



Hello Prospective Tenant,

We are so glad you stopped by today. Thank you for your interest in our listing.

If you are interested in renting this home, please complete the attached application. The form must be filled out completely, including your address and signature on the third page. Return the completed application with the ***\$50 processing fee per Applicant (or \$60 for Married Couple) and the Security Deposit equal to the amount of one month's rent.*** In the case of multiple applicants, the entire Security Deposit must be submitted as one *Certified Check* or *Money Order*. Please submit Processing Fee and Security Deposit in **separate** checks made payable to Harrison Realty Group. In order to expedite the application process, please include a photocopy of last 2 current pay stubs and valid driver's license for each applicant.

We contact the homeowner prior to the formal credit and criminal checks to receive preapproval. Please write a brief description of any known credit or criminal issues that we should be made aware of prior to the background checks. Please also include any medical bills that may show up as delinquent. It's always best to be upfront with homeowners about your credit!

After receipt of your rental application and owner's preapproval, your formal background checks will be processed. Assuming no issues are discovered beyond those already documented, the application is approved and a lease agreement is completed and delivered to you for signatures.

The application process takes approximately 3 to 4 business days. If you have any questions or need additional information, please do not hesitate to contact our office at 919-623.0079.

You may drop off your application at my mail drop (Custom Postal) during normal business hours provided it is in a sealed envelope with the full address written on it. Give it to the person behind the counter. Note that it must include the #294 to be properly delivered. This location is off Creedmoor Road in the Stonehenge Shopping Center. **(Custom Postal) Hours: M-F 8:30 am – 5:30 pm & Sat 9:00 am – 1:00 pm; Sunday: CLOSED** Address for Custom Postal 7550 Creedmoor Road, Suite 104, Raleigh, NC 27613 (if you Google map it)

Email – judy.harrison@harrisonrealtygroup.com

Judy Harrison Broker/Owner

O: 919.439.9039 F: 919.324.3540
www.harrisonrealtygroup.com



Rental Application

The undersigned hereby makes an offer to rent the property located at

Lease to begin on _____, 20____, for a term of _____ months at a monthly rental amount of \$ _____.

Shown by: _____ Agent _____ Company

PERSONAL INFORMATION – Full Legal Name

Applicant 1: _____ Social Security #: _____ DOB: _____

Applicant 2: _____ Social Security #: _____ DOB: _____

Applicant 1 Telephone #: Home () _____ Work () _____ Cell () _____

Applicant 2 Telephone #: Home () _____ Work () _____ Cell () _____

Fax Number () _____ Email: _____

Names and ages of dependents and/or other occupants: _____

Pets: DOG # _____ AGE _____ FIXED _____ BREED _____ WEIGHT _____ INSIDE OR OUTSIDE

CAT # _____ AGE _____ FIXED _____ BREED _____ WEIGHT _____ INSIDE OR OUTSIDE

Drivers License # _____ State _____ Expiration Date _____

Vehicle Make & Model _____ Year _____ Tag _____ State _____

Vehicle Make & Model _____ Year _____ Tag _____ State _____

RESIDENCE HISTORY (PAST 3 YRS)

Current Address _____ City _____ State _____ Zip _____

Years at current address _____ Management Company and # _____

Monthly Payment _____ Own _____ or Rent _____ Do you own any real estate? _____

Have you given notice? _____ If you own your home, what are you doing with it when you vacate? _____

Previous Address _____ City _____ State _____ Zip _____

Years at this address _____ Reason for moving _____ Monthly Payment _____

Owners Name or Management Company: _____ Phone Number: _____

Previous Address _____ City _____ State _____ Zip _____

Years at this address _____ Reason for moving _____ Monthly Payment _____

Owners Name or Management Company: _____ Phone Number: _____

EMPLOYMENT INFORMATION

PLEASE PROVIDE INCOME VERIFICATION IF YOU ARE SELF EMPLOYED

Applicant 1: Status: Full time ____ Part time ____ Student ____ Retired ____ Unemployed ____
Employer _____ Start Date _____
Supervisor _____ Supervisor Phone # _____
Business Address _____ City _____ State ____ Zip _____
Income _____ Monthly / Yearly _____ Position: _____

