



Making Charlotte Home
since 1931

Thank you for your interest in one of our available properties. We hope to provide you with the highest possible level of service. We make Charlotte home for hundreds, even thousands of residents like you every year.

We hope to make the application-to-move in process as painless as possible for residents, and as thorough as necessary for our clients. Please read the following instructions carefully and completely before beginning the application process.

The easiest and most immediate way to apply for a property is online. You simply browse to the property for which you intend to apply, and click on the orange "Apply Now" button in the upper left corner of the property page. This will open a new window that contains the necessary form data that we require from all applicants.

The following guidelines apply to both online and print applications

- Please legibly complete each section of the rental application. Incomplete applications will **not** be processed. The application must be signed if in print, and be accompanied by all necessary fees and documentation.
- A credit and criminal report will be pulled on each **applicant (Lessee)** 18 years or older. Only a criminal report will be pulled for **occupants** 18 years or older.
- Applicants are required to physically view and inspect the property for which they would like to apply before an application can be processed. We enforce this policy to ensure that the property fully meets the expectations and needs of all applicants.
- Upon submitting an application to Brown & Glenn Realty, you will need:
 - A **certified check or money order** for the application fee(s), and a separate **certified check or money order** for the binder deposit.
 - Application Fees – **Non-refundable**
 - **\$40.00** for each adult (18 years or older) who will be responsible for the Lease Agreement
 - **\$50.00** for one adult married couple (we must process an application for each spouse, even if only one plans to be responsible for the Lease Agreement, and the other remain an occupant)
 - **\$20.00** for any adult (18 years or older) who plans on living in the property solely as an occupant
 - Binder Deposit
 - A "good-faith" binder deposit of \$200.00 to hold the property once we begin processing your application. This binder deposit will be applied towards the security deposit if approved, and is refundable if not approved.
 - If the application is approved, and the applicant does not complete the lease process, then the \$200.00 binder is forfeited.
 - We will not process applications without the binder fee.
 - The binder deposit is not refundable for any reasons other than non-approval or non-processing of the rental application.
- A copy of a valid picture ID
- Proof of social security number (copy of the card, a recent W2, SSI paperwork, etc.)
- A copy of a current paycheck stub for income verification (or proof of government assistance/child support/disability, etc., if applicable)
- **Important:** Please note that even in the case of an online application, fees and supplemental materials must currently be submitted in person during business hours to the Brown & Glenn Realty office. **Only a complete application packet will serve to hold a property and be processed.** We reserve the right to hold an application prior to processing if there is already an application in the processing stage for the same property.
- All leasing questions, lease terms (other than the standard 12-month term), and special requests must be negotiated prior to the application process. **We do not guarantee approval of any requests that are negotiated after an application has been processed and/or approved.**
- If and when an application is approved, the applicant will be required to sign the Lease Agreement, and will need certified funds covering the amount of the remainder of the security deposit (which is equal to one month's rent unless specified differently on the listing) within **5 business days** of application approval, in order for us to continuing holding the rental property.
- Pets are only permitted with prior owner approval. We require a certified \$200.00 non-refundable pet fee (per pet) upon signing the Lease Agreement.

- **Utility Information:** If the applicant is interested in renting a house or a duplex, please understand that the payment of all utilities will be the responsibility of the resident, as well as lawn care upkeep and services. If the applicant is interested in renting a condo, townhouse or an apartment, Brown & Glenn Realty Co. requires that the applicant calls each individual utility company to verify if any utilities are included in the cost of the rent or not. Brown & Glenn Realty will not assume responsibility for these services.

I have read, understand, and agree to all terms outlined in the Application Instructions:

Signature

Date

Requested Move-In Date _____

Note: The rental property can only be held up to three (3) weeks upon the execution of a lease. Please make every arrangement to complete your move-in plans immediately upon lease signing. Thank you.

**AGENCY DISCLOSURE, APPLICATION CRITERIA
& GOOD-FAITH BINDER FORFEITURE:**

Agency Disclosure:

Brown & Glenn Realty Co. is acting solely as the Agent of the Property Owner and, in the capacity: (a) has not acted as the Agent of the Resident, (b) owes fiduciary duties only to the Property Owner, and (c) has not acted as a Dual Agent of the Property Owner and the Applicant/Resident.

The information supplied is complete and accurate to the best of the Applicant’s knowledge, and the Applicant is of legal age. The Applicant has read the Application Instructions, the Maintenance Request & Information Form, and the Notification / Release of Information Form, and submits this Application with full knowledge of such.

Application Criteria:

Brown & Glenn Realty Co. will rely on the Applicant to provide accurate and correct information on the Rental Application, and retains the right to deny an Application if the information provided proves to be falsified. Brown & Glenn Realty Co. processes all Rental Applications through First Advantage SafeRent, in regards to the Criminal Background Check and the Credit Check. We also verify current and/or past rental history information, and will verify income and/or employment.

