

KAC Realty, LLC or Andy Clark
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Office Use: v. 9.10.21	Evict_____
Receipt #_____	Date Pd_____
<u>App 1</u>	<u>App 2</u>
ID/SS_____	ID/SS_____
Pay/Bank_____	Pay/Bank_____
Prior_____	P-Y/N/NA_____

Office – 336-674-6203

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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? _____

Do you have any eviction filings, past or current? _____ 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, Web Search, Greensboro Housing Coalition, Word of Mouth, Rental Professionals, RentDigs, www.forrentgreensboro.com, Other.

Contact in Case of Emergency:

Name_____ Address_____ Phone_____

Employment Data:

	Applicant	Co-Applicant
Employer	_____	_____
Address	_____	_____
Supervisor name & number	_____	_____
Position	_____	_____
Gross Monthly Income	_____	_____
MUST ATTACH PROOF OF INCOME – see other side for requirements		
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 is found to be false on this application or application requirements, 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 the completed application, we will **need the following items to BEGIN processing:**

-\$30 non-refundable application fee: Money order, exact cash or certified bank check

-Photo ID: for each adult

-Social Security Card: for each adult

-Proof of Income (see below depending on type of income you receive)

I have been at my job over 12 months:

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

I have been at my job less than 12 months and have at least 4 paystubs:

- 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.

I just started my job and have received less than 4 paystubs:

- **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.

I am an independent contractor who does not receive paystubs:

- 3 months of bank/card statements showing consistent weekly/biweekly deposits
- 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

I receive SSI, SSA, Disability, VA Benefits:

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

I receive COURT ORDERED Child Support:

- 3 most recent months of bank/card statement showing deposit into account/onto card
- Document showing child support is court ordered

I receive Food Stamps:

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

I am a Student and receive Financial Aid:

Note – A double deposit will be required if financial aid is used to qualify

- Current Year's Award Letter for grant/loan

Your application WILL NOT BE PROCESSED until all documents are provided.

Additional items may be required.