

APPLICATION PROCESS

Madison Park Apartment Homes

1. **Each adult planning to occupy the property must fill out an application and an authorization form allowing Madison Park Apartment Homes 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 **\$25 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 CASH or MONEY ORDER.
3. You will need to have the following information for each application:
 1. **Valid Driver's License**
 2. **Social Security Card**
 3. **Most Recent Pay-Stub.** (If you are self-employed then we will need your tax returns to verify your income)
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 of \$200, in the form of a money order or certified funds.**
5. The 1st 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 1st of the month, your rent will be pro-rated accordingly. If your move in date is after the 25th 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 **336-510-4666**.

*Once you have completed your application, please drop it off, along with the \$25 application fee and all items listed above, at our office located **1007 Pineland St. , Greensboro, NC 27407.**

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

Madison Park Apartment Homes is Managed by Birch Management, Inc, a full service property management company.
Information Contained Herein Believed to be Accurate, But not Guaranteed, Subject to Resident Verification



Madison Park Apartment Homes Rental Application

The undersigned hereby makes application to rent a residence located in the Madison Park Apartment Homes community with the residence number _____ 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: _____

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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

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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 _____

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Madison Park Apartment Homes 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 \$25 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.)

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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

Full Name: _____ Gender: Male / Female

Social Security Number: _____/_____/_____ Date of Birth: ____/____/_____

Driver's License Number: _____ State: _____

Current Address: _____

City, State, & Zip: _____

Applicants Signature: _____ Date: _____

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