Applicant 2: Status: Full time ____ Part time ____ Student ____ Retired ____ Unemployed ____
Employer _____ Start Date _____
Supervisor _____ Supervisor Phone # _____
Business Address _____ City _____ State ____ Zip _____
Income _____ Monthly / Yearly _____ Position: _____

HAVE YOU EVER: FILED FOR BANKRUPTCY? YES ____ NO ____
BEEN EVICTED FROM TENANCY? YES ____ NO ____
INTENTIONALLY REFUSE TO PAY RENT? YES ____ NO ____

EMERGENCY CONTACT* _____ RELATIONSHIP _____
Address _____ City _____ State ____ Zip _____
Work Number _____ Home Number _____

*Emergency contact person must be someone living outside of your residence

This offer hereby constitutes my offer to the owner of the above-described property, through Harrison Realty Group, hereinafter referred to as "HRG" to lease the premises for the term and upon the conditions set forth in this offer. I hereby tender the application fee of \$_____, (\$50 individual, \$60 married couple) which is non-refundable. I also hereby tender \$_____ as earnest money to be refunded to me if this offer is not accepted by the owner of the above-described property. However, I agree that the earnest money shall be applied to the first month's rent upon acceptance of this offer by the owner. Before I am given possession of the premises, I agree to execute a lease agreement for the premises and pay the security deposit as determined by the owner.

I acknowledge and agree that the earnest money is freely given to the owner and/or owner's agent in consideration of the owner's act of removing the premises from the real estate market in reliance on this offer to lease. Therefore, I agree that if I fail or refuse, for any reason whatsoever, to execute the lease agreement once it has been communicated to me that the offer has been accepted by the owner, I understand and agree that the owner may retain the full amount of the earnest money as liquidated damages, which I freely acknowledge is not a penalty but rather a reasonable expectation of damages which the owner may incur as a result of temporarily removing the premises from the real estate market and attempting to find another party to lease the premises.

Notwithstanding the preceding terms of my offer, I acknowledge and agree that owner and/or owner's agent may terminate this agreement without liability of any kind after owner's acceptance in the event that my offer is not approved due to negative information either contained in my credit report(s) and/or discovered after consulting with rental references. In said event, I have the right to demand and secure the return of the earnest money from owner or owner's agent. Otherwise, the remaining terms of my offer shall control upon acceptance of offer by owner and owner's agent.

I understand and authorize "HRG" and/or any investigative agency employed by "HRG", a full credit history including but not limited to credit report, contacting employers, contacting landlords and verifying criminal background. I hereby release all parties from all liability for any damage that may result from furnishing this information. I hereby acknowledge that the above information is correct to the best of my knowledge.

I understand that my rental offer processing fee of \$50 or \$60, whichever is applicable, is non refundable. I understand and agree that "HRG" will collect from me the equivalent of one month's full rent as earnest money PRIOR to processing my offer. This earnest

Harrison Realty Group 7474 Creedmoor Road #294, Raleigh, NC 27613 O: 919.439.9039 F: 919.324.3540

money is given to validate my intention to rent the property upon approval of my offer. I understand the earnest money will be deposited immediately into "HRG" Trust Account.

Once your offer information is processed, we contact the owner of the property to present your rental offer. Please allow time for the owner of the property to consider your offer. If you are denied, a check will be issued to you to refund your earnest money check within two days of check clearance. Upon approval of your offer, a lease will be drafted and arrangements for obtaining signatures made.

The property is available for the advertised lease term. If you request a lease term other than that advertised, the Landlord may request additional rent or may deny your offer.

The property condition of the rental is "as is" unless you specify work you want to be done as a part of your rental offer. Please indicate to the agent and on this form any items that need to be addressed with your offer.

1. _____
2. _____
3. _____
4. _____

All utilities are the responsibility of the tenant unless otherwise specified. Utility service in your name for the rental must commence no later than the lease start date. If you have questions concerning utility service, please ask "HRG". Utility companies may require deposits.

Pets may be permitted at the property on a conditional basis. Pets will be considered case by case with the owner's approval. There may be a non-refundable pet fee or additional deposit required for any pets permitted with the lease.

All rental monies, including pet fees, must be paid on or before the start of your lease date, regardless of whether you take possession at that time.

