

Application Process:

Steps Taken by Goldsborough Realty:

- **\$45.00 Non-Refundable Application Fee per Applicant must accompany application (anyone 18 years and older must fill out application).**
- Run Credit Report – Current good credit a must!
- Verify Employment/Salary
- Verify Current/Previous Rental History

Documents Needed: Two Forms of ID Required

- Valid Driver's license. If not available, we would need the following:
 - Social Security Card
 - Valid Passport
- Signed Consumer Information Statement
- Copy of last 3 pay stubs. Not necessary – but will speed up the process.

Upon Approval of Application:

- Applicant will be notified that application has been approved.
- Arrangements will be made to have lease signed within several days.
- Upon signing lease, Security Deposit will be due. Security Deposit is equivalent to one month's rent.
- First month's rent will be due when tenant comes in to pick up key and take possession of the unit.
- Security Deposit and first month's rent must be two separate checks. We do accept personal checks.



REALTY
MANAGEMENT
COMPANY

\$45 Non-Refundable Application Fee PER PERSON

2115 CONCORD PIKE; Suite 204

Cash Receipt # _____

WILMINGTON, DE 1980

Check # _____

302-575-1000

Money Order # _____

FAX 575-1511

RENTAL APPLICATION

Property _____ Rent _____ Possession Date _____

Upon approval of application, lease must be signed and first months rent must be paid within five (5) days. I understand that the first month's rent is not refundable. I further understand that **NO PETS** are permitted, that the premises must be used as a residence to be occupied by the below listed persons; and that occupancy is subject to possession being surrendered by a present occupant and proper municipal inspections being obtained. Prior to move in, the required Security Deposit must be paid in addition to any pro-rated rent.

First months rent and security deposit must be paid in certified funds. No personal checks will be accepted. Property is offered in "AS IS" condition unless negotiated otherwise IN WRITING.

APPLICANT

PLEASE PRINT CLEARLY

Name _____

SS# _____

Cell # _____

Home Telephone # _____

Work Telephone # _____

Driver License-State _____ # _____

Place of birth _____

Date of Birth _____

Email Address _____

Present Address and Landlord

Present address _____

How long _____ Rent paid _____

Landlord name _____

Address _____

Phone # _____

Fax # _____

Previous Address and Landlord

Previous address _____

How long _____ Rent paid _____

Landlord name _____

Address _____

Phone # _____

CO-APPLICANT/SIGNER

PLEASE PRINT CLEARLY

Name _____

SS# _____

Cell # _____

Home Telephone # _____

Work Telephone # _____

Driver License-State _____ # _____

Place of birth _____

Date of Birth _____

Email Address _____

Present Address and Landlord

Present address _____

How long _____ Rent paid _____

Landlord name _____

Address _____

Phone # _____

Fax # _____

Previous Address and Landlord

Previous address _____

How long _____ Rent paid _____

Landlord name _____

Address _____

Phone # _____

Present Employer

Company _____
Address _____
Phone # _____
Position _____ How long _____
Salary: \$ _____ per (week) (month) (annual)
Supervisor _____
Other Income _____

Present Employer

Company _____
Address _____
Phone # _____
Position _____ How long _____
Salary: \$ _____ per (week) (month) (annual)
Supervisor _____
Other Income _____

Previous Employer

Company _____
Address _____
Phone # _____ How Long _____
Salary: \$ _____ per (week) (month) (annual)
Supervisor _____

Previous Employer

Company _____
Address _____
Phone # _____ How Long _____
Salary: \$ _____ per (week) (month) (annual)
Supervisor _____

Personal References (not employer or relative)

Name _____ Address _____ Phone # _____
Name _____ Address _____ Phone # _____

Name and Address of Nearest Relative

Name _____ Address _____
Relationship _____ Telephone # - Home _____ Work _____

Personal References – Co-Applicant (not employer or relative)

Name _____ Address _____ Phone # _____
Name _____ Address _____ Phone # _____

Name and Address of Nearest Relative – Co-Applicant

Name _____ Address _____
Relationship _____ Telephone # - Home _____ Work _____

**** REQUIRED INFORMATION LISTED BELOW MUST BE COMPLETED ****

REQUIRED INFORMATION - Occupants That Will Share Property: (Including those filling out this application!)

Name _____ Age _____ Relationship _____
Name _____ Age _____ Relationship _____
Name _____ Age _____ Relationship _____
Name _____ Age _____ Relationship _____

I hereby certify that the application information supplied is correct to the best of my knowledge and believe that the listed information will be used to perform a credit evaluation and check and that the listed information will be used to verify employment and salary.

Name of Applicant (print)

Signature of Applicant Date

Name of Co Applicant / Signer (print)

Signature of Co Applicant / Signer Date

ADDENDUM TO APPLICATION

PROPERTY ADDRESS _____

Please use the following area to list any request or questions that you may have about the property that you are interested in renting.

COMMENTS: _____

I understand that all agreements between the parties are contained herein. I further understand that no promise is made at this point as to the above listed comments but that all items will be clarified before signing of the lease.

SIGNED:	DATED:
_____	/ _____
_____	/ _____



2115A CONCORD PIKE
WILMINGTON, DE 19803

302-575-1000

REALTY
MANAGEMENT

INFORMATION DISCLOSURE **AUTHORIZATION**

To Whom It May Concern:

I / We hereby authorize you to release for verification purposes information concerning:

_____ Employment history, dates, title, income, hours worked, etc.

_____ Credit rating including court records

_____ Landlord references information

_____ Criminal record search

A photograph or carbon copy of this authorization (being a photographic or carbon copy of the signature(s) of the undersigned) may be deemed to be the equivalent of the original and may be as a duplicate original.

(Signature)

Date

(Social Security #)

(Signature)

Date

(Social Security #)