



## George's Mews Apartments

Washington Street, Raleigh, NC

Thank you for your interest in George's Mews Apartments. We are now accepting applications for our one-bedroom apartments. Enclosed is our rental application that must be filled out completely. If a question does not apply to your situation, please answer N/A. We also ask that you use a pen when completing the application.

**As of 2009, the income limits and minimum income requirements are as follows:**

Household Size	Minimum Income	Maximum Income	Rent
1	\$16,151.00	\$21,520.00	\$415.00
2	\$18,451.00	\$24,600.00	\$415.00
1	\$21,521.00	\$32,280.00	\$600.00
2	\$24,601.00	\$36,900.00	\$600.00

### Application Screening Process

CASA uses a third party screening company. A separate application must be completed for each person over the age of 18. A \$30 application fee will be required for each application. The following screening process will apply:

- 1) **Income Qualifications (80% of income must be employment)**
  - Maximum income requirements are \$32,280 (1 person) and \$36,900 (2 persons)
  - Show proof of employment(80% must be earned income)
    - Pay check stubs (within past 30 days of application date)
    - Employment Offer letter
    - Other forms of income can be used if properly documented. Ex: SSI/SSDI, a current awards letter from Social Security Administration.
- 2) **Credit** – CASA will screen for evictions and past due balances with previous landlords or rental properties.
- 3) **Occupancy Standards** -- Two persons per bedroom
- 4) **Rental History** – Satisfactory rental history for the past two years. All unpaid debt to previous landlords must be satisfied prior to approval.
- 5) **Criminal Background**
- 6) **Social Security Number**  
All social security numbers will be verified. An applicant with an invalid social security number will have to show an original copy of the social security card.

### Application Requirements for submitting an application:

- 1) Complete and signed application
- 2) Two separate money orders or certified funds:
  - \$30 Application fee
  - \$100.00 holding fee (This fee will secure an apartment – see page 2 of application)
- 3) Valid United States government issued photo identification (driver's license, identification card, or passport).

Return the above information to CASA:

**Physical Address**  
624 W. Jones Street  
Raleigh, NC 27603

**Mailing Address**  
P.O. Box 12545  
Raleigh, NC 27605

Prior to approval, employment verification, rental history check and criminal history report will be conducted on all applicants. CASA staff will notify the applicant of application status once all information is completed and verified.





# RENTAL APPLICATION

A \$30 application fee is required with all completed applications. The application fee must be paid by money order or certified funds payable to CASA. To hold a unit off the market, a separate \$100 holding fee is required. Please check to make sure all information is complete and accurate to avoid delays and expedite your application. Every potential resident over the age of 18 must submit a separate application and pay the \$30 application fee.

Anticipated Move in date \_\_\_\_\_ Pre-leased Unit or Waitlist \_\_\_\_\_  
Monthly rent \_\_\_\_\_ Security Deposit \$600.00

## Applicant's Information

Full Name \_\_\_\_\_ SS# \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Current phone number \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Driver's License or State Identification Number \_\_\_\_\_ State \_\_\_\_\_  
Email \_\_\_\_\_

### List others who will reside in apartment on a permanent basis:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ (month, date, and year) Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ (month, date, and year) Relationship \_\_\_\_\_

## Residential History (Past 2 years)

Current Address \_\_\_\_\_  
Street Address Apt # City State Zip  
Month and Year moved in \_\_\_\_\_ Rent \$ \_\_\_\_\_ Month and Year moved out \_\_\_\_\_  
Current Landlord/Agent \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for moving out \_\_\_\_\_

Previous Address \_\_\_\_\_  
Street Address Apt # City State Zip  
Month and Year moved in \_\_\_\_\_ Rent \$ \_\_\_\_\_ Month and Year moved out \_\_\_\_\_  
Previous Landlord/Agent \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for moving out \_\_\_\_\_

## Employment and Income Information

All applicants are required to show at least 30 days worth of verifiable proof of income

Employer \_\_\_\_\_ Begin Date \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Salary \$ \_\_\_\_\_ per \_\_\_\_\_ (month, hourly, annual)

### If current employment is less than 12 months, please provide the following information:

Previous Employer \_\_\_\_\_ Employment Dates \_\_\_\_\_ (start and end dates)  
Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Salary \$ \_\_\_\_\_ Per \_\_\_\_\_ (month, hourly, annual)

### If you have other sources of income to report, please list the amount, source and contact information.

Source \_\_\_\_\_ Contact Name \_\_\_\_\_  
Amount \$ \_\_\_\_\_ Contact Phone Number \_\_\_\_\_





