



Parrish Realty Property Management

Post Office Box 1128

121-B E. Gannon Avenue, Zebulon, North Carolina 27597

(919) 269-5586 – Phone

www.rentparrish.com - Website

PLEASE READ AND FOLLOW THE DIRECTIONS CAREFULLY

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND
PROCESSING WILL BE DELAYED.**

Fees are \$35.00 per applicant. Application fees will NOT be refunded if you are not selected to rent the property.

All residents will be required to purchase and maintain renter's insurance with a minimum of \$300,000 for apartments or \$1 million in GENERAL LIABILITY coverage while occupying the property. You may choose your own coverage amount for your personal contents.

Anyone over the age of 18 residing will be required to fill out an application -- NO EXCEPTIONS. Anyone living in the residence without prior consent from landlord will be a violation of the lease agreement and could be grounds for eviction.

REQUIRED: INCOME DOCUMENTS ARE TO BE INCLUDED WITH THIS APPLICATION. Failure to provide required documents will result in your application being disqualified.

Please provide 1 of the following types of income documentation:

- (1) 30 days of your **most recent** pay stubs;
- (2) 3 months of your most recent bank statements showing your income and DEPOSITS;
- (3) copy of your most recent Federal tax return (first 2 pages). **(A letter from your employer is not sufficient documentation and will not be considered.)**

Properties cannot be placed on hold while your application is processed.

If approved, you will pay your security deposit to take the property off of the market. You will be required to either move into the property within 2 weeks of being approved or at the minimum, start paying rent.

Working with Real Estate Agents (Lease Transactions)

Disclosure of Landlord Subagency: When showing you property and assisting you in leasing a property, the agent and firm will represent the Landlord.

As an equal opportunity property management agency, we do not discriminate against any person because of race, color, religion, sex, physical or mental disability, family status or national origin.



Phone: (919) 269-5586 Web Address: www.rentparrish.com

DATE PROCESSED _____
Agent Name: _____
APPROVED _____ DENIED _____
App Fee: _____
Property : _____

PARRISH REALTY RENTAL APPLICATION

APPLICANT First Name: _____ Middle: _____ Last _____

SSN: _____ Date of Birth: ____/____/____ Cell/Home Phone: _____

Email: _____

Current Address: _____ City/State/Zip: _____

LANDLORD INFO:

Time at Present Address: _____ (Yr./Mo.) Landlord Name: _____

Phone Number: _____ Email Address: _____

EMPLOYMENT INFO:

Employer/Company Name: _____ Phone: _____

Position: _____ Time With Employer: _____ (Yr./Mo.)

Monthly Income After Taxes \$ _____ (Attach 30 days of most recent paystubs)

BACKGROUND INFO:

Have you EVER been EVICTED? Yes _____ No _____

Do Owe Landlord for damages or outstanding rent? Yes/No/Unsure _____

Have you ever been charged with a criminal offense of any kind? (other than traffic) Yes/No _____

Nature of the Charge: _____ Were the charges Dismissed? Yes/No _____

Any misrepresentation OR falsification of ANY information could terminate any agreement entered into with Landlord.

OTHER OCCUPANTS: List Additional Individuals Living in the Household:

1. _____ Age: _____ 2. _____ Age: _____

3. _____ Age: _____ 4. _____ Age: _____

PETS: ONLY PETS UNDER 60 lbs. ARE ALLOWED. **NO AGGRESSIVE BREEDS ARE ALLOWED as defined under NC House Bill 956 ** (Rottweiler, Mastiff, Chow Chow, Perro de Presa Canario, Pit Bull --- including the American Staffordshire Terrier, the Staffordshire Bull Terrier and the American Pit Bull Terrier, and all wolf hybrids are defined under the House Bill as aggressive breeds.

Breed: _____ Weight _____ Age: _____

VEHICLE INFO:

Vehicle 1: (Year, Make, Model): _____ Color: _____ License Plate: _____

Vehicle 2: (Year, Make, Model): _____ Color: _____ License Plate: _____

I agree the information provided herein is true & correct and I authorize its verification in obtaining a credit report. I also acknowledge I have read the attached NCAR Form 521, "Working With Real Estate Agents (Lease Transactions)" and understand the Agent and Agency represent the Landlord in this transaction.

