



Application Procedure

Please review all information regarding application procedure before completing application.

1. A \$35.00 application fee is required from each applicant and permitted occupant 18 years and older. This fee is non-refundable and covers processing the Primary applicant's police report/credit check, Additionally, a police report will be run on all permitted occupants of the residence 18 years or older.
2. All forms are to be filled in completely and signed by the primary applicant. A First Point form is required for all applicants and permitted occupants 18 years and older. Two are provided in your packet.
3. Application processing time will depend on availability of rental references, employment references, credit references, and a police report.
4. Rent should not exceed one-third of the applicant's gross monthly income.
5. Cash is not accepted for rent or security deposit payments. Once an application has been approved, two separate checks or money orders are required for the security deposit and the rent.
6. Before an application is accepted, the applicant must view the property. All properties are available for rent and marketed until an approved applicant has paid a security deposit and signed a security deposit agreement and/or lease. **No property will be reserved, regardless of circumstance.**
7. Three forms of identification are required for each applicant 18 years and older :
 - Driver's license or State ID.
 - Social Security card.
 - Paycheck stub or proof of income

Each form of identification will be copied and filed with the application.

Applications cannot be processed until fully completed.

❖ Ogburn Properties cannot guarantee availability of properties on the rent list or web site. ❖



Ogburn Properties: Rental Application

Hereby make the application to rent _____

Beginning on ___/___/___ at a monthly rate of \$ _____.___

PERSONS TO OCCUPY THE PROPERTY

Primary Person

1. Last Name _____ First _____ Middle _____
2. Soc. Sec Number _____ - _____ - _____ Your E-mail Address _____
3. Date of Birth ___/___/___ Driver's License No. and State _____
4. Your Status: Employed Full-time Employed Part-time Student Retired Not Employed
5. Current Employer _____ Since ___/___/___
6. Business Address _____ Pay Per Month \$ _____.___
7. Position _____ Supervisor _____ Telephone Number (____)____-_____
8. Previous Employer _____ From ___/___/___ To ___/___/___
9. Business Address _____ Telephone Number (____)____-_____
10. Position _____ Supervisor _____ Pay Per Month \$ _____.___

Secondary Person

11. Last Name _____ First _____ Middle _____
12. Soc. Sec Number _____ - _____ - _____ Your E-mail Address _____
13. Date of Birth ___/___/___ Driver's License No. and State _____
14. Your Status: Employed Full-time Employed Part-time Student Retired Not Employed
15. Current Employer _____ Since ___/___/___
16. Business Address _____ Pay Per Month \$ _____.___
17. Position _____ Supervisor _____ Telephone Number (____)____-_____
18. Previous Employer _____ From ___/___/___ To ___/___/___
19. Position _____ Supervisor _____ Telephone Number (____)____-_____
20. Position _____ Supervisor _____ Pay Per Month \$ _____.___
21. If there are any other sources of income you would like us to consider, please list the income, sources, and person (banker, employer, etc.) who we can contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.
Amount \$ _____.___ Source _____ Phone (____)____-_____

Other Occupants / Children

22. Last Name _____ First _____ Middle _____ Age ____
23. Last Name _____ First _____ Middle _____ Age ____
24. Last Name _____ First _____ Middle _____ Age ____
25. Last Name _____ First _____ Middle _____ Age ____

RESIDENCE HISTORY FOR THE PAST 3 YEARS

26. Current Address _____ City _____ State ____ Zip _____
27. Landlord/ Lender _____ Phone (____)____-_____ Moved in _____
28. Reason for Leaving _____ Rental Rate \$ _____.___
29. Previous Address _____ City _____ State ____ Zip _____
30. Landlord/ Lender _____ Phone (____)____-_____ Moved in _____
31. Reason for Leaving _____ Rental Rate \$ _____.___

HAVE YOU or CO-APPLICANT EVER:

32. Been sued for nonpayment of rent? Yes No If yes, when and where _____
33. Been evicted or asked to move? Yes No If yes, when and where _____
34. Broken a rental agreement or lease? Yes No If yes, when and where _____

35. Been sued for damage to rental property? Yes No If yes, when and where _____

36. Been convicted, pled guilty or "no contest" to a felony? Yes No

If yes, when and where _____

37. Been convicted, pled guilty or "no contest" to a misdemeanor involving sexual misconduct? Yes No

If yes, when and where _____

AUTOMOBILES and PETS

38. Make _____ Model _____ Year _____ Tag Number _____

39. Make _____ Model _____ Year _____ Tag Number _____

40. Do you own any pets? No Yes. If yes, please state the kind of pet, breed, weight, and age

41. _____

EMERGENCY CONTACT, PERSONAL REFERENCES, and LEASE TERMS

In case of an emergency, whom should we contact?