Standard items "HRG" includes in the North Carolina Residential Rental Agreement are as follows:

1. Lawn maintenance is the responsibility of the tenant unless otherwise specified.
2. The tenant will allow showings of the property, with notification, no later than 60 days prior to the end of occupancy.
3. Rentals beginning other than the first day of the month may be prorated on a daily basis and due the first day of the following month.
4. The tenant is liable for the full rental term specified in the lease. If the tenant breaches the contract, the tenant is liable for
 - Any unpaid rents and any future lost rental monies due to vacancy
 - Any fees incurred by the Landlord to re-let the property, including agency fees for assistance in re-letting the property
 - Any costs necessary to clean/repair property to its original condition.
5. Tenants are required to maintain renter's insurance.
6. The tenant is not permitted to assign the lease to another party or sublet the property in whole or part.

Landlord may hold your security deposit in an interest-bearing trust account. Interest to accrue to the Landlord or as the Landlord directs.

It is understood "HRG" is the agent of the Landlord. If you are asked by a "HRG" representative to sign a Dual Agency Agreement, "HRG" will act as agent for both you and Landlord. "HRG" abides by the Fair Housing Laws of the State of North Carolina. If you have any questions concerning the application and rental process, please contact our office.

I acknowledge and agree that verbal negotiations are binding and enforceable. I have read and understand the provisions provided as stated above.

Applicant Signature

Date

Co-Applicant Signature

Date

WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS)

*NOTE: This form is designed for use by agents working with landlords and/or tenants. It is similar, but not identical, to the "Working with Real Estate Agents" brochure published by the NC Real Estate Commission (available in letter-length format as NCAR Standard Form #520), which **must** be used by agents working with sellers and/or buyers.*

When leasing real estate, you may find it helpful to have a real estate agent assist you. Real estate agents can provide many useful services and work with you in different ways. In some real estate transactions, the agents work for the landlord. In others, the landlord and tenant may each have agents. And sometimes the same agents work for both the landlord and the tenant. It is important for you to know whether an agent is working for you as **your** agent or simply working **with** you while acting as an agent of the other party.

This brochure addresses the various types of working relationships that may be available to you. It should help you decide which relationship you want to have with a real estate agent. It will also give you useful information about the various services real estate agents can provide landlords and tenants, and it will help explain how real estate agents are paid.

LANDLORDS

Landlord's Agent

If you are leasing real estate as a landlord, you may want to "list" your property for lease with a real estate firm. If so, you will sign a "listing agreement" authorizing the firm and its agents to represent you in your dealings with tenants as your *landlord's agent*. You may also be asked to allow agents from other firms to help find a tenant for your property.

Be sure to read and understand the listing agreement before you sign it. Your agent must give you a copy of the listing agreement after you sign it.

Duties to Landlord: The listing firm and its agents must • promote your best interests • be loyal to you • follow your lawful instructions • provide you with all material facts that could influence your decisions • use reasonable skill, care and diligence, and • account for all monies they handle for you. Once you have signed the listing agreement, the firm and its agents may not give any confidential information about you to prospective tenants or their agents without your permission so long as they represent you. But **until you sign the listing agreement, you should avoid telling the listing agent anything you would *not* want a tenant to know.**

Services and Compensation: To help you lease your property, the listing firm and its agents will offer to perform a number of services for you. These may include • helping you price your property • advertising and marketing your property • giving you all required property disclosure forms for you to complete • negotiating for you the best possible price and terms • reviewing all written offers with you and • otherwise promoting your interests.

For representing you and helping you lease your property, you will pay the listing firm a commission or fee. The listing agreement must state the amount or method for determining the commission or fee and whether you will allow the firm to share its commission with agents representing the tenant.

Dual Agent

You may even permit the listing firm and its agents to represent you **and** a tenant at the same time. This "dual agency relationship" is most likely to happen if an agent with your listing firm is working as a *tenant's agent* with someone who wants to lease your property. If this occurs and you have not already agreed to a dual agency relationship in your listing agreement, your listing agent will ask you to amend your listing agreement to permit the agent to act as agent for both you and the tenant.