Applicant Signature: _____ Date: _____

At Parrish Realty Property Management, we pride ourselves on providing outstanding service to our tenants. As an equal opportunity property management agency, we do not discriminate against any person because of race, color, religion, sex, physical or mental disability, family status or national origin.

CO-APPLICANT INFORMATION

CO-APPLICANT First Name: _____ Middle: _____ Last _____

SSN: _____ Date of Birth: ____/____/____ Cell/Home Phone: _____

Email: _____

Current Address: _____ City/State/Zip: _____

LANDLORD INFO:

Time at Present Address: _____ (Yr./Mo.) Landlord Name: _____

Phone Number: _____ Email Address: _____

EMPLOYMENT INFO:

Employer/Company Name: _____ Phone: _____

Position: _____ Time With Employer: _____ (Yr./Mo.)

Monthly Income After Taxes \$ _____ (Attach 30 days of most recent paystubs)

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WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS)

NOTE: This form is designed for use by agents working with landlords and/or tenants. It is similar, but not identical, to the "Working with Real Estate Agents" brochure published by the NC Real Estate Commission (available in letter-length format as NCAR Standard Form #520), which must be used by agents working with sellers and/or buyers.

When leasing real estate, you may find it helpful to have a real estate agent assist you. Real estate agents can provide many useful services and work with you in different ways. In some real estate transactions, the agents work for the landlord. In others, the landlord and tenant may each have agents. And sometimes the same agents work for both the landlord and the tenant. It is important for you to know whether an agent is working for you as your agent or simply working with you while acting as an agent of the other party.

This brochure addresses the various types of working relationships that may be available to you. It should help you decide which relationship you want to have with a real estate agent. It will also give you useful information about the various services real estate agents can provide landlords and tenants, and it will help explain how real estate agents are paid.

LANDLORDS

Landlord's Agent

If you are leasing real estate as a landlord, you may want to "list" your property for lease with a real estate firm. If so, you will sign a "listing agreement" authorizing the firm and its agents to represent you in your dealings with tenants as your *landlord's agent*. You may also be asked to allow agents from other firms to help find a tenant for your property.

Be sure to read and understand the listing agreement before you sign it. Your agent must give you a copy of the listing agreement after you sign it.

Duties to Landlord: The listing firm and its agents must • promote your best interests • be loyal to you • follow your lawful instructions • provide you with all material facts that could influence your decisions • use reasonable skill, care and diligence, and • account for all monies they handle for you. Once you have signed the listing agreement, the firm and its agents may not give any confidential information about you to prospective tenants or their agents without your permission so long as they represent you. But until you sign the listing agreement, you should avoid telling the listing agent anything you would *not* want a tenant to know.

Services and Compensation: To help you lease your property, the listing firm and its agents will offer to perform a number of services for you. These may include • helping you price your property • advertising and marketing your property • giving you all required property disclosure forms for you to complete • negotiating for you the best possible price and terms • reviewing all written offers with you and • otherwise promoting your interests.

For representing you and helping you lease your property, you will pay the listing firm a commission or fee. The listing agreement must state the amount or method for determining the commission or fee and whether you will allow the firm to share its commission with agents representing the tenant.

Dual Agent

You may even permit the listing firm and its agents to represent you and a tenant at the same time. This "dual agency relationship" is most likely to happen if an agent with your listing firm is working as a *tenant's agent* with someone who wants to lease your property. If this occurs and you have not already agreed to a dual agency relationship in your listing agreement, your listing agent will ask you to amend your listing agreement to permit the agent to act as agent for both you and the tenant.

It may be difficult for a *dual agent* to advance the interests of both the tenant and landlord. Nevertheless, a *dual agent* must treat tenants and landlords fairly and equally. Although the *dual agent* owes them the same duties, tenants and landlords can prohibit *dual agents* from divulging *certain* confidential information about them to the other party.

Some firms also offer a form of dual agency called "designated agency" where one agent in the firm represents the landlord and another agent represents the tenant. This option (when available) may allow each "designated agent" to more fully represent each party.

If you choose the "dual agency" option, remember that since a dual agent's loyalty is divided between parties with competing interests, it is especially important that you have a clear understanding of • what your relationship is with the *dual agent* and • what the agent will be doing for you in the transaction.