42. Name _____ Relation _____ Phone(____)____-_____

43. Address _____ City _____ State ____

Personal References who may be contacted:

44. Name _____ Relation _____ Phone(____)____-_____

Address _____ City _____ State ____

45. Name _____ Relation _____ Phone(____)____-_____

Address _____ City _____ State ____

46. For the next 72 hours, where can we contact you?

Work Phone (____)____-_____ ...Home Phone (____)____-_____

Cell Phone ...(____)____-_____ ...Pager(____)____-_____

REPAIR CONTINGENCIES

47. I have personally inspected the property and as part of this Application, request the following repairs be made. Requests, which are approved by Ogburn Properties, become mutually Agreed To Contingencies of a Rental Lease to be signed by both parties, provided there are at least ten (10) working days between agreement ad occupancy. The owner and/or the agent reserves the right to seek an increased rental rate if the repairs are estimated to cost more than \$200.00.

Furthermore, it is agreed that any repair request added after submission of this Application may not be completed prior to occupancy and can be accomplished at the convenience of the maintenance personnel.

Approved / Denied Repair Request (s)

_____	_____
_____	_____
_____	_____

AGENCY DISCLOSURE

49. Ogburn Properties is acting solely as the agent of the owner and in this capacity: (a) has not acted as the agent of the tenant (b) owes fiduciary duties only to the owner and (c) has not acted as a dual agent of the owner and applicant/ tenant.

The information supplied is complete and accurate to the best of my knowledge and I am of legal age. I have read the Credit Policies and make this application with full knowledge of such.

I AUTHORIZE OGBURN PROPERTIES TO CONTACT PREVIOUS LANDLORD(S), CREDIT AND PERSONAL REFERENCES THAT I HAVE GIVEN ON THIS APPLICATION. I ALSO AUTHORIZE OGBURN PROPERTIES TO OBTAIN MY CONSUMER CREDIT REPORT.

Signatures:

Applicant 1 _____ Date ____/____/____

Applicant 2 _____ Date ____/____/____

Ogburn Properties
1056 Burke Street
Winston-Salem, NC 27101
(336) 748-1012
RENTAL REFERENCE REQUEST

TO WHOM IT MAY CONCERN:

The person whom has signed this form below has applied to rent a property from Ogburn Properties. It would help us greatly if you would take the time to furnish the information requested. Thank you for your assistance. (Please fax to (336) 724-2769.)

I agree and authorize all parties that Ogburn Properties may contact to provide written and/or verbal rental history information necessary to review my application to rent from Ogburn Properties.

Signature _____ Date _____

**APPLICANT – DO NOT WRITE BELOW THIS LINE -
 YOUR RENTAL REFERENCE WILL COMPLETE THIS FORM**

 Name: _____ Address: _____

Rental Dates: From _____ To _____

Rental Amount Monthly: \$ _____ Pets?: _____

Number of Late Payments: _____ Number of NSF's: _____

Number of filed eviction on Resident?: _____ Any complaints from other residents?: _____
 If yes, explain: _____

Has resident given notice?: _____ Current account balance : _____

Will / Did the resident receive full refund of security deposit?: _____

Would you rent to this person again? If no, why not? _____

Further comments : _____

Agent's name giving reference: _____

OGBURN PROPETIES

Agent's name requesting information: _____

Signature: _____ Date: _____

Ogburn Properties
1056 Burke Street
Winston-Salem, NC 27101
(336) 748-1012

Credit Policy

It is our policy to verify the credit references, employment, income and rental history of every adult applicant. The following are guidelines used by our firm to interpret the information gathered on each applicant.

Social Security Number:

- Each adult applicant must present evidence of a valid Social Security Number. This usually takes the form of a government issued identification card but payroll stubs will also be considered.

Employment and Income:

- Applicants must have verifiable monthly income from a local employer equal to or greater than three times (3x) the monthly rental rate.
- Any non-employment and/or passive income must be guaranteed for the term of the leases by the government agency or payer.

Rental History:

- Applications must have a history of satisfactory rent payments and occupancy with all previous landlords.
- Judgments and evictions from any previous landlords are considered bad credit.