It may be difficult for a *dual agent* to advance the interests of both the tenant and landlord. Nevertheless, a *dual agent* must treat tenants and landlords fairly and equally. Although the *dual agent* owes them the same duties, tenants and landlords can prohibit *dual agents* from divulging **certain** confidential information about them to the other party.

Some firms also offer a form of dual agency called "designated agency" where one agent in the firm represents the landlord and another agent represents the tenant. This option (when available) may allow each "designated agent" to more fully represent each party.

If you choose the "dual agency" option, remember that since a dual agent's loyalty is divided between parties with competing interests, it is especially important that you have a clear understanding of • what your relationship is with the *dual agent* and • what the agent will be doing for you in the transaction.

TENANTS

When leasing real estate as a tenant, you may have several choices as to how you want a real estate firm and its agents to work with you. For example, you may want them to represent only you (as a **tenant's agent**). You may be willing for them to represent both you and the landlord at the same time (as a **dual agent**). Or you may agree to let them represent only the landlord (**landlord's agent** or **subagent**). Some agents will offer you a choice of these services. Others may not.

Tenant's Agent

Duties to Tenant: If the real estate firm and its agents represent you, they must • promote your best interests • be loyal to you • follow your lawful instructions • provide you with all material facts that could influence your decisions • use reasonable skill, care



and diligence, and • account for all monies they handle for you. Once you have agreed (either orally or in writing) for the firm and its agents to be your *tenant's agent*, they may not give any confidential information about you to landlords or their agents without your permission so long as they represent you. But **until you make this agreement with your tenant's agent, you should avoid telling the agent anything you would not want a landlord to know.**

Unwritten Agreements: To make sure that you and the real estate firm have a clear understanding of what your relationship will be and what the firm will do for you, you may want to have a written agreement. However, some firms may be willing to represent you and assist you for a time as a *tenant's agent* without a written agreement. But if you decide to make an offer to lease a particular property, the agent must obtain a written agency agreement before writing the offer. If you do not sign it, the agent can no longer represent and assist you and is no longer required to keep information about you confidential.

Be sure to read and understand the agency agreement before you sign it. Once you sign it, the agent must give you a copy of it.

Services and Compensation: A *tenant's agent* will perform a number of services for you. These may include helping you • find a suitable property • arrange financing • learn more about the property • prepare and submit a written offer to the landlord and • otherwise promote your best interests. A *tenant's agent* can be compensated in different ways. For example, you can pay the agent out of your own pocket. Or the agent may seek compensation from the landlord or listing agent first, but require you to pay if the listing agent refuses. Whatever the case, be sure your compensation arrangement with your *tenant's agent* is spelled out in a tenant agency agreement before you make an offer to purchase property and that you carefully read and understand the compensation provision.

Dual Agent

You may permit an agent or firm to represent you **and** the landlord at the same time. This “dual agency relationship” is most likely to happen if you become interested in a property listed with your *tenant's agent* or the agent's firm. If this occurs and you have not already agreed to a dual agency relationship in your tenant agency agreement, your *tenant's agent* will ask you to amend the tenant agency agreement or sign a separate agreement or document permitting him or her to act as agent for both you and the landlord. It may be difficult for a *dual agent* to advance the interests of both the tenant and landlord. Nevertheless, a *dual agent* must treat tenants and landlords fairly and equally. Although the *dual agent* owes them the same duties, tenants and landlords can prohibit *dual agents* from divulging **certain** confidential information about them to the other party.

Some firms also offer a form of dual agency called “designated agency” where one agent in the firm represents the landlord and another agent represents the tenant. This option (when available) may allow each “designated agent” to more fully represent each party.

If you choose the “dual agency” option, remember that since a *dual agent's* loyalty is divided between parties with competing interests, it is especially important that you have a clear understanding of • what your relationship is with the *dual agent* and • what the agent will be doing for you in the transaction. This can best be accomplished by putting the agreement in writing at the earliest possible time.

Landlord's Agent Working With a Tenant

If the real estate agent or firm that you contact does not offer *tenant agency* or you do not want them to act as your *tenant's agent*, you can still work with the firm and its agents. However, they will be acting as the *landlord's agent* (or “subagent”). The agent can still help you find and lease property and provide many of the same services as a *tenant's agent*. The agent must be fair with you and provide you with any “material facts” (such as a leaky roof) about properties.