# RENTAL APPLICATION

## General Information

### Automobile Information

Model \_\_\_\_\_ Make \_\_\_\_\_ Tag \_\_\_\_\_ Color \_\_\_\_\_

Model \_\_\_\_\_ Make \_\_\_\_\_ Tag \_\_\_\_\_ Color \_\_\_\_\_

### In case of emergency, illness or accident, please notify:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

### Any unanswered "yes" or "no" shall result in the denial of your application

- |  |     |    |
|--|-----|----|
| 1. Do you have any special housing needs or request a Reasonable Accommodation or Modifications? | Yes | No |
| 2. Have you ever been served an eviction notice?   | Yes | No |
| 3. Have you ever received an ordinance violation from the City of Raleigh?                       | Yes | No |
| 4. Have you or any member of your household ever been:   | Yes | No |
| • Convicted of or pled guilty or "no contest" to any felony?                                     | Yes | No |
| • Convicted of or pled guilty or "no contest" to a sexual offense?                               | Yes | No |
| • Listed on a registry of sexual offenders?  | Yes | No |
| • Convicted of or pled guilty or "no contest" to any drug related criminal offense?              | Yes | No |

If yes to any of the above questions, please explain, providing the location, date and nature of the offense:

\_\_\_\_\_  
\_\_\_\_\_

## Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I further understand that there is a **non-refundable application fee of \$30.00** to cover the cost of processing my application, and I am not entitled to a refund even if I do not get the apartment. Any questions regarding rejected applications must be submitted in writing.

In addition to the application fee, I agree that CASA, in order to hold the unit identified on page one of this application, shall retain the \$100.00 holding fee accompanying this application. Upon approval of this application and execution of a twelve-month lease, I understand that the holding fee will be applied against the security deposit. If this application is rejected for any reason other than the falsification of information by applicant, the holding fee shall be refunded to the applicant. If this application is not rejected and the undersigned fails to execute a twelve-month lease and occupy the unit identified on page one of this application by the move in date, CASA shall be entitled to retain the holding fee to cover CASA's various costs of holding such unit off the market.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date





# RENTAL APPLICATION

## Asset Certification/Disposed of Assets

For households whose **combined** net assets do not exceed \$5,000  
Complete only **one** form per household; include assets of children.

Applicant's Name: \_\_\_\_\_

**Complete all that apply for 1 through 4:**

1. My/our assets include:

(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source	(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source
\$ _____	_____	\$ _____	Savings Account	\$ _____	_____	\$ _____	Checking Account
\$ _____	_____	\$ _____	Cash on Hand	\$ _____	_____	\$ _____	Safety Deposit Box
\$ _____	_____	\$ _____	Certificates of Deposit	\$ _____	_____	\$ _____	Money Market Funds
\$ _____	_____	\$ _____	Stocks	\$ _____	_____	\$ _____	Bonds
\$ _____	_____	\$ _____	IRA Accounts	\$ _____	_____	\$ _____	401K Accounts
\$ _____	_____	\$ _____	Keogh Accounts	\$ _____	_____	\$ _____	Trust Funds
\$ _____	_____	\$ _____	Equity in Real Estate	\$ _____	_____	\$ _____	Land Contracts
\$ _____	_____	\$ _____	Lump Sum Receipts	\$ _____	_____	\$ _____	Capital Investments
\$ _____	_____	\$ _____	Life Insurance Policies (excluding Term)				
\$ _____	_____	\$ _____	Other Retirement/Pension Funds not named above:				_____
\$ _____	_____	\$ _____	Personal property held as an investment**:				_____
\$ _____	_____	\$ _____	Other (list):				_____

PLEASE NOTE: Certain funds (e.g., Retirement, Pension, and Trust) may or may not be (fully) accessible to you. Include only those amounts which are.

\*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

\*\*Personal property held as an investment may include, but is not limited to, gem or coin collections, art, antique cars, etc. Do not include necessary personal property such as, but not necessarily limited to, household furniture, daily-use autos, clothing, assets of an active business, or special equipment for use by the disabled.

- 2.  Within the past two (2) years, I/we have sold or given away assets (including cash, real estate, etc) for more than \$1,000 below their fair market value (FMV). Those amounts\* are included above and are equal to a total of: \$ \_\_\_\_\_ (\*the difference between FMV and the amount received, for each asset on which this occurred).
- 3.  I/we have not sold or given away assets (including cash, real estate, etc.) for less than fair market value during the past two (2) years.
- 4.  I/we do not have any assets at this time.

**The net family assets (as defined in 24 CFR 813.102) above do not exceed \$5,000 and the annual income from the net family assets is \$ \_\_\_\_\_. This amount is included in total gross annual income.**

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

\_\_\_\_\_  
Applicant/Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Tenant

\_\_\_\_\_  
Date





# RENTAL APPLICATION

## Authorization to Release Information

I, \_\_\_\_\_ have applied for rental housing with CASA. I authorize CASA to perform a background check from the following:

- Online Rental Exchange
- Previous and current landlords
- Previous and current employers
- North Carolina CCBI and Records department

By signing below, I understand that the information provided by the agencies and individuals listed above will help decide the final approval of my housing application. I also understand that if I fail to sign this form, my housing application will be denied, and my \$30 housing application fee will not be refunded.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

