

Application Letter

General Application Policy

- Applicants under 21 years of age are required to have a co-signer. Co-signers must fill out a complete application with application fee.
- Applicants must view the property in person. Property will not be rented “sight unseen”.
- All applications are subject to final approval by landlord.
- Applications will be accepted from multiple prospective tenants.
- Once an application is approved, the applicant has 1 business day to sign the lease before other applications will be accepted for that property.

Application & Screening – Required Forms & ID

Fill out each of the forms completely. Each applicant is required to fill out one set of forms.

- Application Letter – Read it Completely - Sign & Date at bottom
- Copy of **Valid** Driver’s License
- Copy of Most Recent Paycheck Stub or last 2 years tax returns if self-employed
- Rental Application
- Background & Credit Check Release (One for each occupant over 18 years of age.)
- Release of Employment & Rental History

Monetary Policies

- **All money Received** - Must be in the form of certified funds. (Application Fee, Security Deposit, Rent, Pet Fee)
- **Non-Refundable Application Fee** - This \$25 fee covers the cost of background & credit checks. All tenant/occupants over 18 years of age are screened.
- **Security Deposit** - Security deposit is equal to 1 months rent. This may vary in some cases. The property will be held a maximum of 14 days with a signed lease and security deposit before the first rent payment is due.
- **Non-Refundable Pet Fee** – This is usually a \$150 per pet but can vary by property.
- **Rent in Advance** - All rent is paid on the first of the month. Rent must be paid prior to receiving the keys.
- **Prorated Rent in Advance** – If tenancy begins on a day other than the 1st of the month, rent is prorated for the remainder of that month.
- **Late Fee** - A late fee is automatically charged at midnight on the 5th. The greater of \$15 or 5% of the monthly rent, will be charged and due with the late rent.

Check In & Out

The condition of the property at the time of showing will be the same condition it is rented in. The property will be thoroughly photographed to document the move-in condition. The tenant has a 10 day discovery period after taking occupancy to fill out and return a “Move-In Inspection” form. The discovery period allows the tenant to bring any problems to light that may not be evident during the showing. (Legitimate Problem Examples: Plumbing, Electrical, Appliances, HVAC) (Excluded Examples: Noises, Smells, All Discolored Surfaces, All Dirty Surfaces) Upon termination of the tenancy a move out inspection will be performed. The security deposit will be charged for damages.

Right of Entry

The property manager will make an informed walk through of the property approximately 45 days after the move in date. If there are no problems, visits will be spaced at 6 month intervals.

Moore Team Rentals, LLC

Mailing Address:

PO Box 846, Hendersonville, NC 28793

Physical Address

1823 Asheville Hwy, Hendersonville, NC 28791

Phone 828-674-7081 – Fax 828-595-9632

Email - office@mooreteamrentals.com

Website - www.MooreTeamRentals.com

Print Name _____

Signature _____

Date _____

Date: _____ Move In Date _____ Home Phone _____
 Email _____ Term of Lease _____ Cell Phone _____

NOTICE TO APPLICANTS

We Do Not allow know Drug Dealers and Individuals Participating in Criminal Activities to Rent any of our units.

If you are approved for a rental unit, and we as the Landlord/Property Manager/Owner, later discover that you are a narcotic's user or dealer we will immediately report you to the appropriate authorities. We will also willingly participate in testifying against you and submit any information you give us on your application as evidence. Please be aware that Law Abiding Tenants occupy our Units and are aware of the types of activity that signal the presence of drug dealers and have been instructed to contact us immediately upon discovery of any and all illegal activity.

Full Name (Including Middle, Sr., Jr., II., III., etc.) _____
 Maiden Name (If Applicable) _____ Social Security No. _____
 Date of Birth _____ Driver's License No. (Including State) _____
 Current Address _____ City/State/Zip _____
 Date Moved In _____ Rent Amount _____ Week or Month (Circle One)
 Current Landlord's Name _____ Phone No. () _____
 Landlord's Address _____ City/State/Zip _____
 Reason for Moving _____

Previous Address _____ City/State/Zip _____
 From _____ To _____ Rent Amount _____
 Landlord's Name _____ Phone No. () _____
 Reason for Moving _____

Previous Address _____ City/State/Zip _____
 From _____ To _____ Rent Amount _____
 Landlord's Name _____ Phone No. () _____
 Reason for Moving _____

References (Not a Relative & Not Listed Above.)

Name _____ Relationship _____ Phone No. () _____
 Name _____ Relationship _____ Phone No. () _____

In Case of Emergency, Please Notify the Following Person

Name _____ Relationship _____ Phone No. () _____
 Address _____ City/State/Zip _____

Others to Occupy the Apartment Including All Children

NAME	SOCIAL SECURITY NO	DATE OF BIRTH	RELATIONSHIP

Employment

Present Employer _____ Supervisor's Name _____
 Address _____ City/State/Zip _____
 Phone No. () _____ Employed Since (Date) _____ Salary \$ _____ Week or Month

Previous Employer _____ Supervisor's Name _____
 Address _____ City/State/Zip _____
 Phone No. () _____ Employed Since (Date) _____ Salary \$ _____ Week or Month

Other Income

Source of Income _____ Amount \$ _____ Week or Month (Circle One)
 Source of Income _____ Amount \$ _____ Week or Month (Circle One)
 Source of Income _____ Amount \$ _____ Week or Month (Circle One)

Bills Owed (Child Support, Car Payments, Charge/Credit Cards, ect.)

