

Dear Prospective Tenants,

On behalf of the Landlord and Wilson West Agency we'd like to thank you for considering this home.

Should you decide you are interested in leasing this home, please apply by filling out the attached rental offer completely and return it to Wilson West Agency at the address below along with the necessary funds.

Along with the application, please submit a non-refundable application fee of \$50 per individual or \$60 per married couple. Additionally, the offer **MUST** be accompanied with a check in an amount equal to one month's rent which shall be held as earnest money and represent to the owner your intent to rent the property. This money shall become the first full month's rent upon acceptance of your offer. Please read the terms regarding these funds on page 2 of the rental offer carefully so that you are fully aware of your responsibilities. If your offer is not accepted your check will be returned to you at the current address provided on this offer or other arrangements can be made upon request. The security deposit is paid separately, is typically equal to one full month's rent, and will be due prior to taking occupancy; no later than the lease start date. Pet deposits or pet fees (if applicable) are also due prior to taking occupancy; no later than the lease start date.

**Please read the rental offer carefully.** Please note any requests you have for the owner on page 3 of the offer, including cleaning of the carpets or the entire home prior to occupancy. **If no requests are made, the owner will assume that your offer for the home is "as is".** Each landlord has a different idea of what is acceptable, so please be clear with your expectations. The processing of your offer will take approximately 2 business days (not including weekends) **IF** all information requested has been provided at the time of submission and your employer and/or landlord (if applicable) return your verifications in a timely manner. We will notify you prior to the end of your 2 day processing time if we are experiencing any delays. We will do our best to get an answer as soon as possible, however, failure to fill out your offer completely or to submit the funds described above may result in a delay of your final decision, and could result in the loss of the property to other interested parties.

During the processing of the offer your credit will be pulled and your references will be checked. Upon acceptance of your offer a lease will be drafted and submitted to you for your signature. Please indicate how you would like to receive the lease on the lines below, and return this sheet with your offer.

**PROVIDE YOUR INFORMATION BELOW:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(street) (city/state) (zip)  
Phone #(s): \_\_\_\_\_  
Fax # \_\_\_\_\_ Email: \_\_\_\_\_

**RETURN APPLICATION/OFFER TO:**

**WILSON WEST AGENCY  
REALTY & MANAGEMENT  
920 Paverstone Dr, Ste. F2  
Raleigh, NC 27615  
(919) 848-WEST (9378) FAX (919) 844-4663  
[www.relocationhelpdesk.com](http://www.relocationhelpdesk.com)**

**\*\*If delivering your application/offer after hours, or if no one is present when you arrive, please place it in the exterior drop box marked "Wilson West" in gold letters outside our entry door to the building.**

## Rental Offer

What is the address of the property you are making an offer on: \_\_\_\_\_  
(street) (city/state) (zip)

What date do you want to move in: \_\_\_/\_\_\_/\_\_\_ # of months you would like the lease to be: \_\_\_\_\_

Who showed the property: Name: \_\_\_\_\_ Company: \_\_\_\_\_

Agents Contact Info: Company Address \_\_\_\_\_ Phone #: \_\_\_\_\_

### Personal Information. Please fill out completely for each primary and secondary applicant.

Full Name #1: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone #'s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Full Name #2: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone #'s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address #1: \_\_\_\_\_

Email Address #2: \_\_\_\_\_

Other occupants and their relationship (include children): \_\_\_\_\_

*The above information is for documentation purposes only, and will NOT be used to qualify the applicant(s).*

Any Smokers: \_\_\_\_\_ Pets (# and kind/age): \_\_\_\_\_

Driver's License #1: \_\_\_\_\_ State: \_\_\_\_\_ Month/Year it will expire: \_\_\_\_\_

Driver's License #2: \_\_\_\_\_ State: \_\_\_\_\_ Month/Year it will expire: \_\_\_\_\_

Vehicle #1: Make/Model/Year: \_\_\_\_\_ State: \_\_\_\_\_ Tag #: \_\_\_\_\_

Vehicle #2: Make/Model/Year: \_\_\_\_\_ State: \_\_\_\_\_ Tag #: \_\_\_\_\_

Ever filed for bankruptcy? Yes or No.      Ever been evicted? Yes or No.      Ever refuse to pay rent due? Yes or No.

Have you ever been convicted of a crime? If yes, please explain: \_\_\_\_\_

### Residence History (past 3 years beginning with current)

Current Address: \_\_\_\_\_

(street) (city/state) (zip)

Date Moved In: \_\_\_/\_\_\_/\_\_\_ Reason for Moving: \_\_\_\_\_

Do you own/lease: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ If leasing, when does the lease end: \_\_\_\_\_

Landlords Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Have you given proper notice to end your lease? Yes or No. If no, explain: \_\_\_\_\_

Previous Address: \_\_\_\_\_

(street) (city/state) (zip)

Date Moved In: \_\_\_/\_\_\_/\_\_\_ Reason for Moving: \_\_\_\_\_

Did you own/lease: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Length of Lease: \_\_\_\_\_

Landlords Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

**Employment History**

Applicant #1 Employment Status: Full Time \_\_\_ Part Time \_\_\_ Student \_\_\_ Retired \_\_\_ Unemployed \_\_\_ Other: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Date Employed: \_\_\_ / \_\_\_ / \_\_\_

Position: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ Per: Month or Year (circle one)

Applicant #2 Employment Status: Full Time \_\_\_ Part Time \_\_\_ Student \_\_\_ Retired \_\_\_ Unemployed \_\_\_ Other: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Date Employed: \_\_\_ / \_\_\_ / \_\_\_

Position: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ Per: Month or Year (circle one)

**Emergency Notification**

In case of emergency, notify: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

