



## 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.