAC Realty, LLC or Andy Clark**  
**Office address: 1400 Battleground Ave., Suite 154A**  
**Mailing address: PO Box 16694, Greensboro, NC 27416**

Office Use:	Evict_____
Receipt # _____	Date Pd _____
<u>App 1</u>	<u>App 2</u>
ID/SS _____	ID/SS _____
Pay/Bank _____	Pay/Bank _____
Prior _____	Prior _____

Office – 336-674-6203

E-mail: kacrealtyllc@hotmail.com

FAX- 336-674-9909

### Application to Lease

Unit Address \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_  
E-mail address \_\_\_\_\_ Marital Status \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Names of all Occupants \_\_\_\_\_

Current Address \_\_\_\_\_  
Current Landlord Name and Telephone # \_\_\_\_\_  
How long at this address \_\_\_\_\_ Current rent amount \_\_\_\_\_  
Why are you moving? \_\_\_\_\_

**Have you ever been evicted and/or are you currently in the process of being evicted?**  
**If Yes when?** \_\_\_\_\_

Whose name will the Utilities be in (Power, Water and Gas)? \_\_\_\_\_

When would you like to move in? \_\_\_\_\_

When will you have the deposit? \_\_\_\_\_

How did you hear about us – Sign, Craigslist, Social Serve, DMV Office, Greensboro Housing Coalition, Word of Mouth, Help U Rent or Other.

Contact in Case of Emergency:

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

### Employment Data:

	Applicant	Co-applicant
Employer	_____	_____
Address	_____	_____
Contact	_____	_____
Position	_____	_____
Gross Monthly Income	_____	_____
<b>MUST ATTACH PROOF OF INCOME</b>		
Date Employed	_____	_____
Other Income, please explain	_____	

I/We am/are authorizing the Owner/Manager to investigate in its discretion employment, personal and credit references, prior evictions and any other items of information set forth in this application.

**If any information on this application is found to be false, it will be grounds for refusal to rent or to continue renting from us and you agree to waive a refund of any money paid, and you agree this paragraph overrides any provision of any Lease Agreement, written or verbal.**

I/We agree that if this application is accepted and I/we do not take the unit for which the hold fee was paid, the hold fee will not be refunded or transferred. The hold fee will be used as the security deposit once the lease is signed.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-applicant

**See other side for application requirements**

## Application Requirements

In addition to a completed application, we will need the following items to process it:

**\$30 non-refundable application fee**

**Photo ID**

**Social Security Card**

**Proof of Income (see below depending on income listed)**

Job- been at job over 12 months

- 4 most recent paystubs
- Bank/Card Statement showing most recent deposit from job

Job- been at less than 12 months

- 4 most recent paystubs from current job
- Bank/Card Statement showing most recent deposit from job
- Prior work history information- where you worked before current job, dates employed there, and last paystub. Jobs to make up 12 months of work history.

Job- brand new (if less than 4 paystubs)

- Need **minimum** of 1 paystub and any additional paystubs received
- Bank/Card Statement showing most recent deposit from job
- Employment verification letter. Must be typed on the company's letterhead with contact information for HR/payroll department
- Prior work history information- where you worked before current job, dates employed there, and last paystub. Jobs to make up 12 months of work history.

Independent contractor who does not receive paystubs

- 3 months of bank/card statements showing the consistent weekly/biweekly deposits to the account.
- Prior year's 1099 or tax return
- Employment verification letter. Must be typed on the company's letterhead with contact information for HR/payroll department

SSI, SSA, Disability, VA Benefits

- Current Year's Award Letter
- Bank/card statement showing the most recent deposit into account/onto card

Child Support- **MUST BE COURT ORDERED**

- 3 most recent months of bank/card statement showing deposit into account/onto card

Food Stamps

- Current Year's Award Letter stating how much you receive

Student Financial Aid- **(If we use student financial aid to financially qualify you for a property, we will need a double deposit)**

- Current Year's Award Letter for grant/loan

If you have questions about what you need to bring, feel free to email [kacrealtyllc@hotmail.com](mailto:kacrealtyllc@hotmail.com) or call 336-674-6203.