

Rental Application

This application is a total of SEVEN (7) pages including the instructions.

When you have completed this application, please email to pamela@pgmanagementgroup.com with requested documentation or Fax back to 704-972-9895

Please: DO NOT FAX Photos

Before You Begin:

Please make sure you have viewed this property in person or have had someone you know view this property on your behalf. Please feel free to use the website www.CrimeReports.org or call the local Police Department for area information.

A portion of the tenants total amount due will be used to have HVAC filters delivered to their unit approx. every 90 days under the Utility & Maintenance Reduction Program to help you save 5-15% on your heating and cooling bill as well as create a clean, healthy living environment.

We do not accept Section 8/HUD VASH/HUD Vouchers on this property.

*****NOTE:** We understand that because of the massive potential for identity theft, many consumers place a freeze on their credit report. With a freeze, potential creditors are unable to access someone's report without the consumer removing it temporarily. This prevents anyone from opening a line of credit with that information, including identity thieves. However, it also prevents us from accessing the information we need to process applicants. If you have a FREEZE on your credit report, please make sure you lift the freeze temporarily so that we can process your rental application.

Please be prepared to pay the application fee of \$65 per applicant. Please note that all application fees are non-refundable if your application has been processed. MONEY ORDER OR CASHIERS CHECK ONLY. NO CASH.

To complete this rental application, you must be prepared to provide 3 years of residential history as well as contact information for your rental references. You will also be asked to provide information on your monthly income, and please note that most properties require that applicant combined gross income is at least three (3) times the monthly rent amount.

DISCLAIMER: PGMG will Process VOE's (Verification of Employment and Income). Should PGMG be charged an additional fee to obtain this information, You, as Applicant will be contacted via email, and agree to cover the cost. PGMG will provide a link to you to pay the VOE report cost. The average cost per VOE is \$36.30. This cost will be passed on to you, should your company not be able to provide employment verification via phone, email, or fax, you will be charged \$36.30 in order for PGMG to verify employment and income

Each resident over the age of 18 must submit a separate rental application.

ADDITIONAL APPLICATION INSTRUCTIONS

Applicants must provide a copy of the items below. These items can be attached to this application and Faxed to 704-972-9895 or emailed to pamela@pgmanagementgroup.com.

Applicant Initials: _____

DOCUMENTATION REQUIRED to PROCESS APPLICATION

Verification of Identity

Valid government issued photo identification must be presented at application submission. Acceptable forms of identification include a government issued passport, state issued driver's license or identification card, or a United States Military ID. (CLEAR PHOTO is ok...DO NOT FAX) All applicants must provide proof of a valid Social Security Number or Individual Taxpayer Identification Number.

Verifiable Income Verification of Income

Income must be verifiable, legitimate, and full copy sent. (DO NOT SEND SCREENSHOTS OR PHOTOS) Income must be greater than or equal than 3 times the monthly rent. Proof of income in the form of 1 months' worth of recent paystubs or other income statements covering the last 6 months of income must be submitted. The total household gross income must be at least three times the amount of one month's rent.

Applicants who hold jobs that are commission based only; base salary plus commission, tips or bonuses; are considered self-employed. Self-employed applicants will need to submit the previous year's tax returns, the previous two months personal bank statements and any other evidence of financial ability to pay.

- Pay Stubs: Primary proof of income for any W-2 employees
- Tax Returns: Primary proof of income for self-employed small business owners
- Bank Statements: Secondary documents used to corroborate pay stubs, tax returns, or Social Security benefits, would need last 2 bank statements
- Letter from Employer: Secondary documentation used with W-2 employee pay stubs
- Profit and Loss Statement: Secondary proof of income for self-employed tenants
- Social Security Benefits Statement: Primary proof of income for retirees
- Court Ordered Agreement: Primary proof of income for those collecting alimony or similar payments

If you had someone other than PGMG show you the rental property, please make sure you let PGMG know so they can be properly compensated.

All of PGMG's rental properties are SMOKE-FREE.

NOTICE TO ALL RESIDENTS & APPLICANTS: Everyone must complete the screening process. This is not only for pet and animal owners but also for residents and applicants that DO NOT own a pet or animal.

<https://pgmgtgroup.petscreening.com>

PET Insurance and monthly pet fee will be required if your pet is approved.

