



Coastal NC Living Property Management, 11008 Inlet Drive, Emerald Isle, NC 28594 |  
CNCLRentals@gmail.com | www.CNCLRentals.com  
Direct: (910) 934-7173

**Non-refundable Application Fee: \$15.00 for each adult applicant over 18, paid by applicant electronically.**

Address of unit applying for: \_\_\_\_\_

Desired date of occupancy: \_\_\_\_\_ # of occupants: \_\_\_\_\_

Pet(s) if applicable: # of pet's \_\_\_\_\_ Breed(s) \_\_\_\_\_ Weight(s): \_\_\_\_\_ Age(s): \_\_\_\_\_

**All applicants must supply a copy of a picture ID & proof of income prior to application processing. If military, please attach a current LES to application. If self-employed we will need your last tax return. If retired, we will need proof of retirement income. If employed in the private sector we will need 1 month of pay stubs. All occupants over the age of 18 are required to complete an application. Employment letters needed if moving from out of state**

### Personal Information

**Applicant:** \_\_\_\_\_ **Co-Applicant:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Co-Applicant Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Co-Applicant Social Security #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Co-Applicant Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Co-Applicant Email: \_\_\_\_\_

### Residence History

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

(Number) (Street) (City, State & Zip)

Do you own or rent? \_\_\_\_\_ Length of time at present address: \_\_\_\_\_ monthly Rent/Mortgage: \_\_\_\_\_

Landlord/Mortgage Holder Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

(Number) (Street) (City, State, Zip)

Did you own or rent? \_\_\_\_\_ Length of time at address: \_\_\_\_\_ monthly Rent/Mortgage: \_\_\_\_\_

Landlord/Mortgage Holder Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Employment Information

**Applicant Status:** \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Student \_\_\_\_\_ Unemployed \_\_\_\_\_ Retired

Employed By: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Present Income: \_\_\_\_\_ ( ) Week ( ) Month ( ) Year Date Hired: \_\_\_\_\_ Title/Rank: \_\_\_\_\_

**Co-Applicant Status:** \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Student \_\_\_\_\_ Unemployed \_\_\_\_\_ Retired

Employed By: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Present Income: \_\_\_\_\_ ( ) Week ( ) Month ( ) Year Date Hired: \_\_\_\_\_ Title/Rank \_\_\_\_\_

Other occupants that will live in property (Name, Age, Relationship):

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In case of emergency, please list nearest relative, not residing with you, that we may contact:

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Name Address Phone # Relationship

Please answer all questions:

Have you ever willfully or intentionally refused to pay rent when due? ( ) Yes ( ) No

Have you ever been evicted from Tenancy? ( ) Yes ( ) No

Have you ever filed a petition in bankruptcy? ( ) Yes ( ) No

Do you have plans to leave the area within the next 12 months? ( ) Yes ( ) No

Do you know of anything that may interrupt your income or ability to pay? ( ) Yes ( ) No

If military, have you applied for base housing? ( ) Yes ( ) No

Have you ever been convicted of a crime? ( ) Yes ( ) No If yes, explains: \_\_\_\_\_

If your application is approved, are you prepared to pay security deposit? ( ) Yes ( ) No

**\*\* We will continue to accept applications and show this home if security deposit isn't received within 48 hours of application approval unless otherwise arranged with out of state applicants\*\***

I hereby agree to lease from Coastal NC Living Property Management for the terms and conditions set forth, and agree that the rent due is to be payable on the first day of each month in advance. I understand that if I cancel this application within seventy-two (72) hours from the date of DEPOSIT paid, I will receive a full refund of deposit, after DEPOSIT clears Trust account, but not the application fee. I understand that it may take up to four (4) weeks to receive the DEPOSIT back if I cancel. If I cancel AFTER seventy-two (72) hours, fail to execute the rental agreement or refuse to occupy the premises on the terms listed here, I understand that all DEPOSIT monies paid will be forfeited.

I hereby authorize Coastal NC Living Property Management to make inquiries about my credit history, employment history and previous rental and housing information. It is understood that this information will determine my acceptance for rental with Coastal NC Living Property Management.

**Disclosure of Landlord Sub-Agency:** When showing you and assisting you in leasing a property, the Agent and Firm will represent the LANDLORD.

**Income:** The amount of the monthly rental must not exceed 38% of the applicant's gross monthly income. If the applicant is a full-time student, a co-signer may be permitted and will be required to guarantee performance of the

lease. Otherwise, a co-signer may be allowed, at the Landlord's discretion, only if the applicant does not meet the income requirements.

**Rental History:** Previous and/or current housing information will be obtained from previous and/or current landlord or Mortgage Company. References should reflect applicant's ability and willingness to comply with the lease terms and guidelines. Any money judgments or collections from an apartment community, rental company or homeowner will disqualify an applicant.

**Credit History:** Each applicant must have an acceptable credit report with no judgments, collections or charge off accounts within the past twelve (12) months. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the lease. Exceptions may be allowed for medical bills and student loans.

**Occupancy:** No more than two (2) persons per bedroom. If not noted as a single-family dwelling, no more than three (3) unrelated persons are allowed in a dwelling. Only screened applicants and dependents are permitted. **Anyone over 18 years of age are required to apply.**

**Criminal History:** We reserve the right to have a criminal background check done.

**Fee:** A non-refundable application fee of \$40.00 is required per single person or non-married couples. \$40.00 fee for a married couple, prior to application processing.

**The information contained in this application is, to the best of my knowledge, true and correct. I agree that the landlord may terminate any agreement entered into in reliance on any misstatement made in this application.**

\_\_\_\_\_  
**Applicant's Signature Date**

\_\_\_\_\_

\_\_\_\_\_  
**Co-Applicant Signature Date**

\_\_\_\_\_

**Before turning in application please make sure that:**

- All parts of this application are filled out
- Application is accompanied with;
- 1 Months Paystubs or LES
- Copy of Photo ID for all applicants
- Application fee (no personal checks) Certified funds or cash accepted for application fee