



Built On Trust
Residential-Building Contractor

Residential Rentals Division

Phone: (919) -602-0197
Office: (919)-773-8682
www.built-on-trust.com
customer_service@built-on-trust.com

Office Use Only:

Recd: _____
App Fee Pd _____ by _____
Input: _____
Complete: _____

RENTAL APPLICATION

Application Fee: \$50.00/person; \$85 Married Couple
Non-married couples or roommates must submit separate application

Property Address:	Desired Move-In date:
Desired Length of Occupancy:	Have you seen Property? YES NO

Applicant Information

Last Name:	First Name:	M I	DOB	SSN#	Drivers License #/St
Cell#	Home#	Email:			

Spouse Information

Last Name:	First Name:	M I	DOB	SSN#	Drivers License #/St
Cell#	Home#	Email:			

Additional Occupant/Roommates (excluding Applicant & Spouse)

Name	DOB	Relationship	SSN# (if over 18)
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Name	DOB	Relationship	SSN# (if over 18)

Address (3 years history required):

CURRENT Street Address		City	State	Zip Code	Rent or Own
Move-In Date	Move Out Date	Landlord Name/Morgage Co.		Landlord Phone #	Monthly Payment
Reason for Leaving					
PREVIOUS Street Address		City	State	Zip Code	Rent or Own
Move-In Date	Move Out Date	Landlord Name/Morgage Co.		Landlord Phone #	Monthly Payment
Reason for Leaving					

PETS: Yes No How many_____ A pet application will need to be submitted along with this application for each pet including a current picture of the pet. **Please note we do not accept any breeds listed as ‘dangerous breed’ with the insurance companies due to liability issues. These include but may not be limited to: Pit Bull (American bull terriers or Staffordshire terriers), Rottweiler, Dobermans or Chow.**

Current Employment

Applicant's Employer's	Position	Start date	Gross Monthly Salary
Employer's Address	Supervisor		Phone No. (to verify salary & start date)
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Employer's Address	Supervisor		Phone No. (to verify salary & start date)

Other Income(Must provide documentation for SSI, Retirement, Child Support, Alimony, etc)

Source	Monthly Amount	Phone # to Verify
Source	Monthly Amount	Phone # to Verify

Emergency Notification (Someone who will NOT be living with you)

Name	Relationship		Phone #
Address	City	State	Zip Code

By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the rental property for any reason, then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

Miscellaneous Information:

* Rate your own cleanliness on a scale of 1(least) to 5 (most): _____ * Do you smoke? YES NO If so, indoors _____ outdoors _____ * Have you ever been evicted? YES NO * Have you ever been sued for rent or property damage? YES NO * Have you ever willfully and intentionally refused to pay rent when due? YES NO	* Have you ever filled Bankruptcy? YES NO * Do you have a Foreclosure? YES NO * Are you in the U.S. Legally? YES NO * Have you ever broke a Lease Agreement: YES NO
* Do you know of anything which may interrupt income or ability to pay rent? YES NO. WHY?	
* Have you ever been arrested for or charged for a felony, misdemeanor or sex-related crimes? YES NO. If so explain:	

CONSUMER AUTHORIZATION TO OBTAIN CONSUMER REPORT

I HEREBY AUTHORIZE **Built On Trust-Rentals** Division, to obtain consumer reports, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which application was made.

I hereby release Built On Trust-Rentals Division and any procurer or furnisher of information and understand that information on my application or information obtained from my application may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

I have read Built On Trust-Rentals Division' application procedures and I verify that all of the information provided on this application is true. Any false information will result in this application being denied.

Built On Trust-Rentals Division, uses Resident Research to do our screening.

AUTHORIZED SIGNATURE: _____ DATE _____

AUTHORIZED SIGNATURE: _____ DATE _____

Built On Trust Rentals Division
Application Procedures

NOTE: APPLICATION FEES ARE NON REFUNDABLE

QUALIFICATIONS: In order to submit an application, your Gross Monthly Income MUST be at least 3 times the monthly rent amount.

Items required to process application:

- Driver's License
- Proof of Social Security Number
- Application Fee; Payable by cash, check, money order or online from our website
- Two recent paystubs; If recently employed, provide copy of Offer Letter; If self-employed, copy of last year's tax return
- Pet application (one per pet) with recent picture of pet(s).

To submit the Complete Documentation either by:

- ✧ email at customer_service@built-on-trust.com
- ✧ Mail: Built On trust
208 Hunters Farm Dr.
Raleigh, NC 27603
- ✧ In Person by appointment only (call 919-602-0197) at the above address.

Security deposit, first month's rent and any pet fees must be paid in certified funds (money order or cashier's check). No personal checks or cash will be accepted for the security deposit or first month's rent.

APPLICATION:

- 1) An application will not be processed unless the following procedures are followed and the application is filled out entirely (all spaces must be filled in or write N/A if Not Applicable). The above listed items must be submitted with the completed application. Completed applications with all required documentation will be processed in the order in which they are received. Incomplete applications (without all required documents) will NOT be considered "in line" for the rental property.
- 2) The timeframe to process an application is about 1 to 3 days. It depends on the length of time it takes to verify the accuracy of the information provided on the application, and the ease of receiving responses from the listed references, such as landlords, employers, etc. We will contact you if we do not receive a timely response.
- 3) Any false information or "left out" information could result in denial of your application. Some items that could cause an immediate denial are court filings for eviction, unpaid rent or other charges, rental judgments, or a criminal record or pending charges of felonies and/or crimes against person or property.

4) All Occupants, 18 Years and over (such as engaged, living together or roommates) must submit separate applications at \$45each.

5) If a related family member (such as a student or elderly parent) is solely dependent upon the primary applicant they must complete a separate application including verification of birth date, proof of social security number and a \$20 application fee.

6) Rental homes are considered available to show and we can accept applications on them until we have received a signed lease and security deposit.

APPROVAL:

1) **Built On Trust**-Rentals Division will evaluate rental applications based on a credit check, criminal background check, verification of rental history and employment. We cannot inform you if your application will be approved prior to submitting or processing an application

- A credit score of less than 550 could negatively affect your application and/or security deposit amount, but we do not deny someone based on credit score alone.
- We will verify 3 years of rental or mortgage history. Landlord phone numbers must be provided on application.
- All stated income must be verified. We will consider child support if you can prove that it has been paid consistently for the past 6 months. We may ask for bank statements to verify automatic deposits of income. We will consider rental income if a copy of the lease agreement is provided with the application.

2) Co-signer's are possible in some cases. The co-signer must reside in the same county as the rental property. They must complete an application and follow the same guidelines as the applicant.

3) Built On Trust-Rentals Division follows all Fair Housing Rules and Regulations.

LEASE SIGNING: Upon approval of your application we must receive the security deposit and signed lease within 48 hours in order to take the property off the market. If it is not received in a timely manner, your application will be declined and the next application in line will be processed.

The security deposit, first month's rent and any pet fees must be paid before gaining access to the rental property.

By signing below, applicant(s) acknowledge reading and understanding the above application procedures an requirements.

Applicant's Signature

Date

Spouse's Signature

Date