Credit References:

Ogburn Properties purchases an infile credit report on every adult applicant. We require proof of good credit from everyone.

- Applicants must have two or more acceptable credit ratings or references, within the last 3 years.
- The next page of this form further explains credit ratings.

Final Decision:

- All applications, including verification of credit, employment, income and rental history, must be submitted to and approved by a Property Manager before a lease is signed.
- Under certain circumstances Ogburn Properties may be able to approve applications that do not meet the above criteria with a double security deposit on a one year rental contract.

I have read the above and fully understand the credit policies stated herein which will be used in deciding the acceptability of my written rental application.

 Applicant Signature

___/___/___
 Date

Ogburn Properties Applicant Credit Policy

Credit Ratings:

1. Zeroes are considered too new to rate and are not necessarily good or bad.
2. A rating of 1 is considered to be good credit.
3. A rating of 2 is considered to be questionable credit.
4. A rating of 3 through 9 is considered to be a credit risk. (See further guidelines below.)

Further Guidelines:

- Open, revolving and installment accounts rated 1 are good credit accounts.
- Applicants must have two or more acceptable credit ratings or references, within the last 3 years.
- Applicants with recent ratings (within last 3 years) of 3 to 9 should be considered a credit risk.
- Applicants with long credit histories whose records show ratings of 2 should be asked for an explanation of this questionable credit in order to determine whether it is reasonable to expect rental payments to be made on time.
- Large unpaid medical bills as a result of circumstances beyond the applicant's control will not be considered as part of the credit history if the applicant presents reliable, written evidence of mitigating circumstances and settlement efforts. (See mitigating factors below.)
- Unpaid collections and judgments are considered to be a credit risk.
- Cases where the overall credit history is good but some minor discrepancies exist should always be discussed with the applicant in order to reasonably determine whether or not an expectation can exist that rents will be paid as agreed.
- Defaulted student loans and bankruptcies should be considered a credit risk.
- Credit reports indicating installments in excess of 40% of Gross Monthly Income are considered a credit risk.
- Mitigating factors regarding an applicant's credit report such as hardships and disputes with creditors, will be considered by Ogburn Properties upon submission of objective written evidence, as long as the evidence presented, in the sole opinion of Ogburn Properties represents reliable evidence beyond the applicant's control. It is not Ogburn Properties' responsibility to discover, research, or verify that there are possible mitigating factors. The burden of proof to present mitigating factors rests entirely with the applicant.

U. S. Department of Housing and Urban Development

NOTICE TO PERSONS LEASING HOUSES CONSTRUCTED BEFORE 1978

WATCH OUT FOR LEAD BASED PAINT POISONING!

If the home, condominium or apartment you intend to lease was built before 1978, it may contain lead-based paint. About three out of every four pre-1978 buildings have lead based paint.

YOU NEED TO READ THIS NOTICE ABOUT LEAD

WHAT IS LEAD POISONING?

Lead poisoning means having high concentrations of lead in the body.

Lead can:

- Cause major health problems, especially in children under 7 years old
- Damage a child's brain, nervous system, kidneys, hearing or coordination
- Affect learning
- Cause behavior problems, blindness and even death
- Cause problems in pregnancy and affect a baby's normal development

WHO GETS LEAD POISONING?

Anyone can get it, but children under 7 are the greatest risk, because their bodies are not fully grown and are easily damaged. The risk is worse if the child:

- Lives in an older home (built/constructed before 1978, and even more so before 1960)
- Does not eat regular meals (an empty stomach accepts lead more easily)
- Does not eat enough food with iron and calcium
- Has parents who work in lead related jobs
- Has played in the same places as brothers, sisters, and friends who have been lead poisoned. (Lead poison cannot be spread from person to person. It comes from contact with lead)

Women of child bearing age are also at risk, because lead poisoning can cause miscarriages, premature births, and the poison can be passed onto their unborn babies.

WHERE DOES IT COME FROM?

