

## APPLICATION PROCESS

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*Birch Management, Inc.*

1. **Each adult planning to occupy the property must fill out an application and an authorization form allowing Birch Management to perform a credit check and criminal background check.** Both husband and wife will need to apply individually for a property. If applicant is a student or not employed, a guarantor must be used. The guarantor must also fill out the application and the guarantor form (which must be notarized), as well as pay the application fee.
2. There is a **\$50.00 non-refundable application fee for each applicant** that is payable at the time the application is filled out. Payment must be in the form of CREDIT CARD, CASH or MONEY ORDER.
3. You will need to have the following information for each application that is filled out:
  - \***Valid Driver's License**
  - and
  - \***Social Security Card**
  - and
  - \***Most Recent Pay-Stub.** (If you are self-employed then we will need your tax returns to make a copy of them.)
4. Once your application is received, your information will be processed and within 48 business hours you will be notified as to whether you have been approved for the property. During this time frame, we will run your credit report, perform a criminal background check, verify current employment, and check your rental references. If you are approved for the property, you will have up to 72 hours from approval to schedule an appointment to sign the lease and pay **the security deposit** (which is equal to one month's rent), ***in the form of a money order or certified funds.***
5. The 1<sup>st</sup> month's rent will be due at the date of move in when you come to pick up your keys. If your move in date is after the 1<sup>st</sup> of the month, your rent will be pro-rated accordingly. If your move in date is after the 20<sup>th</sup> of the month, we will need the first month's rent as well as the following months rent ***in the form of money order, or certified funds.***

\*Please contact us with any questions that you may have at **336.288.6997**.

\*Once you have completed your application, please drop it off, along with the \$50 application fee and (3) forms of identification at our office located **1118 Greccade Street, Greensboro, NC 27408**

*Thank you for your interest in our properties and we look forward to working with you!*

# Birch Management, Inc Rental Application

The undersigned hereby makes application to rent the property located at: \_\_\_\_\_  
 \_\_\_\_\_ beginning \_\_\_\_\_, for a term  
 of \_\_\_\_\_ for \$ \_\_\_\_\_ per month, and submits the following information:

## General Information

Name (Applicant): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Monthly Income \$ \_\_\_\_\_  
 Additional Sources of Funds: \_\_\_\_\_  
 How did you hear about us: \_\_\_\_\_

Dependents:

Name	Date of Birth	Relationship

Other Occupants:

Name	Relationship

Pets (if applicable) Type: \_\_\_\_\_ Breed \_\_\_\_\_ Size \_\_\_\_\_

***\*\*Please submit a colored photo of all pets that will be residing at the property.***

Country of Citizenship \_\_\_\_\_ If not US, Submit Immigration Status Papers

## Rental History Information

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Employment Information**

Current Employer: \_\_\_\_\_

Dates \_\_\_\_\_ Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Former Employer: \_\_\_\_\_

Dates \_\_\_\_\_ Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_

**Financial References**

Assets (Bank Accounts, Etc)

Institution	Type (checking, etc)	Account Number	Telephone

Debts (Charge Cards, Car Payments, Student Loans, Furniture Accounts, Other)

Type	Monthly Payment	Balance Due

**Personal References**

Name	Relationship	Telephone Number

**Other Information**

Automobile License Plate \_\_\_\_\_ State \_\_\_\_\_

Automobile Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever filed for bankruptcy: \_\_\_ No \_\_\_ Yes, When \_\_\_\_\_

Have you ever been evicted: \_\_\_ No \_\_\_ Yes, When \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_ No \_\_\_ Yes, When \_\_\_\_\_

Name of Person to Notify in Case of Emergency \_\_\_\_\_

Phone \_\_\_\_\_

# **Birch Management Rental Application**

Applicant hereby applies to lease the above described premises for the term and upon the conditions above set forth in the lease and agrees that the rental is to be payable the first day of each month in advance.

Applicant understands that payment of a NON-REFUNDABLE FEE of \$50.00 is required in order to process an application and that Landlord and Agent will not be bound by any representations, agreements, or promises made by representatives or Agents unless contained in the form of the lease signed by Landlord or Agent.

Copies of Applicant's valid social security card, valid driver's license and recent pay stub must be returned with the application and signed lease. The application fee is non-refundable for any reason including, but not limited to, rejection of application and withdrawal of application by applicant.

**NO UNITS WILL BE HELD UNTIL THE SECURITY DEPOSIT IS RECEIVED BY AGENT. IT IS RECOMMENDED THAT APPLICANTS DELIVER THE SECURITY DEPOSIT WITH THE APPLICATION IN ORDER TO GUARANTEE THE UNIT. APPROVALS MAY BE WITHDRAWN IF THE SECURITY DEPOSIT IS NOT RECEIVED WITHIN 72 HOURS FROM ACCEPTANCE.**

If this application is not approved and accepted by the Landlord or Agent, the security deposit will be refunded. The Applicant hereby waives any claim for damages by reason of non-acceptance and agrees that the Landlord or Agent may reject without stating any reason for so doing.

Applicant authorizes, as a part of Agent's procedure for processing this application, preparation of an investigative consumer report whereby information is obtained through personal interviews with Applicant's references, as may or may not be listed in this report. This inquiry may involve requests for information as to Applicant's character, general reputation and personal characteristics. Permission is hereby granted by Applicant to any credit bureau to verify any information obtained from any source named herein. Applicant hereby authorizes any present or former Landlord to give any information he or she may have regarding Applicant in his or her capacity as Landlord. Further, Applicant hereby releases such Landlord or former Landlord and his or her company or representatives thereof from any and all liability for any damage or injury whatsoever caused for issuing the same.

The above information, to the best of my knowledge, is true and correct.

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

Nonrefundable Application Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_

(All applications subject to owner's approval.)

## *Applicant Authorization*

I/we authorize Birch Management, Inc to obtain my present and previous residence information, as well as any current and previous employment information. This includes any salary or other pertinent information that may assist in completing my rental application. I further authorize Birch Management, Inc to verify my credit history and perform a criminal record search by any means deemed reasonable..

I understand that the information that Birch Management, Inc. obtains is to be used only in the processing of my rental application.

Further, I authorize my current and former employers as well as other organizations to provide such information. I hereby release and hold harmless Birch Management, Inc., my current and former employers, my current and former landlords, and any other organizations who have provided information from any and all liabilities arising out of the use of such information in connection with my consumer report.

### **Applicant Information**

Full Name: \_\_\_\_\_ Gender: Male / Female

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Application Contingency Form

Move in Date \_\_\_\_\_ Account# \_\_\_\_\_

I, \_\_\_\_\_ have personally inspected the property at \_\_\_\_\_ and wish to complete an application to lease this property, but request that the following repairs be considered prior to occupancy. The items below, which are initialed by a Birch Management Property Manager, become mutually agreed to conditions of the Residential Rental Contract (Lease) and are to be signed by both parties on the condition that at least (10) days exist between this agreement and occupancy. Otherwise, I agree to take the property in the same condition as I viewed it on (date) \_\_\_\_\_. Please note the owner and/or agent reserve the right to negotiate and seek an increased monthly rental rate if repair contingencies cost submitted below are in excess of \$200.00.

It is further agreed that any repair requests added later may be accomplished at the convenience of the maintenance personnel and may not be completed until after occupancy.

Approved/Denied:

Repair Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*The Applicant is agreeing to accept the property noted above in as-is condition if this form is not completed at the time the application is submitted.