Brown & Glenn Realty Co. will run all rental applications under the same process. The Fair Housing Act prohibits discrimination on the basis of Race, Color, Sex, Religion, National Origin, Family Status, and Handicap.

In the event that the Rental Application is denied, Brown & Glenn Realty Co. can provide, upon request of the Applicant, the contact information for First Advantage SafeRent, so that the Applicant can be provided with their Credit and Criminal Background results from that Agency. Brown & Glenn Realty Co. cannot directly provide the results of the Credit and Criminal Background results to an Applicant.

Good-Faith Binder Forfeiture:

A \$200.00 good-faith binder is required at the time of application submission (a \$200.00 binder per total Application, not per each Applicant.) This \$200.00 good-faith binder temporarily holds the property off of the market during the application processing period. If for any reason the Application is not approved, the \$200.00 good-faith binder will be refunded to the Applicant. If the Application is approved, then the \$200.00 will be applied towards the balance of the total Security Deposit due at Lease-Signing. If the Application is approved, but the Applicant denies residency, then the \$200.00 good-faith binder will be retained by Brown & Glenn Realty Co. as liquidated damages.

The undersigned Applicant fully understands and agrees to the information listed in the above disclosures:

Applicant Signature

Date

MAINTENANCE REQUEST & INFORMATION FORM:

This paperwork is to certify that the applicant has thoroughly inspected the rental property, and accepts the property in its current condition. The applicant understands that once the application process begins and once the Lease Agreement is executed, that **no additional maintenance requests** (with the exception of those that are necessary for habitation of the property) **can be negotiated** (including, but not limited to, repainting, changing flooring or fixtures, replacing appliances that are in working condition, etc.) **Any maintenance requests that are seen upon the initial inspection must be negotiated/requested during the application process, although there is no guarantee of approval, depending on their nature.**

Applicants are encouraged to understand that a few maintenance issues may inevitably arise during the first few days of residency, once utilities, electricity, HVAC systems and appliances are turned on. Applicants will need to call Brown & Glenn Repairs and Maintenance at that time to report the issues, so that a contractor can come out to resolve the matter. (Maintenance contact information will be provided at the time of lease-signing.)

Initial Maintenance Requests (please be as thorough as possible):

I have read, understand, and agree to the maintenance request and information form, and do hereby accept the rental property in its current condition:

Applicant's Signature

Date

NOTIFICATION/RELEASE OF INFORMATION

The undersigned Applicant hereby consents to allow Brown & Glenn Realty Co., Inc. to obtain a Consumer Credit Report and/or Criminal Information, and to obtain and verify credit, employment information, and prior Landlord Information (rental history) for the purpose of determining whether to Lease a rental property. The Applicant also agrees to and understands that Brown & Glenn Realty Co. may obtain additional consumer reports and criminal record reports on Applicant in the future to update or review the account.

Applicant Signature

Date

BROWN & GLENN REALTY CO. RENTAL APPLICATION

Has the Applicant ever been evicted or padlocked from a property, and/or currently owes another landlord or realty company monies related to a past residency? _____

Personal Information:

Full Name _____ Social Security # _____

Date of Birth _____ Phone _____

REQUIRED - E-Mail Address - _____

Driver's License/State ID No. _____ How long in Charlotte? _____

Occupants? Adults _____ Children _____ Marital Status _____

Present Address (Street, City & Zip Code):

Owner Name / Rental Company Name _____

Owner's Phone _____ Contact Name _____

Time Frame There? _____ Monthly Rent \$ _____

Previous Address (Street, City, & Zip Code):

Previous Owner Name / Rental Company Name _____

Time Frame There? _____ Monthly Rent \$ _____

Employer Information:

Name of Company _____ Address _____

How long employed? _____ Position _____

Supervisor Name _____ Supervisor's Phone _____

MANDATORY: Monthly Gross Salary \$ _____ Proof of Income Required

Previous or Secondary Employer Information:

Name of Company _____ Phone _____

Government Assistance \$ _____ Child Support \$ _____

Other Income \$ _____ (Proof MUST be provided, if applicable.)

Automobile Tag No. _____ Make, Model of Auto _____

Emergency Contact (Name, Number & Relationship) _____

Where did you hear about Brown & Glenn? _____

The Applicant agrees that the above information is correct and accurate to the best of his/her knowledge, and has read all Rental Application instructions prior to the submission of this Application.

Applicant Signature _____ Date _____

I have read and agree to the pet and smoking policies: _____

Pet Policy: NO PETS ARE PERMITTED WITHOUT PRIOR PERMISSION OF THE PROPERTY OWNER. If an owner has permitted an applicant to have a pet, a \$200 non-refundable pet fee, per pet, is due at the time of lease-signing. No attack/aggressive-breed dogs are permitted any of our rental properties due to Home Owner Insurance regulations.

Pet - _____ Size - _____ Breed - _____

Smoking: No inside smoking is permitted in any of our rental units.