

Baldwin

Property Management

1500 S. Hawthorne Road
Winston-Salem, NC 27103
(336) 722-1834

2627 Grimsley Street
Greensboro, NC 27403
(336) 841-8950

1101 N. Main Street
High Point, NC 27262
(336) 841-8950

The Triad's Property Manager Since 1928

Rental Homes * Apartments * Commercial Properties

RESIDENTIAL LEASE APPLICATION

This space for Baldwin Property Management use only

CR _____ CM _____ LL _____ ER _____

Rcv'd _____

Date _____

Approved _____ Denied _____

Initials _____

Security Deposit \$ _____ Pet Fee \$ _____

Time _____

PROPERTY APPLIED FOR:

RENTAL RATE: _____ DATE OF APPLICATION: _____

WHEN WOULD YOU LIKE TO MOVE IN? _____

HAVE YOU BEEN INSIDE THIS PROPERTY? ____ Yes ____ No

Name: _____ Phone: _____

Social Security Number: _____ Cell Phone or pager: _____

Email: _____

Date of Birth: _____ Driver's License Number & State: _____

Names and dates of birth of any other persons who will also occupy this unit:

My current address (including city, state and zip code) is:

Name of current landlord: _____ Landlord's phone: _____

Present rental amount: _____ Landlord's cell phone or pager: _____

Previous address:

Previous landlord: _____ Landlord's cell phone or pager: _____

EMPLOYMENT/INCOME INFORMATION:

Present Employer:

Length of employment - From _____ To _____
To verify employment you may contact: _____
Phone: _____ Cell phone or pager: _____ Fax _____
Present salary (indicate hourly, monthly or yearly): _____
Previous Employer: _____ Length of employment - _____

If self employed, please provide verification of income, including 1099's and/or tax returns.

Other income: (please indicate source, i.e.: social security, child support, etc. and amount)

Make and tag number of vehicle(s) _____

Has applicant ever been evicted? ____ Yes ____ No
Willfully refused to pay rent when due? ____ Yes ____ No
Been convicted of a felony in the past 5 years? ____ Yes ____ No
Been convicted of drug charges in the past 5 years? ____ Yes ____ No

Personal references (list at least 2): - please list alternative phone numbers if available
Name: _____ Phone: _____ Cell phone or pager: _____
Name: _____ Phone: _____ Cell phone or pager: _____

In case of emergency (list at least 2): - please list alternative phone numbers if available

Name	Address	Phone	Cell phone or pager

Do you have any pets? ____ Yes ____ No If so, list type and weight: _____
This pet will live: ____ Inside the house/apartment ____ Outside the house/apartment

How did you hear about this property? ____ Newspaper Ad ____ Baldwin Rent List ____ Internet
____ Sign on Property ____ Word of Mouth ____ Other (please explain) _____

This is an equal housing opportunity. Baldwin Property Management does not discriminate on the basis of race, This is an equal housing opportunity. Baldwin Property Management does not discriminate on the basis of race, color, religion, sex, national origin, handicap or familial status. color, religion, sex, national origin, handicap or familial status.

You are hereby notified that any deposit you may give Baldwin Property Management will be placed in a trust account in a licensed and insured North Carolina Bank.

AGENCY DISCLOSURE

When showing you a property and assisting you in the lease of a property, the above referenced agent and firm will be representing the interest of the LANDLORD. As such, the firm and its agents must work to obtain for the landlord the best price and terms possible. The firm and its agents must also furnish the landlord any information obtained from you or any other source which is material to the transaction or which might influence the landlord's decision to lease. **Therefore, as a tenant, you should not give the landlord's agent any information that you do not want the landlord to know.**

I hereby agree to pay a fee of \$35.00 payable by check, money order or cash, for the purpose of processing this application including a CREDIT REPORT. I authorize ¹Baldwin Property Management to check my credit, police records and employment history and to verify any information contained herein. This report is to be used in determining whether or not Baldwin Property Management, as agents for the owner of the property which I am applying for, will approve my application. I understand that no information from this report may be given to me by Baldwin Property Management, and that this Credit Report fee is non-refundable. I verify that all information I give on this form is a complete and accurate to the best of my knowledge.

By: _____ (Seal) _____ (Seal)
Baldwin Property Management **Applicant**

¹ Baldwin Property Management is an operating name of W.F. Baldwin & Son, Inc.



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APPLICATION PROCESS

1. Application may not be submitted until the applicant has been inside the desired property.
2. Certain properties, designed "By Appointment" are shown by appointment with a Property Manager. Other properties may be seen through our Key Checkout process. To check out a key you must present a photo ID and a \$20.00 key deposit. All keys must be returned within 24 hours. No keys will be checked out after 3:00 pm Friday. Keys checked out on Friday must be turned in before 5pm that day.
3. Please fill out application in full and present a photo ID and verification of your Social Security Number. The \$35.00 application fee is due (payable by check, money order or cash) when you submit your application.
4. We make every effort to process your application within 2 business days. (Monday application by 4:00 pm Wednesday, Friday applications by 4:00 pm Tuesday, etc.). The thoroughness and accuracy of the information on your application (employer and landlord reference phone numbers, pager numbers, alternate phone numbers and fax numbers) will help lessen processing time.
5. Applications are processed in order received. If you application is approved, you may sign a Rental Contract and post your deposit immediately. **WE DO NOT HOLD PROPERTIES WITHOUT A SIGNED RENTAL CONTRACT AND A PAID SECURITY DEPOSIT.** No property is considered rented until the Contract is signed and the Security Deposit is paid. We may also require a stated rent amount to be paid at the time of signing the contract.
6. All applications will be processed in accordance with company Credit Polity.

CREDIT POLICY

All applications will be processed using the following point system. You must have a verifiable income of at least 2.5 times the monthly rent in order to qualify for any of our properties. Your application must score 10 points or better in order to be approved.

- | | |
|--|--|
| I. Verifiable Income: 2.5 x rent (minimum) 2 pts | II. Credit Report: no credit 0 to 1 pt |
| 3 x rent 3 pts | bad credit range 0 to -5 pts |
| 4 x rent 4 pts | good credit range 1 to 5 pts |
| 5 x rent 5 pts | |
| III. Rental Reference: no reference 0 pts | IV. Personal References: 2 positive personal |
| bad reference range -1 to -5 each | references may add up to 1 pt each. |
| good reference range 1 to 5 each | |

V. Criminal Report: We do not rent to anyone whom we know to have been convicted of a felony in the past 5 years. We do not rent to anyone who has been convicted of any drug related charges in the past 5 years. In the event our report shows an arrest, but not a conviction, the burden to prove that there was no conviction falls on the prospect.

Sign: _____ (seal)