Debt Type _____ Amount Owed \$ _____ Payments \$ _____ Week or Month
 Debt Type _____ Amount Owed \$ _____ Payments \$ _____ Week or Month
 Debt Type _____ Amount Owed \$ _____ Payments \$ _____ Week or Month

Vehicles

Automobile Make/Model	Year	Color	License Plate Number	State

What types of pets do you own? _____ Weight _____
 Have you ever been brought to Court by a Landlord? Yes or No (Circle One)
 Had a Summary Ejectment Brought against you? Yes or No (Circle One)
 If yes, explain completely with all information. _____

Have you ever filed Bankruptcy? Yes or No (Circle One)
 Have you ever had a Judgment filed against you? Yes or No (Circle One)

The following authorizes that: Credit reports may be obtained from any consumer reporting agency, verification of my rental history may be obtained from landlords, property management companies, or any other service or sources which could attest to my creditability, suitability and worthiness to rent housing accommodations. The following also warrants and represents that all statements contained herein are true and correct to their knowledge and belief. If any statement or writing contained herein is not true, or applicant chooses to withdraw this application for any reason, the security deposit will be applied to rent or actual damages sustained by the owner, except that the security deposit will be fully refunded if this application is not accepted by the owner for reasons other than listed above. In addition, if you are approved for a rental unit, you authorized the landlord/property manager/owner can report your name to the appropriate Consumer Credit Reporting Agency as the occupant of this dwelling unit. This application may also be release to any company, agency or service upon their request.

Application Fee

The application fee is \$25.00. This fee is **non-refundable. Payable by Cash, Cashiers Check or Money Order.** Personal checks are not accepted. If you would like a receipt mailed, include a self-addressed envelope

Photo Identification is required & Mandatory at time of Application.

Legal Signature: _____ **Date of Signature:** _____

Do Not Write Below This Line

For Use By Landlord/Property Manger / Owner

Name _____
 Address _____
 City/State/Zip _____
 DOB _____ Height _____ Weight _____
 Hair Color _____ License No _____
 State _____ Expiration _____

Verification
 Driver's License or State ID
 Current Landlord Acceptable Not Acceptable
 Previous Landlord Acceptable Not Acceptable
 Employment Acceptable Not Acceptable
 Prior Employment Acceptable Not Acceptable
 Additional Comments _____

**AUTHORIZATION AND RELEASE FOR THE PROCUREMENT
OF A CONSUMER AND/OR INVESTIGATIVE REPORT**

I, the undersigned consumer, do hereby authorize Moore Team Rentals, LLC, by and through its independent contractor, MIND YOUR BUSINESS, INC. ("MYB"), to procure a consumer report and/or investigative consumer report on me.

These above mentioned reports may include, but are not limited to, employment and education verification; personal references; citations; a social security number verification; present and former addresses; criminal and civil history/record; and any other public record; and any other information bearing on my credit standing, credit capacity, worthiness, character, general reputation, personal characteristics, trustworthiness and/or mode of living.

I understand that the investigative consumer report I have authorized above may include information obtained by interviews with my neighbors, friends and/or associates and/or others with whom I am acquainted or who may have knowledge concerning said information. I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report prepared on me upon written request to MYB that is made within a reasonable time after the date hereof.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Moore Team Rentals, LLC, by and through MYB, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources, *including alcohol and controlled substance information from previous employers.*

I hereby release Moore Team Rentals, LLC, MYB and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs, or others making such claim or demand on my behalf, for procuring, selling, providing, brokering, and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report hereby authorized.

PRINTED NAME: _____
First Middle Last Maiden/Other (within past 7 years only)

SIGNATURE: _____ DATE: _____

COMPLETE RESIDENCE ADDRESS: _____
Street Number/P.O. Box Street Name

City State Zip Code County

SOCIAL SECURITY NUMBER: _____

DAYTIME TELEPHONE NUMBER: _____

DRIVER'S LICENSE NUMBER: _____ STATE ISSUED: _____

DATE OF BIRTH*: _____ GENDER*: _____

Alternatively, you may elect to call MYB directly at (888) 758-3776 X9909 to leave your Date of Birth or Social Security Number.

*** This information is voluntary. However, without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.**

PLEASE LIST ALL ADDITIONAL RESIDENCES THAT YOU HAVE RESIDED IN THE PAST FIVE (5) YEARS:

Street Number/P.O. Box Street Name City State Zip Code County

Street Number/P.O. Box Street Name City State Zip Code County

Street Number/P.O. Box Street Name City State Zip Code County

- Minnesota employees – Please check here to have a copy of your Investigative Report mailed to you.
- California employees – Please check here to have a copy of your Investigative Report mailed to you.
- Oklahoma employees – Please check here to have a copy of your Investigative Report mailed to you.

Release of Rental & Employment History

By signing this document, I am authorizing the release of my past rental history to Moore Team Rentals, LLC.

By signing this document, I am authorizing the release of my current and past employment history to Moore Team Rentals, LLC.

This form allows your current or past employer to release of information relating to the verification of employment, duration of employment, address verification, rate of pay and any disciplinary action that resulted in termination.

All information collected is used to determine the eligibility of the applicant to rent or lease from Moore Team Rentals, LLC.

Print Name of Applicant

Signature of Applicant

Date