



(828) 251-9966 fax (828) 255-8166
65 Charlotte St., Asheville, NC 28801
www.Alpha-Real-Estate.com
applications@alpha-real-estate.com

RENTAL APPLICATION PROCESS

Thank you for considering renting from us! We screen our applicants carefully and we completely verify all information provided to us. The screening and verification process is used for every applicant-fairly and consistently. We follow fair housing laws. We do not allow Drug Dealers and Individuals participating in criminal activities to rent from us.

MONTHLY PRE-TAX INCOME INCOME _____ ÷ 3 = (Max Rent) _____ You must be able to verify this income. If you can not provide proof of traditional income, at a minimum you must have cash on hand equal to 6 months rent. If you are self-employed, retired or on disability, you must be able to provide alternate sources of documentation such as bank statements, tax returns or proof of disability income.

DO I NEED A CO-SIGNER? Any applicant that does not meet the above income formula will need a co-signer. Also, if applicant(s) have insufficient rental history, unemployed, unsatisfactory credit or background check, we may be able to approve you with a co-signer, rent paid in advance and/or a larger security deposit. The co-signer must be able to verify that their income equals 3 times your rent and their rent/mortgage payment and not have any issues as stated.

APPLICATION FEE: **\$40.00 PER PERSON.** This includes **all adults 18 years of age and older, spouses and co-signers.** Once submitted, all application fees become **non-refundable** for any reason. If you have any circumstance that would make you question whether or not you will be approved, please bring it to our attention **PRIOR** to submitting your application(s) and fee(s). A valid Social Security Number and a valid state photo Identification must accompany the application; failure to provide either is grounds for denial. Should your employer or other reference require a fee for verification you will be responsible for payment directly to the source.

THE APPLICATION: 1) Applications are time/date stamped & will be processed on a first come first served basis. It typically takes 72 hours to process. If there is currently an application on the home you are interested in, you may submit a backup application which will not be processed unless the first application is denied.
2) Incomplete applications will not be processed. You have 24 hours to provide the missing information or risk being denied.
3) We will not accept an application on a property if you have not physically viewed the property.
4) **Approved applicants have 24 hours to sign a lease and pay the Reservation Fee** (which becomes the security deposit at move in). Your first months rent, additional deposit and/or pet deposit must be paid prior to move in. **ALL MOVE IN FUNDS MUST BE PAID BY CERTIFIED FUNDS.** You may pay online if paying at least two weeks in advance.

SECURITY DEPOSITS: (May be refundable at the end of tenancy)
Our standard security deposit is equal to 1.5 months rent (Rent) _____ X 1.5=(Deposit) _____
THIS IS NOT USED FOR RENT. THIS IS IN ADDITION TO YOUR 1ST MONTHS RENT.

Our standard refundable pet deposit is \$250 **PER PET.** \$250 X (_____ # of pets) = (Pet Deposit) _____
Deposits for puppies start at \$300 **PER PET.** Some properties have pet restrictions, ask before submitting the application.

RENT: If you are moving in on a date other than the rent due date, your first month's rent will be prorated. If there is less than 1/2 a month remaining, you must pay the first month's rent plus the prorated amount.

Your signature on the application means you have read and understand this cover letter. You attest that you have made an on-site examination of the premises. **Unless agreed to in writing, cosmetically, the unit is being rented in AS-IS condition.** If the unit is occupied when you submit this application we cannot promise cosmetic upgrades. At move in you will complete an Inspection Form to notate cosmetic deficiencies for your protection at move out as well as any items needing repairs that are not performing the function intended. Once turned in, we will submit a service request for necessary repairs.

We know you have a choice with your housing. We look forward to a long term mutually beneficial and respectful relationship. Thank you for your business.

Applicant Signature (date)



Rental Application

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Date of Application Property Address Move In Date

How did you hear about us? Desired Lease Term

Current Phone Number Current Email Address

Name (include Middle, Sr, Jr, etc)

Maiden Name or Alias' SSN

Drivers License # & St Date of Birth

Current Address City/St/Zip

Date Moved In Date Lease Ends Rent Amount

Landlord/Mortgagee Phone Number

Landlord's Address City/St/Zip

Reason for Moving

Previous Address City/St/Zip

Date Moved In Date Lease Ends Rent Amount

Previous Landlord/Mortgagee Phone Number

Landlord's Address City/St/Zip

Reason for Moving

Checking or Savings Bank Name Funds Available

Employer Position

Employed Since Date Monthly Income How Paid

Address City/St/Zip

Supervisor/Human Resources Phone Number

Previous Employer Position

Employed Dates Monthly Income How Paid

Address City/St/Zip

Supervisor/Human Resources Phone Number

Other Income Source Amount How Paid

Other Income Source Amount How Paid

Automobile Make/Model Year License Plate

Automobile Make/Model Year License Plate

Other Vehicles

Others to Occupy the Unit – Including all children

Name _____ SSN _____ DOB _____ Relationship _____
Name _____ SSN _____ DOB _____ Relationship _____
Name _____ SSN _____ DOB _____ Relationship _____
Name _____ SSN _____ DOB _____ Relationship _____

Pet Name _____ Type _____ Breed _____
Age _____ Sex _____ Spayed/Neutered _____ Weight _____ City License Number _____
Pet Name _____ Type _____ Breed _____
Age _____ Sex _____ Spayed/Neutered _____ Weight _____ City License Number _____
Veterinarian Name _____ Phone Number _____

Other Pet Information _____

Reference Name _____ Relationship _____ Phone Number _____
Reference Name _____ Relationship _____ Phone Number _____
In Case of Emergency Notify _____ Phone Number _____

Do you have Renters Insurance? Y or N
Have you ever paid your rent late? Y or N
Has a Landlord ever asked you to leave? Y or N
Have you ever broken a lease? Y or N
Have you ever filed for Bankruptcy? Y or N
Have you ever been convicted of a crime? Y or N
Do you have an interest in buying a home? Y or N
Have you ever intentionally not paid rent? Y or N
Have you ever been brought to court by a landlord? Y or N
Has an eviction ever been filed against you? Y or N
Have you ever had a Judgment filed against you? Y or N
Are you currently serving Probation or Parole? Y or N

Applicant Authorization and Consent for Release of Information: This release and authorization acknowledges that Alpha Real Estate, may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **Alpha Real Estate**, tenant policies. I authorize Background Info USA and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative, Alpha Real Estate. **I have read and understand this release and consent, and I authorize the background verification.** I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide **Background Info USA or Alpha Real Estate, Inc.** with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

The following also warrants and represents that all statement contained herein are true and correct to their knowledge and belief. If any statement or writing contained herein is not true, and is discovered now or anytime in the future it will be cause to deny applicant or to terminate tenancy and may be subject to further legal action.

Printed Name _____ Signature _____ Date _____

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| For Office Use Only: App Received _____ Fee Received _____ Photo ID _____ Background Check Ran _____ Approved _____ Denied _____ Applicant Notified _____ Lease Signing Scheduled _____ Comments: |
|--|