



Let's Get Started...

Privacy Act Authorization: I hereby give Chalk & Gibbs, Inc. authorization to check and verify information on this application. This will include but is not limited to checking credit report history, rental history, criminal history, income verification, information from public agencies, and any other information relevant to this application for residential tenancy. I certify that I am 18 years of age and that the information I provide is correct.

COST: \$35 application fee per person over the age of 18. Application fees are non-refundable once initiated. All applications will be processed in the order they are received. Incomplete applications will not be processed. **A \$75 Administrative Fee will be collected at time of lease signing.**

Rental Screening Criteria: - Gross monthly income from all verifiable sources - Current source of income. Employment/other income verification (i.e. three most recent pay stubs) must be provided. Self-employed applicants must provide a 1099, bank statement, or other verifiable information sources. - Two-year clear rental/homeowner history. Landlord references will be checked. - Credit history – No collections, judgments, liens, unpaid debt, etc. - No past unpaid rent, evictions, lease, or pet violations. No Exceptions. - Maximum occupancy is two per bedroom. - State or government-issued identification - Current employment verifiable for 6 months.

We encourage you not to apply if you have bad credit associated with foreclosure, past eviction, or utility collections.

Verification of the information on your application will be handled by 3rd party as listed below:

FirstPoint, Inc. 877-425-4763

Upon application approval, you must immediately place a security deposit equal to at least one month's rent with management to secure the property. The security deposit must be paid by cashier check, or money order. No personal checks or cash are accepted. Property can only be held for 14 days before the lease begins and rent must be paid. If the tenant fails to sign the lease and pay rent within 14 days, management will retain the tenant's Security Deposit.

Renter's insurance with a minimum of \$300,000 in personal liability coverage is required.

Pet Restrictions and fees apply. Breed restrictions: German Shepherd, Doberman, Chow, Pitbull, and Rottweiler. This list may not be all-inclusive. Pet fee for approved pets is a one-time non-refundable \$300 per pet.

**The relationship between landlord and tenant is a business relationship. A courteous, business-like attitude is required of all applicants. We reserve the right to refuse rental to anyone abusive, swearing, disrespectful, threatening, under the influence of drugs or alcohol, argumentative, or displays other behavior that management would believe would not result in a positive business relationship. No agency relationship exists between management and tenant. No exceptions to the above screening criteria will be made unless the Owner/Management offers.**

I have read and understand the information above. Applicant initial \_\_\_\_\_

**Morehead City Office**  
(252) 726-3167

**Beaufort Office**  
(252) 728-4532

**Cape Carteret Office**  
(252) 393-1284



[www.chalkandgibbs.com](http://www.chalkandgibbs.com)





# RENTAL APPLICATION

1006 Arendell St, Morehead City, NC 28557 (252)726-3167  
FAX (252) 726-0829 rentals@chalkandgibbs.com

*Application fee is \$35.00 per applicant. Application fees are non-refundable and must be paid in the form of a money order or cashier's check. NO CASH ACCEPTED. All occupants 18 years or older must fill out a separate application form, provide application fee, and copy of a photo I.d. Application process typically takes around 4 business days. Security Deposit is required upon approval and lease must be signed within 14 days of approval. No exceptions. All renters are required to have a renter's insurance policy before lease signing. Please speak with one of our rental agents if you have any questions. Security deposits need to be in the form of a money order or cashier's check.*

Application for Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Any pets/animals? No Yes If yes, how many and what kind? \_\_\_\_\_

Circle one: Non-smoker OR Smoker Drivers License #: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ Tag #: \_\_\_\_\_ Year: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Do you own any Recreational vehicles? \_\_\_\_\_ If so, what? \_\_\_\_\_

**List All Other Occupants of the Household including minors:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS# \_\_\_\_\_ Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS# \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS# \_\_\_\_\_ Relationship: \_\_\_\_\_

**CRIMINAL HISTORY:**

Is there anything negative that might show up on your credit, criminal, or past landlord history reports?

If so, explain: \_\_\_\_\_

Have you ever been convicted of a crime? No Yes If yes, explain: \_\_\_\_\_

Have you ever been evicted from a residence? No Yes If yes, explain: \_\_\_\_\_

**EMERGENCY CONTACTS: (LIST AT LEAST TWO WITH COMPLETE INFORMATION)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**ADDRESSES:    NEED AT LEAST 5 YEARS OF ADDRESSES AND EMPLOYMENT**

Full Current Address: \_\_\_\_\_ Own or Rent? \_\_\_\_\_

Date Move In/Move Out: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Has notice been given? Yes No

Landlord's Name/Address/Phone # \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Previous Address \_\_\_\_\_ Own or Rent? \_\_\_\_\_

Date Move In/Move Out: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Has notice been given? Yes No

Landlord's Name/Address/Phone # \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Previous Address \_\_\_\_\_

Date Move In/Move Out: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Has notice been given? Yes No

Landlord's Name/Address/Phone # \_\_\_\_\_

Reason for moving: \_\_\_\_\_

**EMPLOYMENT:**

Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Current Monthly Income: \_\_\_\_\_ Full Time / Part Time?

Employer Address: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Current Monthly Income: \_\_\_\_\_ Full Time / Part Time?

Employer Address: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Current Monthly Income: \_\_\_\_\_ Full Time / Part Time?

Employer Address: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Any additional income (Name source and will need written verification): \_\_\_\_\_

Amount: \_\_\_\_\_ Per: \_\_\_\_\_

Name (First, Middle, Last): \_\_\_\_\_ Gender: Male/Female

Maiden name (If Applicable): \_\_\_\_\_

Current address: \_\_\_\_\_ How Long? \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

1<sup>st</sup> Previous Address: \_\_\_\_\_ How Long? \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Applicant Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License # and State Issued: \_\_\_\_\_

**APPLICANT AUTHORIZATION**

*I 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.*

*Further, I authorize my current and former employers as well as other organizations to provide such information.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE

*California, Minnesota & Oklahoma residents only:*

I want to receive a free copy of any Consumer Report, investigative Report, or Credit Report on me that is requested.  Yes  No

.....  
Property Name: Chalk and Gibbs, Inc RENT\_01245

Requestor Name: \_\_\_\_\_

- |                                  |                              |
|----------------------------------|------------------------------|
| _____ Social Security Trace      | _____ County Criminal Search |
| _____ Evictions Multi-State      | _____ Evictions Single State |
| _____ Multi-State Criminal Index | _____ NC Statewide Criminal  |
| _____ Rental History             | _____ Rental Credit          |
| _____ Statewide Criminal Check   | _____ VA Statewide Criminal  |

For fax orders please fax this form to 1-800-888-3487