(street)

(city/state)

(zip)

Contact #'s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**INSTRUCTIONS FOR THIS OFFER TO BE CONSIDERED BY LANDLORD...**

**Please read carefully!**

This application hereby constitutes my offer to the owner of the above described premises (hereinafter "premises"); through the owner's agent **Wilson West Agency Realty & Management** to lease the premises for the term and conditions set forth in this offer. Included with this offer is the non-refundable application fee of \$50 for each individual or \$60 per married couple, made payable to Wilson West Agency and paid at the time this offer is submitted. Should this offer be submitted by fax or email, deliver this fee along with the below earnest money to:

Wilson West Agency  
Realty & Management  
920 Paverstone Dr, ste F2  
Raleigh, NC 27615

**Your offer will not be processed unless the paperwork is filled out completely and until all funds are submitted.**

I hereby tender \$ \_\_\_\_\_ (one month's rent) as earnest money (**NOT SECURITY DEPOSIT**) to be refunded to me if this offer is not accepted by the owner of the premises. However, I agree that the earnest money shall be applied to the **FIRST FULL MONTH'S RENT** upon acceptance of this offer by the owner. Before I am given possession of the premises, I agree to execute a lease agreement for the premises and pay the Security Deposit, Pet Deposit (if applicable), Pet Fee (if applicable), or any other fee (if applicable).

\*\*\*I acknowledge and agree that the above described earnest money is freely given to the owner and/or owner's agent in reliance on this offer to lease. Therefore, I agree that if I fail or refuse, for any reason whatsoever, to execute a lease agreement for the premises or to pay the required security deposit after the owner has accepted this offer and owner or owner's agent has notified me of the owner's acceptance of this offer, I understand and agree that the owner may retain the full amount of the earnest money as liquidated damages, which I freely acknowledge is not a penalty, but rather a reasonable expectation of damages which the owner may incur as a result of attempting to find another party to lease the premises.

Notwithstanding the preceding terms of this offer, I acknowledge and agree that the owner and/or owner's agent may terminate that agreement without liability of any kind after owner's acceptance in the event that my application is not approved due to negative information either contained in my credit report(s) and/or discovered after consulting with rental references. In said event, I have the right to demand and secure the return of the earnest money from the owner or owner's agent. Otherwise, the remaining terms of my offer shall control upon acceptance of the offer by owner and owner's agent.

I hereby authorize Wilson West Agency Realty & Management and/or owner, to whom this offer is made, and credit bureau or other investigative agency employed by Wilson West Agency Realty & Management, to investigate the reference herein listed, statements, or other data obtained from me or from any other person pertaining to my credit, financial responsibility and qualifications as a lessee. I hereby release all parties from all liability for any damage that may result from furnishing this information to Wilson West Agency Realty & Management. I hereby acknowledge that the above information is correct to the best of my knowledge.

I understand that in the process of verifying information on my rental application, Wilson West Agency Realty & Management and/or owner may be contacting my current landlord or mortgage holder during the processing of my offer. This earnest money is given to validate my intention to rent the property upon acceptance of my offer. I understand that the earnest money given shall be deposited in the Wilson West Agency Realty & Management or owner's Trust account.

Once your application information is processed we will contact the owner of the property to present your rental offer. The owner is authorized to receive copies of the information. Please allow sufficient time (usually 2 business days) for the owner to address your application. If your application is denied, your earnest money will be mailed to your current address as indicated on page one of this rental offer. Arrangements for you to pick up your check can be made upon request. Upon approval of your application, a lease will be drafted and arrangements for obtaining signatures will be made.

The property is available for the advertised lease term. If you request a lease term other than that advertised, the landlord may request additional rent or may deny your application.

**The condition of the rental property is "AS IS" unless you specify work you want to be done as a part of your rental offer.** Please note that if you do not make your request in the spaces indicated below that you must request additional items in writing from the owner or his/her agent, and such items may possibly be denied.

Please indicate to the showing agent, AND on this form, ANY items that need to be addressed with your application (such as cleaning of the home before you move in, painting you want to do or have done, ability to add a basketball goal etc...). ANY item that *you* consider "important":

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

***All utilities are the responsibility of the tenant unless otherwise specified. Utility service in you name for the rental unit must commence no later than your lease start date.***

Pets may be permitted on a conditional basis. Pets may be considered case by case with the owner's approval. There may be a non-refundable pet fee or additional deposit required for any pet(s) permitted and the carpets are to be professionally cleaned and deodorized at the end of the lease term or upon move out.

All rental monies, including pet deposits/fees must be paid on or before the start date of the lease, regardless of whether you take possession at that time.

All other terms of the North Carolina Rental Agreement apply, including that the tenant is liable for the full rental term specified in the lease. If the tenant breaches the contract, the tenant is liable for: 1) Any unpaid rents and any future lost rental moneys due to vacancy; 2) Any fees incurred by the owner to re-let the property, including any fees to agencies used for assistance in re-letting the property; and 3) Any costs necessary to clean/repair the property to it's original condition.

The North Carolina Rental Agreement requires that tenants maintain renter's insurance. Proof of insurance may be required by the owner.

The tenant is not permitted to assign the lease to another party or sublet the property in whole or part.

Wilson West Agency Realty & Management abides by the Fair Housing Laws of the State of North Carolina. If you have any questions concerning the application and rental process, please contact us at (919) 848-WEST (9378).

It is understood that Wilson West Agency Realty & Management is the agent of the owner. If you would like additional information about this representation; please request a copy of the "Working with Real Estate Agents" brochure from the showing agent, or our office staff.

***I have read and understand the provisions provided as stated above.***

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Applicant's Signature

Date

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Co-Applicant's Signature

Date