TENANTS

When leasing real estate as a tenant, you may have several choices as to how you want a real estate firm and its agents to work with you. For example, you may want them to represent only you (as a *tenant's agent*). You may be willing for them to represent both you and the landlord at the same time (as a *dual agent*). Or you may agree to let them represent only the landlord (*landlord's agent* or *subagent*). Some agents will offer you a choice of these services. Others may not.

Tenant's Agent

Duties to Tenant: If the real estate firm and its agents represent you, they must • promote your best interests • be loyal to you • follow your lawful instructions • provide you with all material facts that could influence your decisions • use reasonable skill, care and diligence, and • account for all monies they handle for you. Once you have agreed (either orally or in writing) for the firm and its agents to



be your *tenant's agent*, they may not give any confidential information about you to landlords or their agents without your permission so long as they represent you. But until you make this agreement with your tenant's agent, you should avoid telling the agent anything you would *not* want a landlord to know.

Unwritten Agreements: To make sure that you and the real estate firm have a clear understanding of what your relationship will be and what the firm will do for you, you may want to have a written agreement. However, some firms may be willing to represent you and assist you for a time as a *tenant's agent* without a written agreement. But if you decide to make an offer to lease a particular property, the agent must obtain a written agency agreement before writing the offer. If you do not sign it, the agent can no longer represent and assist you and is no longer required to keep information about you confidential.

Be sure to read and understand the agency agreement before you sign it. Once you sign it, the agent must give you a copy of it.

Services and Compensation: A *tenant's agent* will perform a number of services for you. These may include helping you • find a suitable property • learn more about the property • prepare and submit a written offer to the landlord and • otherwise promote your best interests. A *tenant's agent* can be compensated in different ways. For example, you can pay the agent out of your own pocket. Or the agent may seek compensation from the landlord or listing agent first, but require you to pay if the listing agent refuses. Whatever the case, be sure your compensation arrangement with your *tenant's agent* is spelled out in a tenant agency agreement before you make an offer to purchase property and that you carefully read and understand the compensation provision.

Dual Agent

You may permit an agent or firm to represent you and the landlord at the same time. This "dual agency relationship" is most likely to happen if you become interested in a property listed with your *tenant's agent* or the agent's firm. If this occurs and you have not already agreed to a dual agency relationship in your tenant agency agreement, your *tenant's agent* will ask you to amend the tenant agency agreement or sign a separate agreement or document permitting him or her to act as agent for both you and the landlord. It may be difficult for a *dual agent* to advance the interests of both the tenant and landlord. Nevertheless, a *dual agent* must treat tenants and landlords fairly and equally. Although the *dual agent* owes them the same duties, tenants and landlords can prohibit *dual agents* from divulging certain confidential information about them to the other party.

Some firms also offer a form of dual agency called "designated agency" where one agent in the firm represents the landlord and another agent represents the tenant. This option (when available) may allow each "designated agent" to more fully represent each party.

If you choose the "dual agency" option, remember that since a *dual agent's* loyalty is divided between parties with competing interests, it is especially important that you have a clear understanding of • what your relationship is with the *dual agent* and • what the agent will be doing for you in the transaction. This can best be accomplished by putting the agreement in writing at the earliest possible time.

Landlord's Agent Working With a Tenant

If the real estate agent or firm that you contact does not offer *tenant agency* or you do not want them to act as your *tenant's agent*, you can still work with the firm and its agents. However, they will be acting as the *landlord's agent* (or "subagent"). The agent can still help you find and lease property and provide many of the same services as a *tenant's agent*. The agent must be fair with you and provide you with any "material facts" (such as a leaky roof) about properties.

But remember, the agent represents the landlord – not you – and therefore must try to obtain for the landlord the best possible price and terms for the landlord's property. Furthermore, a *landlord's agent* is required to give the landlord any information about you (even personal, financial or confidential information) that would help the landlord in the lease of his or her property. Agents must tell you *in writing* if they are *landlords' agents* before you say anything that can help the landlord. But until you are sure that an agent is not a *landlord's agent*, you should avoid saying anything you do *not* want a landlord to know.

Landlords' agents are compensated by the landlords.

Date

PARRISH REALTY PROPERTY MANAGEMENT
Firm Name

Renee P. Baker - 154067
Agent Name and License Number

Disclosure of Landlord Subagency

When showing you property and assisting you in leasing a property, the above agent and firm will represent the **LANDLORD**. For more information, see "Landlord's Agent Working with a Tenant" in the brochure.

Agent's Initials Acknowledging Disclosure:

