



Chelsea Realty Group, LLC

Dear Future Tenant,

Thank you for your interest in our property! Along with the application please turn in the following fees/documents:

- **Application Fee of \$50.00** per adult 18 or older **OR**
\$75.00 Application Fee per applicant/co-signer pair
- **Administrative Fee of \$50.00** per group (Ex. If 2 people are applying for one address, the \$50.00 needs to be split 2 ways)
- **Earnest Money Deposit** (same as monthly rent and **in a separate check or money order from the admin and app fees**)
- One copy of gov't issued picture I.D. per applicant over the age of 18
- One copy of Social Security Card per applicant over the age of 18
- If you have a pet, a one-time \$250.00 pet fee will be charged with first month's rent. We will also need a photo copy of the pet
 - All pets must be a non-aggressive breed, fixed, house broken, and at least one (1) year of age
- Fill out the application in its entirety i.e. zip codes, phone numbers etc.

If you have any questions you can reach us at (919) 821-7631 or email us at rental@chelsearealtygroup.com. Once again thank you for your interest!

Property Management Team

www.ChelseaRealtyGroup.com
208 Woodsborough Place • Raleigh • NC • 27601
Phone (919) 821-7631 • Fax (919) 821-7632



Chelsea Realty Group, LLC

Rental Qualifications

- *Applicant's must have a **credit score of at least 650.**
- *Applicant must **not have any recent felony convictions****
- *Applicant must not have more than (2) 30-day late payments in the last 1 year
- *No Bankruptcies in the past 2 years
- *No collections within the past 1 year
- *No **evictions** within the **past 2 years**
- ***Income must be at least 2.5 times the monthly rent**
- ***Self-employed**, if the adjusted gross income on 2 years tax returns does not equal 2.5 times the annual rent you will be required to pay double deposit and last month's rent

-Medical Bills are not counted against you.

-Applications may take at least 10- 14 business days to process

If you have disqualifying factors, you may have to pay additional deposits or your application may be denied.

*****landlord discretion used for determination of eligibility*****

Applicant Signature: _____ Date: _____

Co-Applicant/Signer Signature: _____ Date: _____



Chelsea Realty Group, LLC

Prospective Resident(s) and Co-Signers,

Thank you for applying with Chelsea Realty Group, LLC. Please be aware that if you have a **co-signer** they will need to complete/sign the following pages of the application:

- Sign pages 2, 3, and 12
- Complete pages 9-12

It is imperative we have this information as it will determine the eligibility of each co-signer.

If it is discovered you need a co-signer after we've processed your application there will be an additional \$75.00 application fee for the co-signer in addition to the \$50.00 application fee you've previously paid.

College Students

If your monthly income after tuition and fees are not 2.5x the whole monthly rent, you will need a co-signer. Your co-signer must have an income of 2.5x the whole monthly rent.

Please let us know if we can assist you any further and we look forward to having you as a future resident of Chelsea Realty Group!!!

Applicant Signature: _____ Date: _____

Co-Applicant/Signer Signature: _____ Date: _____



Chelsea Realty Group, LLC

Employment Verification

The individual signed below has submitted an application to Chelsea Realty Group. Please provide the information requested and fax this form back to our office at (919) 821-7632. Thank you for your prompt response.

I hereby authorize release of the information requested below.

Applicant's Signature

To be completed by Chelsea Realty Group.

DO NOT WRITE BELOW THIS LINE!!

Dates of Employment: _____

through _____

Salary \$ _____ per YEAR/MONTH/WEEK (circle one)

Is Employment Permanent? ___ YES ___ NO

Date/Signature

Title/Department

Company



Chelsea Realty Group, LLC

Rental Verification

**if you have a mortgage you do not need to fill out this form*

The individual signed below has submitted an application to Chelsea Realty Group. Please provide the information requested and fax this form back to our office at (919) 821-7632. Thank you for your prompt response.

Name of Applicant

I hereby authorize release of the information requested below for my rental address at:

To be completed by Chelsea Realty Group.

