



APPLICATION PROCESS

1. Verify Rental History
2. Verify Current Employment
3. Examine your Credit Report
4. Criminal Background Check

After verifying the above information, we will determine whether the application conforms to our approval policies. The entire process usually takes 1-3 business days. In order to ensure that your application is processed most efficiently, please follow these guidelines:

- Fill out the application **COMPLETELY**. Do not leave blanks empty. Provide all relevant information, including "N/A", "Paid For", etc.
- Provide rental and employment history for a minimum of 2 (two) years.
- Provide all contact numbers for current and previous landlords and current and previous employers.
- Be sure to provide a telephone number where you may be contacted during normal business hours.
- Provide a copy of a recent computer-generated pay-stub or other forms of proof for all sources of income (salary, loans/financial aid, social security, etc.). If you are self-employed, you will be asked to provide financial statements and a past year's tax form to verify employment and salary. We require that one person have a gross monthly income equal to **3x** the monthly market rental amount.
- If you need a cosigner, he or she must also completely fill out a rental application. A cosigner must have a monthly *gross* income equal to **5x** the monthly market rental amount and have good to excellent credit.
- Pay a non-refundable **\$50.00** application fee per applicant
- Pay a non-refundable administration fee of **\$150**
- The standard security deposit is **\$200**

Please note: Failure to do any of the above may delay the process.

Thank you for choosing Oak City Apartments for your new home.

3131 Calvary Drive • Raleigh, NC 27604
Phone: 919-790-9171 • Fax: 919-790-8136 • www.oakcityapartments.com

Community: _____ (hereinafter "Management") Date: _____
Date Desired: _____ Lease Term Desired: _____ Unit #: _____

Part 1 (PLEASE PRINT CLEARLY)

APPLICANT: _____ Main Tel: _____ Work Tel: _____
Full Name (First, Middle, Last)

Cell: _____ Date of Birth (mm/dd/yyyy): _____ SSN: _____

Driver's License #: _____ State: _____ Email: _____

CO-APPLICANT/SPOUSE: _____ Main Tel: _____ Work Tel: _____

Cell: _____ Date of Birth (mm/dd/yyyy): _____ SSN: _____

Driver's License #: _____ State: _____ Email: _____

Total number of persons who will occupy apartment (including applicants): _____

Other occupants:

1) _____ Main Tel: _____
Full Name (First, Middle, Last) DOB (mm/dd/yyyy)

2) _____ Main Tel: _____
Full Name (First, Middle, Last) DOB (mm/dd/yyyy)

In case of emergency notify (other than occupants): _____ Tel: _____

Mailing address of emergency contact: _____

Do you have any pets? If so, please specify type(s)/breed(s): _____ Weight(s): _____ lbs

How did you hear about us? _____

Part 2 RESIDENCE HISTORY FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

Street Address, City, State & Zip: _____

Landlord/Mortgage Co.: _____ Tel: _____ How Long? _____ Mo. Pmt: _____

Street Address, City, State & Zip: _____

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Part 3 EMPLOYMENT FOR LAST 3 YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

APPLICANT

Company Name: _____ Address: _____

Job Title: _____ Length of Employment: _____ Monthly Income: _____

Supervisor: _____ Tel: _____

Previous Employment Other Current Employment

Company Name: _____ Address: _____

Job Title: _____ Length of Employment: _____ Monthly Income: _____

Supervisor: _____ Tel: _____

CO-APPLICANT/SPOUSE

Company Name: _____ Address: _____

Job Title: _____ Length of Employment: _____ Monthly Income: _____

Supervisor: _____ Tel: _____

For Office Use Only:

Floorplan: _____ Base Rent/Special: _____ App. Fee: _____ Leasing Consultant: _____

Date Received by Rental: _____ Unit #: _____ Application taken by: _____

Previous Employment Other Current Employment

Company Name: _____ Address: _____

Job Title: _____ Length of Employment: _____ Monthly Income: _____

Supervisor: _____ Tel: _____

Other Income? If so, please provide the following information:

Source: _____ Amt./month: _____ (please provide documentation)

Note: Source of additional income will NOT be considered, unless applicant(s) provide documentation that establishes such income.