PETS: Pet Friendly Property. Max of 2 pets. Pet Screening Required. \$350 non-refundable pet fee per approved pet required. Monthly pet fee (\$10-\$25/mth) will be based on the "Paw Score". No Smoking. FP is for decorative purpose only and cannot be used. Tenant will be able to enjoy the community pool, walking trail, and lake

Pet Policy: Due to the nature of the breeds, Please consider the following breeds "unacceptable": Akita, American Bulldog, Bullmastiff or Mastiff, Chow, Doberman, German Shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire terrier, "Wolf Dog/ Wolf Hybrid", Bull Terrier, Pit Bull Terrier, Rottweiler and Any Combination of these.

****Please note that this is not a list PG Management Group created, this is what our Property Owner's Home Owner's Insurance Companies will not allow. If they do a property assessment and find that a tenant has one of the above listed dogs, the Home Owner's Insurance will drop them immediately from coverage.**

Applicant Initials: _____

Special Consideration is given to dogs that assist tenants with special medical needs, provided medical documentation is submitted.

PET INSURANCE will be required:

Renter's insurance typically covers personal property damages caused by fire or wind, theft-related property loss, displaced-living expenses and personal liability expenses caused by negligence or accidental injury to others while under your care. Dog bites typically fall under your insurance plan's personal liability section, but you may need additional coverage

RENTERS INSURANCE will be required as follows:

**Tenant will be required to obtain and maintain throughout the term of tenancy a renter's insurance policy and to promptly provide PGMG a copy within 30 days of lease activation with PG Management Group, LLC listed as additionally insured. In addition to coverage for damage or loss to Tenant's personal property in such amount as Tenant may determine, the policy shall include coverage for bodily injury, and property damage for which Tenant may be liable such as fire, smoke, explosion, backup or overflow of sewer, drain or sump, and water damage, in the amount of \$100,000.

**If Tenant does not maintain Required Insurance, the insurance requirement of the Lease Agreement may be satisfied by PGMG, who will schedule the Tenant's unit for coverage under the Landlord's Required Resident Liability insurance policy ("LRRL"). The coverage provided under the LRRL will provide the Required Insurance coverage listed above for fire, smoke, explosion, backup or overflow of sewer, drain or sump, and water damage (NOT Tenant's Personal Property). An amount equal to the total cost to the Landlord for the LRRL coverage shall be charged to Tenant by PG Management Group, LLC. The cost of this Insurance will be \$9.50/mth and will be automatically attached to Tenant's Account.

PG Management Group does not discriminate on the basis of race, color, religion, sex, national origin, handicapping condition, or familial status or any other form of discrimination prohibited by law.

Applicant Initials: _____

Rental Application

Please PRINT Clearly-Applications we are unable to read will be sent back.

Applicant Information			
Property Address:			
Requested Move In Date:			
Name:			
Date of birth:	SSN:	Phone:	
Email address:		Driver's License State and Number:	
Current address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly payment or rent:		How long?
Landlord:	Email:	Phone:	
Reason For Leaving:			
Previous address:			
City:	State:	ZIP Code:	
Owned Rented (Please circle)	Monthly payment or rent:		How long?
Landlord:	Email:	Phone:	
Reason For Leaving:			
Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:		Fax:
City:	State:	ZIP Code:	
Position:	Hourly Salary (Please circle)	Annual income:	
Previous employer:			
Previous employer address:			How long?
Phone:	E-mail:		Fax:
City:	State:	ZIP Code:	
Position:	Hourly Salary (Please circle)	Annual income:	
Emergency Contact			
Name of a person NOT residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			
Dependents (anyone under the age of 18)			
Name:		DOB:	
Name:		BOB:	
Name:		BOB:	
Pets			
Do you have any pets? YES NO		Have you completed the Pet Screening Online: YES NO	
Do you have pet insurance? YES NO		Policy # and Expiration Date:	
Breed:	Weight:	Age:	
Breed:	Weight:	Age:	

References		
Name:	Address:	Phone:

Vehicles				
Make	Model:	Color:	Tag #:	
Make:	Model:	Color:	Tag #:	Year:
Make:	Model:	Color:	Tag #:	Year
Make:	Model:	Color:	Tag #:	Year:
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.				

