



# APPLICATION PROCESS

704-663-6514

www.ccapartments.net

1. There is a twenty five dollar (\$25.00) **Non-Refundable** application fee. This fee must be paid by cash or money order. Personal checks are not accepted.
2. Gross income for one (1) week must be at least equal to one (1) month's rent. Applicants that are not married must qualify individually and severally for the unit. Married couples may use combined family income.
3. We must see a driver's license or some other form of pictured identification and a social security card or something with applicant's social security number on it. If you are not a U.S. citizen, you must show a green card/I94 card.
4. If you cannot speak English, you must have a translator present to assist in the rental process.
5. **We check credit, criminal records and civil files** at the court house. We also verify employment, and call present and past landlords for rental references.
6. **PET POLICY** – One dog or cat accepted. Must be no greater than 25 pounds fully grown. \$200.00 non-refundable pet fee. Addendum must be signed. Management has the right to refuse any pet, which, in their sole discretion, they deem unacceptable.
7. Tenant cannot receive keys until rent and security deposit are paid and tenant has had utility service cut on in his/her name.
8. If your lease begins on any date other than the first day of the month, the rent for the month is prorated. All future rent is due on or before the first day of each subsequent calendar month.

## CREDIT POLICY

INCOME	Applicant must be able to show monthly income equal to four (4) times the monthly rent. Any <b>NON-EMPLOYMENT INCOME</b> must be guaranteed for the term of the lease by the paying department or the individual
JOINT APPLICATION	Applicants applying for joint occupancy that are not married must qualify individually and severally for the unit. Married parties may be allowed to combine income for qualification upon verification of marriage. Generally, two drivers' licenses with the same last name will be sufficient. If this is not possible, then a marriage certificate must be presented.
CREDIT	Applicant must have at least two (2) acceptable credit references. Such references must verify that the applicant pays their bills as agreed. <b>NO NEWLY OPENED ACCOUNTS ARE ACCEPTABLE.</b> No unpaid judgments or collections will be allowed.
RENTAL HISTORY	Applicant must have a record of payment and satisfaction with all previous landlords, must have given sufficient notice at their last address and must have a satisfactory credit rating with the Credit Bureau.
FINAL DECISION	All applications must have the Final Approval of the Property Manager before the lease is signed.

ADDRESS \_\_\_\_\_

RENTAL RATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_