The lead hazards that children most often touch are: lead dust, leaded soil, loose chips and surfaces painted with lead-based paint. A child may be harmed when it puts into its mouth toys, pacifiers, or hands that have leaded soil or lead dust on them. Lead also comes from:

- Moving parts of windows and doors that can make lead dust and chips.
- Lead-based paint on windows, doors, wood trim, walls and cabinets in kitchens and bathrooms, on porches, stair railings, fire escapes and lamp posts.
- Soil next to the exterior of buildings that have been painted with lead-based paint and leaded gasoline dust in the soil near busy streets.
- Drinking water. (pipes and solder)
- Parents who may bring lead dust home from work on skin, clothes, and hair
- Colored newsprint and car batteries
- Highly glazed pottery and cookware from other countries
- Removing old paint when refinishing furniture

In recent years some uses of lead in products that could cause lead poisoning have been reduced or banned. This is true for lead in gasoline, lead in solder used in water pipes and lead in paint. Still, a great

deal of lead remains in and around older homes, and lead-based paint and accompanying lead dust are seen as the major sources.

HOW DO I KNOW IF MY CHILD IS AFFECTED?

Is your child

- cranky? · unable to concentrate?
- vomiting? · hyperactive?
- tired? · playing with children who have these symptoms?
- unwilling to eat or play? · complaining of stomach aches or headaches?

These can be signs of lead poisoning. However, your child might not show these signs and still be poisoned, only your clinic and doctor can test for sure.

WHAT CAN I DO ABOUT IT?

Your child should first be tested for lead in the blood between six months and one year old. Ask the clinic or your doctor to do it during a regular checkup. Your doctor will tell you how often you should have your child tested after that. A small amount of lead in the blood may not make your child seem very sick, but it can affect how well he or she can learn. If your child does have high amounts of lead in the blood, you should seek treatment and have your home tested for lead-based paint and lead dust.

HOW DO I KNOW IF MY HOME HAS LEAD-BASED PAINT?

The HUD inspection does not determine whether a property actually has lead-based paint. It only identifies whether there is defective paint in a property that might have lead-based paint. Therefore, the only way you can know for sure is to have the property tested by a qualified firm or laboratory. Both the interior and exterior should be tested. You should contact your local health or environmental office for help.

WHAT DO I DO IF MY HOME DOES HAVE LEAD?

Do not try to get rid of lead-based paint yourself, you could make things worse for you and your family. If your home contains lead-based paint, contact a company that specializes in lead-based paint abatement. Have professionals do the job correctly and safely. This may cost thousands of dollars depending on the amount of lead-based paint and lead dust found in your home but it will also protect you and your children from the effects of lead poisoning. In the meantime, there are things you can do immediately to protect your child:

- Keep your child away from paint chips and dust.
- Wet-mop floors and wipe down surfaces often, especially where the floors and walls meet. Be sure to clean the space where the window sash rests on the sill. Keeping the floor clear of paint chips, dust and dirt is easy and very important. Do not sweep or vacuum lead-based paint chips or lead dust with an ordinary vacuum cleaner. Lead dust is so fine it will pass through a vacuum cleaner bag and spread into the air you breathe.
- Make sure your children wash their hands frequently and always before eating.
- Wash toys, teething rings, and pacifiers frequently.

ACKNOWLEDGMENT

I acknowledge that I have received and read a copy of this notice before signing a lease for rental of a property from Ogburn Properties.

____/____/____
Date

Signature



Applicant Authorization

I/we authorize Rentfacts, A FirstPoint Resource, to obtain my present and previous residence information, as well as any current and previous employment information. This includes any salary or other pertinent information that may assist in completing my rental application. I further authorize Rentfacts to verify my credit history and perform a criminal record search.

I understand that the information that Rentfacts obtains is to be used only in the processing of my rental application.

Further, I authorize my current and former employers as well as other organizations to provide such information. I hereby release and hold harmless FirstPoint Resources, Rentfacts, my current and former employers, my current and former landlords, and any other organizations who have provided information from any and all liabilities arising out of the use of such information in connection with my consumer report.

Applicant Information

Full Name: _____ Social Security Number: ____/____/____

Date of Birth: ____/____/____ Gender: Male / Female

Driver's License Number: _____ State: _____

Current Address: _____ City, State, & Zip: _____

Applicants Signature: _____ Date: _____

Order Form Fax to Rentfacts at: 800-888-3487

Property Name: Ogburn Properties

Requester Name:

Rental Number: RENT_ 01071

Please check next to the service you want to order:

____ **Criminal Record Search**

***List where to search - City, State: _____ City, State: _____**

____ **Eviction Record Search (Eviction only available for North Carolina)**

____ **Credit Report Employment Verification (Fax application)**

____ **Employment Verification (Fax application)**

____ **Multi-State Criminal Record Search**

____ **Rental History Verification (Fax application)**





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