



## APPLICATION INSTRUCTIONS/POLICIES

Thank you for your interest in an Advantage Gold Realty property. Below, you will find the instructions and criteria required for applying for a property managed by Advantage Gold Realty. It is important that you read the information below prior to making application to understand what is required for renting the property. Further questions call (910) 353-2001 or email [agteam@advantagegoldrealty.com](mailto:agteam@advantagegoldrealty.com).

### Fair Housing

Advantage Gold Realty adheres strictly to all requirements of the Fair Housing laws. We do not discriminate against any applicant for any reason of race, color, religion, national origin, sex, familial status, or disability. (handicap)

### Application

- A \$40.00 non-refundable application fee is required per applicant. **CASH OR MONEY ORDER ONLY**
- Each applicant must be 18 years of age or older. All persons 18 and over must sign the Lease Agreement. Dependent children are an exception.
- It is a requirement that each applicant fill out a separate application.
- Selection is NOT on a first-come, first-served basis. It is based on the most qualified applicant should there be multiple applications on the property. We will continue to accept applications on the property until a Lease Agreement is signed and a Security Deposit is collected.
- When making application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Military applicants must furnish copy of their current LES (Leave and Earnings Statement).

### Animals/Pets

- If the owner allows animals/pets in the property, a non-refundable pet fee of \$300.00 will be required per animal/pet. (Some properties may require a higher non-refundable pet fee.) List all animals/pets of any size, kind or type.
- All animals/pets must be approved by Advantage Gold Realty. **Snakes, Doberman Pinschers, Chow-Chows, Akita's, Pit Bulls, American Staffordshire Terriers, Wolf Hybrids, Rottweiler's, Mastiffs and any dog that has any of these breeds in their lineage are prohibited.**
- Animals/Pets screened through a third-party pet screening service. <https://www.petscreening.com/referral/J6PnQLMplZkc>

### Basic Criteria

The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application. False documentation is immediate grounds for denial of an application.

### Income

- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner. Examples of income are income tax records, social security documentation, monthly stipends, trust funds, Military LES and other sources that will reflect the ability to make monthly rental payments.
- Advantage Gold Realty must be able to verify all income sources and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

### Credit

- Advantage Gold Realty obtains a credit report for all applicants and does not accept copies of credit reports from applicants, no exceptions. Negative credit reports can be grounds for denial of an application.

### Rental History or Property Ownership

- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.

### Approval/Denial

- Advantage Gold Realty notifies applicants of acceptance or denial within 24 hours of application, unless Advantage Gold Realty cannot complete verifications. If more documentation is required, Advantage Gold Realty will notify applicant.
- Advantage Gold Realty will continue to advertise and consider all other applications for the subject property until a Security Deposit has been paid and all parties have signed a Residential Rental Agreement.
- If approved, to secure a property a Security Deposit and a signed Residential Rental Agreement will be required.
- **All Security Deposits must be in the form of Money Order, Certified Funds or Cashiers Check.**

### Fees

- Once applicant is approved and executes a signed Residential Rental Agreement. Applicant/Resident will be charged a **\$25.00 non-refundable** lease processing fee.
- If applicant desires to move in the same day the Residential Rental Agreement is executed, Applicant/Resident will be charged a **\$20.00 non-refundable** same day move in fee.



**RENTAL APPLICATION**  
 Incomplete and/or unsigned applications will NOT be processed.  
**\$40.00 application fee required per applicant.**  
**CASH OR CERTIFIED FUNDS ONLY**



<b>DESIRED ADDRESS:</b>	
<b>Showing Broker Name:</b>	
<b>Desired Move In Date:</b>	

<b>APPLICANT INFORMATION</b>			
First Name		Last Name	
Date of Birth		Social Security #	
Home #		Cell #	
Email Address:		Work #	
Marital Status		Maiden Name	
Active Duty Military	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)	Military EAS	
State/Drivers License #			
Email Address			

<b>RESIDENTIAL HISTORY:</b>			
Current Street		Previous Street	
Current City		Previous City	
Current State		Previous State	
Current Zip Code		Previous Zip Code	
	#Years		#Years
Rent or own?		Rent or own?	
Landlord Name		Landlord Telephone #	
Landlord Telephone #		Landlord Telephone #	
Reason for Leaving		Reason for Leaving	

