



1923 Lejeune Blvd
Jacksonville NC 28546

www.MilitaryRelocator.com
(910) 938-7653

Revised Date: September 15, 2023

OFFICE USE ONLY

Applicant Name: _____
Property Address: _____
Rental Amount: _____
Agent Name: _____
Agent Company: _____
Date: _____

Rental Credit Policy

Application Fee

A \$40.00 application fee is required. Application fee must be paid with **cash** at time of application submission. Fees are per applicant over the age of 18 that will be living in the home. Credit/debit cards will be accepted over the phone for out of state clients **ONLY** once completed application has been received. **Application fees are nonrefundable.**

Income Requirements

You must qualify for the rental payment. We use VA guidelines for debt to income ratio of 42%. This includes all bill payments as well as rent.

Credit Requirements

A credit report is run on each applicant. The report cannot have any adverse credit ratings or judgments. **Company policy, we require 620 or higher; exceptions can be made by management.**

Family Size

It's our company policy that only one family unit occupy a property. If there will be occupants other than the applicant(s) and children, this must be approved by the rental manager or the owner of the property. The applicant's family must not exceed two family members per bedroom.

Rental History will be checked.

Holding Fees and Pet Fee

The applicant must be able to pay at least a holding fee in an amount equal to one month's rent. **Holding fees are taken in cashier's checks or money orders only and will convert to a security deposit upon move in.** A pet fee will also be collected in full for each permitted pet that will be on the premises and varies from \$300-\$600 depending on the property, how many pets, and size of pet. **The following breeds of dogs or any mix of these breeds may not be allowed (German Shepherd, Doberman, Chow, Pit Bull, Rottweiler, and Wolf Hybrids). Homeowner approval required.**

Employment History

The applicant must have established employment at a current job for at least 6 months or be transferring from a similar position of which they have been employed for 1 year or longer.

Required Items to Complete Application

Your application will not be processed unless you can provide all the following documents.

- Current LES (cannot be older than 30 days) and/or 2 current full months' pay stubs. (If self-employed, Please provide 2 years tax returns)
- Copy of valid drivers license or state issued ID (Military ID NOT accepted)
- Application fee (as discussed above)
- Vet records for all animals listed on the application.
- A FULLY completed application. Missing Information will result in a delay of processing your application.

By signing below, I acknowledge that I have read and understand each aspect of this application as well as what is expected of me to provide (ie income, license, etc) in order to completely process this application.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF CO-APPLICANT: _____ DATE: _____

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Credit Score: _____ All Debt: _____ All Income: _____ DTI Ratio: _____

Rental History: Good Bad None _____

Applicant Approved: Yes No Approved in Conditions What? _____

Move in Date: _____ Leasing Appointment: _____ With: _____

Military Relocator® Real Estate & Property Management
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Office (910) 938-7653



Rental Verification Form
Please send return fax to: (910) 938-1954

(Applicant should fill out shaded area ONLY!)

I, _____ and _____ give Military Relocator Real Estate and Property Management, permission to obtain any and all information needed in order to complete my rental application.

Signature Signature

FOR OFFICE USE ONLY

To: _____

Applicant's Name: _____

Address: _____

Dates of Tenancy: _____, 20__ to _____, 20__ Rental Amount: \$ _____

Number of times late: _____ (if yes, >30 days _____ 30-60 _____ 60-90 _____)

Any NSF Checks: Y or N (if yes, # of NSF) _____ Did the tenant have a pet? Yes No

Did this pet cause any damages to the home? _____

Does this tenant owe your company any money at this time? _____

Proper Notice Given: Yes No

Lease Fulfilled: Yes No

Evicted: Yes No

Would you rent to tenant again?: Yes No

Lease Violations: Yes No if yes, explain: _____

Were there any damages to the rental unit beyond normal wear and tear? If yes, please describe:

Additional Comments: _____

Name and Title

Signature

Date

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Military Relocator® Real Estate & Property Management Rental Application (all information in BOLD is required)

Applicant Information			
NAME:		EMAIL:	
BIRTH DATE:	SSN:	PHONE:	
CURRENT ADDRESS:			
CITY:	STATE:	ZIP CODE:	
OWN	RENT	MONTHLY PAYMENT:	HOW LONG?
NAME AND NUMBER LANDLORD:			
Previous address:			
City:	State:	ZIP Code:	
Own	Rent	Monthly payment:	How long?
Name and Number Landlord:			
Employment Information			
CURRENT EMPLOYER:			HOW LONG?
PHONE:		FAX:	
Address/Unit:			
City:	State:	ZIP Code:	
Position:	HOURLY	SALARY	NET MONTHLY INCOME:
Co-applicant Information			
NAME:		EMAIL:	
BIRTH DATE:	SSN:	PHONE:	
CURRENT ADDRESS:			
CITY:	STATE:	ZIP CODE:	
OWN	RENT	MONTHLY PAYMENT:	HOW LONG?
NAME AND NUMBER LANDLORD:			
Previous address:			
City:	State:	Zip Code:	
Own	Rent (Please	Monthly payment:	How long?
Name and Number Landlord:			
Co-applicant Employment Information			
CURRENT EMPLOYER:			HOW LONG?
PHONE:		FAX:	
Address/Unit:			
City:	State:	ZIP Code:	
Position:	HOURLY	SALARY	NET MONTHLY INCOME:
Occupants and Pets			
OCCUPANTS:			
PETS: Yes	No	#of pets _____	Breed: _____ Age: _____ Gender: _____
INDOOR		OUTDOOR	SPAYED/NEUTERED: _____ Declawed: _____
Emergency Contacts – Not residing with you (2 ARE REQUIRED)			
NAME:	ADDRESS:	PHONE:	
NAME:	ADDRESS:	PHONE:	
I authorize the verification of the information provided on this form as to my credit, employment, and rental history. I have received a copy of this application.			
SIGNATURE OF APPLICANT:			DATE:
SIGNATURE OF CO-APPLICANT:			DATE:

By signing this form, you are acknowledging any and all deposits made to hold the property above may be nonrefundable. Funds may be relinquished to the homeowner for time off the market.

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- 1) I have renters' insurance with:
 - a. company name: _____
- 2) Have you ever been evicted from a tenancy YES NO
 - a. If yes, explain: _____
- 3) Have you ever willfully & intentionally refused to pay rent YES NO
 - a. If yes, explain: _____
- 4) Do you know of anything that may interrupt income or ability to pay YES NO
 - a. If yes, explain: _____
- 5) Are you or your spouse expected to leave the area in the next 12 months YES NO
 - a. If yes, explain: _____
- 6) Have you physically walked or viewed the property with an agent YES NO
 - a. If not in person, explain:
 Sight Unseen Virtual Tour w/ Agent Other: _____
- 7) What Date are you looking to move into the property? _____

Property address: _____

By signing below, I am acknowledging any and all monies paid to hold the property above may be nonrefundable. Funds may be relinquished to the homeowner for time off the market. I understand that if I am approved, any and all monies paid to hold the above property will be converted to a security deposit upon move in and will be accepted as certified funds only (ie cashiers check from the bank, money order or cash).

I also certify that I am of legal age and that the information provided on these forms is correct to the best of my knowledge.

SIGNATURE OF APPLICANT: _____ DATE: _____
SIGNATURE OF CO-APPLICANT: _____ DATE: _____



I, _____ and _____

am applying for a rental property through Military Relocator at the address of

I hereby give my permission to release any information from my application to the homeowner of the property to assist

in the decision-making process. I acknowledge that this includes my

SSN, my credit score, my complete credit history, my photo ID, and my proof of income.

Signature: _____

Date: _____

Signature: _____

Date: _____