

# DUFFIELD PROPERTIES LLC

P.O. BOX 4902

GREENSBORO, NC 27404

JOHN@DUFFIELDPROPERTIES.COM

(336)485-5415

## RENTAL APPLICATION

Duffield Properties LLC will conduct credit and background checks through Edify Screening, LLC. The information supplied will be used to determine the applicant's qualifications to rent the property.

Please include your payment to Duffield Properties LLC for \$55 for one applicant or \$110 for two applicants. We accept check or Venmo for payment. If there are more than two applicants, please contact Duffield Properties LLC for instructions.

All Applicants must submit all documents and payment before we will start processing the application.

Application Checklist:

Application:

Background Authorization forms:

2 months of pay stubs:

Pet Application if applicable:

Payment:

### RENTAL PROPERTY INFORMATION

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Anticipated Move In Date: \_\_\_\_\_, \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Lease Term: \_\_\_\_\_



**RESIDENTIAL HISTORY (last three years):**

Current Residence:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Dates of Residency (From/To): \_\_\_\_\_ - \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Previous Residence:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Dates of Residency (From/To): \_\_\_\_\_ - \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Other Questions:

Have you ever been evicted from a rental property? Yes  No

If so, what was the reason? \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

***Applicant 1 Information:***

Current Employer: \_\_\_\_\_

Employment Status: Full-Time  Part-Time  Student  Unemployed

Dates Employed: \_\_\_\_\_ Job Title/Description: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Employment Status: Full-Time  Part-Time  Student  Unemployed

Dates Employed: \_\_\_\_\_ Job Title/Description: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Monthly Income: \_\_\_\_\_

***Applicant 2 Information:***

Current Employer: \_\_\_\_\_

Employment Status: Full-Time  Part-Time  Student  Unemployed

Dates Employed: \_\_\_\_\_ Job Title/Description: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Employment Status: Full-Time  Part-Time  Student  Unemployed

Dates Employed: \_\_\_\_\_ Job Title/Description: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Monthly Income: \_\_\_\_\_

**CREDIT HISTORY**

Have you declared bankruptcy in the past seven years? YES  NO

Have you owned a personal residence which was foreclosed upon or short-sold in the past seven years? YES  NO

Have you had two or more late rental payments in the past year? YES  NO

Have you ever willfully or intentionally refused to pay rent when due? YES  NO

**REFERENCES**

Name:

Phone Number:

Relationship:

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**VEHICLE INFORMATION**

*Applicant 1:*

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Plate Number \_\_\_\_\_

License Plate State \_\_\_\_\_

*Applicant 2:*

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Plate Number \_\_\_\_\_

License Plate State \_\_\_\_\_

**ADDITIONAL INFORMATION**

Will you be using a co-signer? \_\_\_\_\_ Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please give any additional information that might help Duffield Properties evaluate this application.

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**AUTHORIZATION AND RELEASE OF INFORMATION**

I understand that as part of the procedure for evaluating this rental application, an investigative consumer report may be prepared and information may be obtained through personal interviews of people that I have listed in this application. This interview may include information related to my character, general reputation, and personal characteristics.

The above information contained in this application is, to the best of my knowledge, true and correct. I understand that false, misleading, or a lack of information may result in the rejection of this application.

I hereby authorize an investigation of my credit, criminal background, sex offender background, tenant history and employment history for the purposes of renting a property owned and/or managed by Duffield Properties, LLC:

***Applicant 1:***

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

***Applicant 2:***

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

***Co-Signer:***

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_



Duffield Properties LLC  
336-404-7433

PO BOX 4902  
Greensboro NC 27404

## DISCLOSURE REGARDING BACKGROUND INVESTIGATION

### IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING

This organization \_\_\_\_Duffield Properties\_\_\_\_ may obtain information about you for tenant purposes from a third party consumer reporting agency. Thus, you may be the subject of a (consumer report) and/or an (investigative consumer report) which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records (driving records), education or employment history, credit report, and/or other background checks. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report.

Please be advised that the nature and scope of the investigative consumer report will be conducted by Edify Administration Professionals, Inc. at (336)303-1099 (888)885-5280, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your tenancy to the extent permitted by law. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

I hereby consent to your obtaining the above information from Edify Administration Professionals, Inc. PO Box 35141 Greensboro, NC 27425, (888)503-3439, <http://www.edifyscreening.com>. I understand to aid in the proper identification of my records personal identifiers as well as other information, is necessary.