Additional Questions:

	YES	NO
Did you use a Real Estate Agent to view this property? Name of Agent and Company:		
Have you ever been convicted of a crime or do you have any PENDING charges? If so, please describe:		
Have you ever filed a lawsuit against a Landlord? If so, please describe:		
Do you have a water bed, aquarium, or any other water filled furniture? If so, please describe:		
Are you applying for this property SIGHT UNSEEN?		
If you answered YES and are applying for this property SIGHT UNSEEN, you agree that you have done your research about the area Do you agree that you do not have any issues or concerns about the area of the property you are applying for?		
Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease? If so, please describe:		
Do you have any questions or concerns about the property BEFORE we process your rental application? ***Application will not be processed until your questions are answered. Once your questions are answered, we will start processing.*** If so, please explain:		
Do you understand the documentation required to process your application and understand that your application will not be considered complete or processed until we receive this required documentation?		



Do you understand, that upon approval, you will need to OVERNIGHT the required funds listed in your OFFICIAL NOTICE OF APPROVAL to PG Management Group, LLC?		
Did you attach your required documentation?		
Do you have any pets? If so, what are the breeds and weights? Did you complete the Pet Screening at https://pgmtgroup.petscreening.com		
Did you use Pamela Greene or Ian Pain, with PGMG to view this property?		
Do you understand that an incomplete application may delay your application process?		
Did you fill in all the correct information in the previous sections?		
Applicant understands that if your social security number cannot be verified (this includes TYPOS), additional documentation will be requested as SSN proof. This will cause us to have to re-screen your application with an additional charge of \$65.		
What is the Property Address you are applying for (address, city, state, and zip code):		
Applicant agrees when submitting your email address and mobile number, you consent to receiving email and SMS messages from PG Management Group using an automatic system. Message and data rates may apply.		

Are you currently in the military service with the Army, Navy, Air Force, Marines, Coast Guard, or National Guard as defined in the Servicemembers Civil Relief Act (50 U.S.C Section 3911 et seq) (the "SCRA")?		
Are you currently a commissioned officer of the Public Health Service or the National Oceanic and Atmospheric Administration?		

Application fee of \$65 Money Order or Cashier's Check with a paper application. Applications will NOT be processed until the application fee has been paid.

If you are paying by Money Order, please make payable to PG Management Group, LLC and deliver or mail to:

PG Management Group, LLC
3139 Amity Ct. Suite 300
Charlotte, NC 28215

Thank you for applying to lease a property through PG Management Group, LLC.
 Your application may take approx. 2-4 Business Days to completely process.
 We will notify you as soon as we have completed the screening process.

Applicant Signature:	Date Signed:

Authorization Form

AppFolio Inc. Terms of Agreement

By signing your full name below, you declare that all your statements in this application are true and complete. By submitting this application, you are directing and authorizing PG Management Group, LLC to verify this information and obtain additional background information about you through any means, including using a third party consumer agency such as AppFolio, Inc., 50 Castilian Dr. Goleta, CA 93117, 866.648.1536, personal and professional references, employers and other rental housing owners. If you fail to answer any question or give false information, the property may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy. You further direct and authorize PG Management Group, LLC to obtain from any law enforcement agency, present or past employer or supervisor, landlord, finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that they may have concerning your criminal history, motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature and you irrevocably and unconditionally release all such persons, including any named or unnamed informant, from any liability resulting from the furnishing of this information.

You have the right, upon written request made within a reasonable time after receipt of this notice to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to tenants is an investigation into your prior rental history, education, and employment. You also acknowledge that our privacy policy is available to you.

I understand that if I want a paper copy of this Authorization Form, I may print it out or I may request a copy by contacting PG Management Group, LLC. I understand that typing my name in the 'Authorized/Acknowledged by' section below, checking the box next to the words "I have received..", and clicking on the Submit Application button below, constitutes my electronic signature, dated as of when I click on the button, and that by doing so:

- I am authorizing AppFolio Inc. to conduct the background check(s) described above.
- I am consenting to use electronic means to (i) sign this form, and (ii) receive the Disclosure Statement appearing above.
- I am authorizing AppFolio Inc. to initiate and debit a credit card transaction in the Payment Amount and as otherwise described above.

I have received and read a copy of the Terms of Agreement shown above. I have also received and read a copy of the Summary of Your Rights Under The Fair Credit Reporting Act. I agree to pay for the processing of my application.

You agree to have PGMG take the information in this paper application and upload the information into PGMG's online application form in order to screen your application as stated above.

This transaction will be processed and is not contingent on acceptance or denial.

Authorized/Acknowledged by (Please sign your Full Name below):

X

Signature

Date Signed: _____