DO NOT WRITE BELOW THIS LINE!!

Dates of Residency: _____ through _____

Amount of Rent \$ _____ Has Lease Expired? YES NO

of Late or NSF's none 1 2 3 4 or more

(If 2 or more, did they occur within the last twelve months? YES NO

Has the individual complied with all community policies? YES NO

Does this individual keep an animal on the premises? YES NO

Eligible for re-rental YES NO

Has this tenant caused a PROP violation or warning on the property YES NO

Signature: _____

Date: _____



Chelsea Realty Group, LLC

Property Applying For: _____

Expected Move-In Date _____

1. APPLICANT INFORMATION:

Name (full legal name): _____
Social Security Number: _____ - _____ - _____ DOB: ____ / ____ / ____
Cell Phone: _____ Work Phone: _____
Email: _____ Fax: _____
Driver's License / ID Number: _____ State: _____

NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:

Name: _____ Relationship: _____
Name: _____ Relationship: _____
Name: _____ Relationship: _____

APPLICANT / OCCUPANT VEHICLE(S):

Make: _____ Model: _____ Year: _____ Tag#: _____
Make: _____ Model: _____ Year: _____ Tag#: _____
Make: _____ Model: _____ Year: _____ Tag#: _____

EMPLOYMENT HISTORY:

Current Employer:

Name and Address: _____
Phone: _____ Fax: _____
Supervisor: _____
Length of Employment: Begin _____ Still employed? (check one) ___ yes ___ no

Previous Employer:

Name and Address: _____
Phone: _____ Fax: _____
Supervisor: _____
Length of Employment: Begin _____ End _____



Chelsea Realty Group, LLC

ADDRESS HISTORY:

Current Address: _____

Dates Lived at This Address: From _____ to _____

Reason for leaving: _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

Previous Address: _____

Dates Lived at This Address: From _____ to _____

Reason for leaving: _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

INCOME:

Gross Monthly Employment Income Before Deductions: \$ _____

Gross Monthly Income From Other Sources (average): \$ _____

TOTAL GROSS MONTHLY INCOME: \$ _____

CREDIT and FINANCIAL INFORMATION:

Bank and Financial Accounts

Checking:

Institution Name _____ Branch _____ Acct # _____

MISCELLANEOUS: (check appropriate answer)

Do you have pets? ____ yes ____ no If yes, describe _____

NOTE: There may be additional fees and/or deposits required for pets housed on premises. In addition, specific rules and regulations regarding pets may apply.

Do you smoke? ____ yes ____ no

Have you ever been evicted? ____ yes ____ no If yes, explain below.

Have you ever been convicted of a felony? ____ yes ____ no If yes, explain below.

Have you ever filed for bankruptcy? ____ yes ____ no If yes, explain below.

Explanation:



Chelsea Realty Group, LLC

APPLICANT PERSONAL REFERENCES:

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

APPLICANT EMERGENCY CONTACT INFORMATION:

Contact in Emergency (Name): _____ Relationship: _____
Emergency Contact Address: _____ Phone: _____

**If you do not have a co-applicant or Co-signer
please read and sign page 11 under Applicant!**

**IF YOU HAVE A CO-APPLICANT OR CO-SIGNER
PLEASE PROCEED TO PAGE 9!**



Chelsea Realty Group, LLC

2. CO-APPLICANT/ CO-SIGNER INFORMATION:

Name (full legal name): _____
Social Security Number: _____ - _____ - _____ DOB: ____ / ____ / ____
Home Phone: _____ Work Phone: _____
Email: _____ Fax: _____
Driver's License / ID Number: _____ State: _____

NAME OF OCCUPANTS AND RELATIONSHIP TO CO-APPLICANT:

Name: _____ Relationship: _____
Name: _____ Relationship: _____
Name: _____ Relationship: _____

CO-APPLICANT / OCCUPANT VEHICLE(S):

Make: _____ Model: _____ Year: _____ Tag#: _____
Make: _____ Model: _____ Year: _____ Tag#: _____
Make: _____ Model: _____ Year: _____ Tag#: _____