<b>EMPLOYMENT INFORMATION (MUST SUPPLY DOCUMENTATION OF ALL INCOME)</b>			
Employer Name		# of years employed	
Employer Address		(Full Time) or (Part Time)	
Position/Rank		Salary per month	\$
Supervisor/Unit Name			
Other Income			

<b>LIST ALL ANIMALS/PETS OF ANY SIZE, KIND OR TYPE</b>			
How many pets do you have?		Declawed?	<input type="checkbox"/> (Yes) <input type="checkbox"/> (No)
Current on Vaccinations?	<input type="checkbox"/> (Yes) <input type="checkbox"/> (No)	Neutered/Spayed	<input type="checkbox"/> (Yes) <input type="checkbox"/> (No)
List type, age and breed of animal/pet		Weight of animal/pet	
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Snakes, Doberman Pinschers, Chow-Chows, Akita's, Pit Bulls, American Staffordshire Terriers, Wolf Hybrids, Rottweiler's, Mastiffs and any dog that has any of these breeds in their lineage are prohibited. If the property allows animals/pets, multiple pets will require approval from Owner of Property. Non-refundable pet fee of \$300.00 will be required per animal/pet. (Some properties may require a higher non-refundable pet fee.) List names (first and last) and ages of ALL intended residents. <https://www.petscreening.com/referral/J6PnQLMpIZkc>

<b>APPLICANTS EMERGENCY CONTACT:</b>	
Emergency Contact Name (Not Living With You):	
Emergency Contact Phone #	
Emergency Contact Address (Street, City, State, Zip)	

List names (First and Last) and ages of ALL intended residents.

Name	Age	Name	Age

APPLICANT QUESTIONS:	
Have you ever been asked to move out of a residence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been party to an eviction?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a registered sex offender?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you or any member of your household been convicted to a felony?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever filed bankruptcy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever had any collections?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**DISCLOSURE AND AUTHORIZATION**

The undersigned declares that the information on this rental application is true and correct and understands that false statements may result in rejection of this and any future applications for housing we manage. The undersigned does further understand that all persons or firms associated with Advantage Gold Realty may freely give any requested information concerning me.

I also hereby authorize Advantage Gold Realty to verify my past and present employment earnings records, bank statements, previous residences and/or any information given for the purposes of renting and/or leasing through Advantage Gold Realty including but not limited to a credit check. I further understand and agree that Advantage Gold Realty will rely upon this rental application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this application are true. If any facts prove to be untrue, Advantage Gold Realty may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney fees resulting there from. Advantage Gold Realty welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

I also hereby acknowledge that once approved and I execute a signed Residential Rental Agreement, I agree to pay a **\$25.00 non-refundable** lease processing fee. If I elect to move in the same day as the Residential Rental Agreement is executed, I agree to pay a **\$20.00 non-refundable** same day move in fee.

**Investigational Background Search Disclosure**

Advantage Gold Realty conducts applicant screening on persons applying to live in our managed properties, such screenings may include criminal background investigations. Prior to acceptance of an applicant, we may use an independent consumer reporting agency to search public records which may contain criminal background information regarding the applicant. Advantage Gold Realty will determine if the criminal background information pertains to the applicant and if the report indicates that one or more such felony and or misdemeanor records were found. We will then compare the records to our established acceptance policies to determine whether the applicant may be accepted. If your application is declined based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address, and telephone number of the consumer reporting agency that provided the criminal background report. An applicant who is declined based on a criminal background may obtain a free copy of the report and may initiate a reinvestigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise you of the procedures that you should follow in order to do so.

I, the undersigned Applicant, agree to the above terms and do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief. By clicking "Apply Now" you agree to the terms stated above. Please enter your full name to signify your digital signature, thereby confirming that you have read and agree with all the above statements and have provided complete and accurate information. Applicant authorizes verification of references given and declares that the statements made in this application are true and correct and agrees that the landlord may terminate the contract entered into in reliance on any misstatement made in this application.

<b>APPLICANTS SIGNATURE</b>		<b>DATE</b>	
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**Mail Application To:**  
**Advantage Gold Realty**  
**1512 Gum Branch Road**  
**Jacksonville, NC 28540**

**Fax Application To:** (910) 353-2113

**Email Application To:** [agrteam@advantagegoldrealty.com](mailto:agrteam@advantagegoldrealty.com)

**Business Phone:** (910) 353-2001