But remember, the agent represents the landlord – not you – and therefore must try to obtain for the landlord the best possible price and terms for the landlord's property. Furthermore, a *landlord's agent* is required to give the landlord any information about you (even personal, financial or confidential information) that would help the landlord in the lease of his or her property. Agents must tell you *in writing* if they are *landlords' agents* before you say anything that can help the landlord. But **until you are sure that an agent is not a landlord's agent, you should avoid saying anything you do not want a landlord to know.**

Landlords' agents are compensated by the landlords.

Date

Harrison Realty Group
Firm Name

Judy Harrison 240517
Agent Name and License Number

Disclosure of Landlord Subagency

*When showing you property and assisting you in leasing a property, the above agent and firm will represent the **LANDLORD**. For more information, see “Landlord's Agent Working with a Tenant” in the brochure.*

Agent's Initials Acknowledging Disclosure: _____

WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS)

This is not a contract

By signing, I acknowledge that the agent named below furnished a copy of this brochure and reviewed it with me.

THE NORTH CAROLINA ASSOCIATION OF REALTORS®, INC. MAKES NO REPRESENTATION AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION OF THIS FORM IN ANY SPECIFIC TRANSACTION.

Tenant or Landlord Name (Print or Type)

Tenant or Landlord Name (Print or Type)

Tenant or Landlord Signature

Tenant or Landlord Signature

Date

Date

Harrison Realty Group
Firm Name

Judy Harrison 240517
Agent Name and License Number

Disclosure of Landlord Subagency

When showing you property and assisting you in leasing a property, the above agent and firm will represent the LANDLORD. For more information, see "Landlord's Agent Working with a Tenant" in the brochure.

Tenant's Initials Acknowledging Disclosure: _____

Agents must retain this acknowledgment for their files.

HRG Qualifications for Application Approval

Each application is reviewed on a case-by-case basis and requires final approval by the property owner. We process applications as quickly as possible. You may not hear from us for 2 days due to the time it takes to contact landlords, verify employment, rental references, credit and criminal background. We can typically have final approval within 4 - 5 days. Providing accurate landlord or property management company daytime contact information will shorten the turnaround time.

If there are special credit or other circumstances we need to know about, please write a paragraph explaining the situation and attach to application. Upfront honesty is the best policy. Our contract with the owner makes it very difficult to rent to you if your credit is more than 20% negative in the last two years. Bad credit, bad rental references or no rental references may result in a rejected application. In some cases, an owner may accept applicant with a co-signer that has a good credit and rental status.

Other requirements include:

- Applicant must be 18 years of age or older. If applicant is a student, a notarized parent or legal guardian guarantee is required.
- A copy of applicants valid Driver's license and Social Security Card must accompany the application.
- Applicant must have proof of permanent employment with legal and verifiable income in the amount of approximately three times the monthly rent. If retired or receiving disability etc., we still need verifiable income in the amount of three times monthly rental amount.
- Three years of favorable rental references or ownership are required.
- We use a National Credit Agent for credit checks. We do criminal background checks on all applicants.
- Only two unrelated adults shall live in a property, unless owner approval is given.
- At this time our owners have elected not to participate in the Sect. 8 voucher program.

If you wish to be preapproved before you locate a property, write "Preapproval Request" on the application in the address portion on the first line. We will process your application and call you when complete. You can then select a property that you qualify for. Preapproved applications do not receive a refund of any processing fees paid even if a suitable property cannot be located.

HRG Rental Terms and Conditions

- A twelve month lease is required, unless otherwise stated.
- Resident pays all utilities and grass maintenance, unless otherwise stated.
- Application Fee is \$50 per applicant or \$60 per married couple. (*Due with completed application and is non-refundable*)
- Security Deposit is equal to one month's rent. (*Due with completed application and is refundable if rejected.*)
- Once approved, the first month's rent must be in the form of cashier's bank check or money order prior to occupancy.
- Pets are at owner's discretion. A Refundable Pet fee is typically \$300 for one animal, but is determined by the owner on a case by case basis at time of application. ****Additional fees may be requested for multiple animals and are held in a trust account until lease end.**
- Late Fee is 5% of monthly rent due after 5 day grace period and there is a \$25 non-sufficient funds fee.