Part 4 BACKGROUND CHECK

Have you or your co-applicant/spouse ever been convicted, entered a plea of no contest, had prosecution deferred, or adjudication withheld for any crime except for minor traffic violations? YES NO

If yes, please explain _____

Please provide a list of cities and states where you have lived or worked in the last seven (7) years, most recent first:

1) _____ 2) _____ 3) _____ 4) _____ 5) _____

Part 5 VEHICLE IDENTIFICATION

Year/Make/Model: _____ License Plate #: _____ County/State: _____

Year/Make/Model: _____ License Plate #: _____ County/State: _____

APPLICATION FEE

Applicant(s) has submitted the sum of \$_____ ("application fee") with this application. Applicant(s) understand and agree that this application shall not be considered by management until the application fee is paid. Applicant(s) understand and agree that the application fee is used by management for the payment of processing this application, which includes costs for verifying the authenticity of the information provided and to obtain or otherwise procure information regarding applicant's credit history, criminal background, and rental references. As such, applicant(s) understand and agree that the application fee is nonrefundable. Applicant(s), by signing this application for occupancy, represent that the information provided herein is true and correct to the best of their knowledge. In the event that management discovers that any information provided herein is false, resident understands and agrees that management may, at management's sole option, reject this application and immediately rescind any current or future agreement with applicant(s).

OTHER FEE(S)

Administration Fee: A non-refundable administration fee of \$150.00 will be required once your application has been approved. Applicant(s) understand and agree that the administration fee is used by management for the cost of reserving the apartment. You have 72 hours to cancel this application from the time payment is made to receive a full refund of the administration fee.

APPLICANT(S) RELEASE AND AUTHORIZATION

By signing this application for occupancy, the undersigned applicant(s) authorize management to obtain a consumer credit report and any other information necessary in management's sole discretion to assist in the evaluation of this application for occupancy. Applicant(s) understand and agree that any such information obtained by management may include, but is not limited to, applicant's credit history, criminal record, evidence of any civil litigation and civil judgments, records of arrest, past rental history, employment history, salary information and history, vehicle records, driver's license records, driving history, or any other information. Applicant(s) release management, its principals, investors, employees, agents, vendors, the owner(s) of the community or property generally described in this application, and any furnisher or supplier of information related to this application from any and all liability in the procurement, use, distribution, and possession of all obtained information. Applicant(s) also understand and agree that the information provided in this application and other consumer reports, to include credit reports, criminal records, evidence of any civil litigation, and civil judgments, records of arrest, past rental history, employment history, salary information/history, vehicle records, driver's license records, driving history, or any other information may be provided to the state, local, and/or federal government agencies. Any disposal of information received by management shall be done in accordance with 16 CFR part 682 and N.C. Gen. Stat. §75-64, et seq.

****If submitting electronically, please read below and mark appropriately****

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE TERMS AND CONDITIONS. BY CHECKING THIS BOX (IN LIEU OF SIGNING IN PERSON), I AUTHORIZE THE RELEASE OF MY INFORMATION AND GIVE PERMISSION TO OAK CITY APARTMENTS TO INITIATE THE APPLICATION PROCESS FOR AN APARTMENT AT THE AFOREMENTIONED APARTMENT COMMUNITY.

For Office Use Only:

Floorplan: _____ Base Rent/Special: _____ App. Fee: _____ Leasing Consultant: _____

Date Received by Rental: _____ Unit #: _____ Application taken by: _____

Applicant's Name: _____

Applicant's Address: _____

Social Security #: _____

I hereby authorize the release of current and/or previous employment/rental information for the purpose of determining eligibility for an apartment at Oak City Apartments. This information is kept strictly confidential, and by signing below, I grant permission for the information requested to be released to Oak City Apartments to expedite the application process.

(Signature)

(Date)

(For Office Use Only)

LANDLORD: Please fill out Parts I & III of this form and return to Oak City Apartments

EMPLOYER: Please fill out Parts II & III of this form and return to Oak City Apartments

Part I: Rental Verification

Resident from: _____ to _____ Lease Expiration Date: _____

Proper Notice Given? _____ Monthly Rent: _____ # of Occupants: _____

of Late Payments in last 12 months: _____ # of NSF checks: _____

Most recent NSF: _____ Any Pets? _____ If yes, what kind? _____

Was higher deposit required? _____ Was a co-signer needed? _____ Would you re-rent? _____

Any additional comments? _____

Part II: Employment Verification

Position: _____ Dates of Employment: _____

Annual Salary/Pay: _____ Full/Part Time? _____ # Hrs/Week: _____

Satisfactory? _____ Additional Information: _____

Part III: Authorized Signature

Information provided by (please print): _____

Title: _____ Date: _____

Signature of above: _____

****Information must be transmitted directly to Oak City Apartments and is not to be transmitted via applicant or any other party****

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