

APPLICATION PROCESS

Birch Management, Inc.

1. **Each adult (ex. husband and wife) planning to occupy the property must submit a completed application.**
2. If applicant is a student or not employed, a guarantor must be secured. The guarantor must also submit a completed application and the guarantor form (which must be notarized), as well as pay the application fee.
3. 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.
4. A completed application consists of **ALL** of the following:
 - a. **Application**
 - b. **Terms and Conditions Acknowledgement**
 - c. **Authorization Form**
 - d. **Contingency Form**
 - e. **Valid Driver's License, or Government Issued ID**
 - f. **Social Security Card**
 - g. **Most Recent Pay-Stub.** (If you are self-employed then we will need your tax returns to verify income.)
5. Once your completed application, including all information listed above, is received, we will do the following (this is typically done in 2 business days, or less):
 - a. Process your application
 - b. Review your credit report
 - c. Review your criminal report
 - d. Verify your employment
 - e. Verify your rental references
 - f. Contact landlord for final decision
6. After reaching a decision on your application we will do the following based on the decision:
 - a. Denial: We will contact you in writing to let you know why
 - b. Acceptance: We will contact you in writing to supply you additional information. At this point **you will have 72 hours to sign the lease and pay the security deposit. The property will remain on the market until the lease is signed. The security deposit must be paid in the form of a money order or a certified check.**

Once you have completed your application, you may do one of the following:

- Bring it to our office at 1118 Grecale Street, Greensboro, NC 27408 or 1101 North Main Street, Suite 203, High Point, NC 27262, paying application fee when you drop it off
- Fax it to us at 336-272-2575, paying the application fee on our website- www.birchmgmt.com
- Scan and email it to us at application@birchmanagementinc.com, paying the application fee on our website- www.birchmgmt.com

For the fastest service, please apply on our website, www.birchmgmt.com

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

Birch Management, Inc Rental Application

I hereby submit an application to rent the property located at: _____ beginning _____ (m/d/y), for an initial term of _____ for \$ _____ per month, and submit the following information:

Personal Information

<i>Legal Name of Applicant: Last</i>		<i>First</i>	<i>Middle</i>	
<i>Current Street Address:</i>		<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Telephone: Mobile</i>		<i>Home</i>	<i>Work</i>	
<i>Date of Birth (M/D/Y)</i>	<i>Social Security Number</i> - -		<i>Monthly Income</i>	
<i>Additional Sources of Funds</i>			<i>Country of Citizenship, If Not US, Please Submit Immigration Status Paperwork?</i>	

Dependents, Under Age 18 (All Occupants 18 and Over MUST Fill Out An Application)

<i>Name</i>	<i>Date of Birth (M/D/Y)</i>	<i>Relationship</i>
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<i>Name</i>	<i>Date of Birth (M/D/Y)</i>	<i>Relationship</i>

Rental History

<i>Current Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Reason for Leaving</i>	<i>Landlord or Agent</i>	<i>Telephone and Fax</i>	<i>Dates</i>
<i>Previous Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Reason for Leaving</i>	<i>Landlord or Agent</i>	<i>Telephone and Fax</i>	<i>Dates</i>
<i>Previous Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Reason for Leaving</i>	<i>Landlord or Agent</i>	<i>Telephone and Fax</i>	<i>Dates</i>

Employment Information

<i>Current Employer</i>	<i>Title</i>	<i>Dates</i>	<i>Monthly Salary</i>
<i>Supervisor</i>	<i>Address</i>	<i>Telephone</i>	<i>Fax</i>
<i>Former/Other Employer</i>	<i>Title</i>	<i>Dates</i>	<i>Monthly Salary</i>
<i>Supervisor</i>	<i>Address</i>	<i>Telephone</i>	<i>Fax</i>

Financial Information

Assets (Bank Accounts, Etc.)

<i>Asset (type and value)</i>	<i>Institution</i>	<i>Account Number</i>	<i>Contact</i>
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Liabilities (Credit Cards, Loans, Etc.)

<i>Creditor</i>	<i>Amount Due</i>	<i>Monthly Payment</i>	<i>Contact</i>
<i>Creditor</i>	<i>Amount Due</i>	<i>Monthly Payment</i>	<i>Contact</i>
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<i>Creditor</i>	<i>Amount Due</i>	<i>Monthly Payment</i>	<i>Contact</i>

Other Information

<i>Automobile Make</i>	<i>Model</i>	<i>Year</i>	<i>License Plate</i>	<i>State</i>
<i>Driver's License Number and State</i>	<i>Have You Ever Filed for Bankruptcy (circle one)?</i> No <i>Yes, When:</i>		<i>Have you Ever Been Evicted (circle one)?</i> No <i>Yes, When:</i>	
<i>Have You Ever Been Convicted of a Felony (circle one)</i> No <i>Yes, When:</i>	<i>Emergency Contact</i>		<i>How Did You Hear About Us?</i>	

Pets, If Applicable- Please Submit Color Photo of Each Pet

<i>Type (dog, cat, etc.)</i>	<i>Breed</i>	<i>Weight</i>	<i>Color</i>
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E-Mail- VERY IMPORTANT- This will be our primary method of communication regarding your application

E-Mail Address

@ .

Birch Management Applicant Authorization

I 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

<i>Applicant Name- Last</i>		<i>First</i>	
<i>Current Street Address</i>		<i>Unit</i>	
<i>City</i>	<i>State</i>	<i>Zip</i>	

X

Applicant

Date: _____

Birch Management, Inc. Application Contingency Form

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 Landlord 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.

<i>Contingency Item</i>	Approved / Denied
<i>Contingency Item</i>	Approved / Denied
<i>Contingency Item</i>	Approved / Denied
<i>Contingency Item</i>	Approved / Denied

X

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.**