



727 N. Howe Street  
Southport NC 28461  
910-457-6401  
Fax: 910-457-6405

**SOUTHPORT REALTY PROPERTY MANAGEMENT  
PRE-APPLICATION GUIDELINES.**

*The following is a guide to help you understand the application process and better service you with your rental request.*

The criminal and credit check will be conducted and you must fill in your full legal name. The cost for this service is normally \$25.00 and must be paid when an application is submitted.

Employment history is a must. We will be contacting your current employer for a reference so be sure to have the proper contact information to include his/her full name, title, direct telephone number and extension if applicable. If two individuals will be on the lease, this applies to BOTH parties.

Past rental history is important for establishing a good rental prospect. The history will be used as a reference; therefore, the full name, address and current telephone number of the landlord will be required. If you have never had a previous rental, your current employment history will weigh heavily.

All persons that intend to reside MUST be listed as occupants regardless of age. The size of the dwelling will determine the occupancy rate. This is governed by county and city ordinances.

If utilities are not included in the rent then you will have to fill out the applications for the various companies such as water, sewer, electric and cable. They may require additional deposits which Southport Realty will need to have a copy of the receipt. No keys can be appointed to the tenant until all utilities are in the proper name and deposits settled.

**Terms and Conditions:**

\*Rent is required to be paid each month, on or before the due date in check, cash, money order or certified funds.

\*You are required to pay a security deposit which will be held in a trust account and returned to you in full **provided that you leave the property in the same clean and orderly condition that it was in when you began your tenancy.**

\*If you place a security deposit on a property Southport Realty will take the property off the rental market and hold it for 30 days. If you are turned down for any reason we will refund your deposit. However, if your application is accepted and the security deposit has been received the deposit then becomes refundable at the property owners discretion. If for any reason you choose not to follow through with the rental of that specific property it is the owners right to refuse the release of the security deposit as compensation for lost time on the market.

\*Respect the property as if it were your own. Damage to the property, rude or unlawful behavior may be cause for eviction.

\*If pets are not permitted in the premises, do not violate this request or eviction may result. If pets are permitted, a NON REFUNDABLE PET FEE will be charged. The owner of the property will set this fee.

The property management department reserves the right to inspect all properties with a 24 hour notice.

**READ YOUR LEASE COMPLETELY BEFORE SIGNING. THIS IS A LEGAL AND BINDING CONTRACT.**

Thank you for taking the time to read this information. It is our intent to have both happy tenants as well as property owners.

DATE: \_\_\_\_\_

I HAVE READ AND UNDERSTAND ALL OF THE TERMS AND CONDITION OF THE PRE-APPLICATION PROCESS INCLUDING SECURITY DEPOSITS AND PET FEES. I have received a copy of the following brochures:

- \*Questions and Answers on Renting Residential Real Estate
- \*Questions and Answers on Tenant Security Deposits

Signature of Prospective Tenants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## **RENTAL APPLICATION**

Requested rental period: (circle one) 1 year 6 months Other\_\_\_\_\_

First Name\_\_\_\_\_MI\_\_\_\_\_Last Name\_\_\_\_\_

SS#\_\_\_\_\_Date of Birth\_\_\_\_\_Phone\_\_\_\_\_

Email Address\_\_\_\_\_

Address Applying for:\_\_\_\_\_

I would like to move in on this date:\_\_\_\_\_ I have \_\_\_\_\_ pets, they  
are\_\_\_\_\_.

(Please fill in all pets, birds, and what type they are)

Gross Monthly Income\_\_\_\_\_ Employer\_\_\_\_\_

Employers Phone # \_\_\_\_\_ Length of Employment\_\_\_\_\_

Current Residence\_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_. (Please indicate month and year)

Landlords Name \_\_\_\_\_ Phone number\_\_\_\_\_

Previous Residence\_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_. (Please indicate month and year)

Landlords Name\_\_\_\_\_ Phone number\_\_\_\_\_

References:

Name:\_\_\_\_\_

Address\_\_\_\_\_

Phone #\_\_\_\_\_

Name:\_\_\_\_\_

Address\_\_\_\_\_

Phone #\_\_\_\_\_

Have you ever been sued for nonpayment of a debt?\_\_\_\_\_ If so, please explain\_\_\_\_\_

Have you ever been arrested and convicted of a felony?\_\_\_\_\_ If so, please explain\_\_\_\_\_

1. I have examined the information that I have provided on this application and hereby agree that all answers are true to the best of my knowledge.
2. I understand and agree that this application is subject to approval by Southport Realty, Inc based on the information I have supplied on this application.
3. I understand that this is not a lease or rental agreement.
4. I hereby waive any claim for damages if my application is not accepted.
5. I understand that Southport Realty, Inc will make every good faith effort to have the premises ready for occupancy as promised.

However, should the premises not be available for occupancy, I hereby waive any and all rights to seek and recover damages from Southport Realty, Inc.

6. I hereby authorize Southport Realty, Inc to obtain any information necessary to verify the accuracy of the information that I have provided. I expressly authorize Southport Realty, Inc to obtain current credit bureau reports, criminal background checks and to call or write any of my references and/or employers for verification that the statements are true and accurate.
  
7. I expressly authorize Southport Realty, Inc to disclose any information that might be pertinent to the owner of the property I am applying for.

APPLICANTS SIGNATURE

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

(Co Applicants Signature)