EMPLOYMENT HISTORY:

Current Employer:

Name and Address: _____
Phone: _____ Fax: _____
Supervisor: _____
Length of Employment: Begin _____ Still employed? (check one) ___ yes ___ no

Previous Employer:

Name and Address: _____
Phone: _____ Fax: _____
Supervisor: _____
Length of Employment: Begin _____ End _____



Chelsea Realty Group, LLC

ADDRESS HISTORY:

Current Address: _____
Dates Lived at This Address: From _____ to _____
Reason for leaving: _____
Landlord/Manager: _____ Landlord/Manager's Phone: _____

Previous Address: _____
Dates Lived at This Address: From _____ to _____
Reason for leaving: _____
Landlord/Manager: _____ Landlord/Manager's Phone: _____

INCOME:

Gross Monthly Employment Income Before Deductions: \$ _____
Gross Monthly Income From Other Verifiable Sources (average): \$ _____

TOTAL GROSS MONTHLY INCOME: \$ _____

CREDIT and FINANCIAL INFORMATION:

Bank and Financial Accounts

Checking:
Institution Name _____ Branch _____ Acct # _____

MISCELLANEOUS: (check appropriate answer)

Do you have pets? ____ yes ____ no If yes, describe _____

NOTE: There may be additional fees and/or deposits required for pets housed on premises. In addition, specific rules and regulations regarding pets may apply.

Do you smoke? ____ yes ____ no

Have you ever been evicted? ____ yes ____ no If yes, explain below.

Have you ever been convicted of a felony? ____ yes ____ no If yes, explain below.

Have you ever filed for bankruptcy? ____ yes ____ no If yes, explain below.

Explanation:



Chelsea Realty Group, LLC

CO-APPLICANT/ CO-SIGNER PERSONAL REFERENCES:

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

CO-APPLICANT/ CO-SIGNER EMERGENCY CONTACT INFORMATION:

Contact in Emergency (Name): _____ Relationship: _____
Emergency Contact Address: _____ Phone: _____

I hereby certify and affirm that all information provided above is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false, misleading or incomplete statement(s) in this application. I hereby authorize verification of all information provided in this application, including financial and credit information, via credit bureaus and/or contact with current and previous employers, current and previous landlords and personal references.

I understand the Earnest Money Deposit **WILL** be refunded if the rental application is denied. The Earnest Money Deposit will **NOT** be refunded if I change my mind or withdraw my rental application prior to approval, no matter the reason. The Earnest Money Deposit will **NOT** be refunded once rental application is approved. I also understand rental applications are processed on a 1st come 1st serve basis. I am entering into a contract with the owner stating that I will continue in good faith until approved and if I withdraw after approval the property owner reserves the right to collect damages for loss of rent and cost to re-rent which may be over and above the forfeited Earnest Money Deposit.

APPLICANT

DATE

CO-APPLICANT/ CO- SIGNER

DATE



Chelsea Realty Group, LLC

Rental Co-Sign Form
Co-Signer Please Fax to:
(919) 821-7632

Date: _____

I _____, the Parent/ Guardian of _____
Hereby take responsibility for all rents, fees and damages for this dwelling located at
_____, should _____ default in payment.

This contract is applicable throughout the term of the lease and any renewals of the lease. I shall also be liable for damage to the dwelling caused during occupancy. Furthermore, I declare that the information given in this form is true and I understand that the Owner/ Property Manager will rely on this information entering into a rental agreement. I hereby authorize Chelsea Realty Group, LLC to check credit through any means necessary including but not limited to the credit bureau.

Signature of Parent/ Guardian _____

Name of Parent/ Guardian _____ SS# _____

Annual Income \$ _____ Monthly Rent/ Mortgage Payment \$ _____

Mailing Address of Parent/ Guardian (including city, state, zip)

Email address of Parent' Guardian _____

Phone number of Parent/ Guardian (H) _____ (W) _____
(Fax) _____

Signature of Parent/ Guardian _____ Date _____