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## Fax

To:	Birch Management, Inc	From:	
Fax:	336-272-2575	Pages:	
Phone:	336-288-6997	Date:	
Re:	Application	cc:	

Urgent     For Review     Please Comment     Please Reply     Please Recycle

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Please find attached the following required documents:

- Application, if not filled out online
- Copy of government issued identification
- Copy of Social Security card
- Copy of most recent pay stub, or income verification
- Application Contingency Form
- Terms and Conditions Acknowledgement
- Authorization Form for application verification

# **Birch Management Rental Application Terms and Conditions**

Applicant hereby applies to lease the above described premises for the term and upon the conditions above set forth and contained in the lease. Applicant acknowledges that a sample copy of the lease is available on Agent's website, [www.birchmgmt.com](http://www.birchmgmt.com) and that applicant shall be bound by the terms of the lease. The lease cannot be altered.

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 government issued identification, and recent pay stub must be returned with the application. The application fee is non-refundable for any reason including, but not limited to, rejection of application and withdrawal of application by applicant.

**NO PROPERTIES 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 AVAILABILITY OF THE PROPERTY. APPROVALS MAY BE WITHDRAWN IF THE SECURITY DEPOSIT IS NOT RECEIVED WITHIN 72 HOURS FROM ACCEPTANCE.**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 information contained in my application, to the best of my knowledge, is true and correct.

X

Applicant

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

## **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.**