I understand that I am being provided the (Summary of Your Rights Under the Fair Credit Reporting Act) prepared pursuant to 15 U.S.C. Section 1681-1681.

The Disclosure and Authorization forms, in electronic, faxed, or photocopied form, will be valid for any reports that may be requested by the Company.

By checking this box and my signature below, I affirm that I have read and agree to the Disclosure Regarding Background Investigation.

**SIGNATURE**

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## **AUTHORIZATION CONSENT FOR BACKGROUND INVESTIGATION**

**IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING**

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company, "Edify Administration Professionals, Inc. PO Box 35141 Greensboro, NC 27425, (888)503-3439" at any time after receipt of this authorization and throughout my tenancy, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by "Edify Administration Professionals, Inc. PO Box 35141 Greensboro, NC 27425, (888)503-3439", another outside organization acting on behalf of the Company, and/or the Company itself. I understand that by agreeing below, that I am signing the Authorization form directing the background check as described in the disclosure.

**By checking this box, I hereby authorize the obtaining of "consumer reports" and/ "investigative consumer reports" at any time after receipt of this authorization and throughout my tenancy, if applicable**

**SIGNATURE**

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## **SUMMARY OF RIGHTS: IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING**

Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street. N.W., Washington, D. C. 20552.

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - A person has taken adverse action against you because of information in your credit report;
  - You are the victim of identity theft and place a fraud alert in your file;
  - Your file contains inaccurate information as a result of fraud;
  - You are on public assistance;
  - You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.



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- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to

[www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore)

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit

[www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore)

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1. a. Banks, savings associations, and credit unions with total assets of over 10 billion and their affiliates.  b. Such affiliates that are not banks, savings associations, or credit unions should list, in addition to the CFPB	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20552  b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877)382 - 4357
2. To the extent not included in item 1 above:  a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks.  b. State member banks, branches and agencies of foreign banks(other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act  c. Nonmember Insured Banks, Insured State Branches of Foreign Banks,	Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050  b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis, MN 55480  c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106  d. National Credit Union Administration Office of Consumer Protection(OCP)



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and insured state savings associations. d. Federal Credit Unions	Division of Consumer Compliance and Outreach(DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air Carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877)382-4357

By checking this box, I affirm that I have received my FCRA Summary of Rights Above.

**SIGNATURE**

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## STATE NOTICES

### IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING

**New York applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

**New York applicants or employees only:** Upon request, you will be informed whether or not a consumer report was requested by Employer, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

**Oregon applicants or employees only:** Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records is available to you upon request.

**Washington State applicants or employees only:** You have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Minnesota, Oklahoma Applicants OR Applicants from other states who would like to obtain a copy of their consumer report:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**California Applicants or Employees Only:** By signing below you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

### California Applicants or Employees Only

#### NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

Employer (the "Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Edify Administration Professionals, Inc., PO Box 35141 Greensboro, NC 27425, (336)303-1099



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(888)885-5208, <http://www.edifyscreening.com>. The source of any credit report will be TransUnion P.O. Box 1000, Chester, PA 19022, 1-800-888-4213.

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

By checking this box, I certify I am a resident of CA or am applying for a position in CA and have read and agree to the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

**SIGNATURE**

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This organization is an Equal Opportunity Lessor. No prospective tenant will be discriminated against because of race, color, religion, age, national origin, sex, disability, marital status, veterans' status or the presence of a non-related medical condition or disability or any other legally protected status in compliance with federal and state laws. Please note the following information will be used by Edify Administration Professionals, Inc., a consumer reporting agency, for background screening purposes only.

### **BACKGROUND DATA** *(All fields required)*

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **eMail Address:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Gender:** \_\_\_\_\_

**Please list any and all former name(s):** \_\_\_\_\_

#### **CERTIFICATION**

I certify that all statements made on this application are true and that I have not knowingly withheld any fact or circumstance.

I authorize the investigation of all statements contained in this application and the further investigation of any information required to determine my qualifications for the positions for which I am applying.

I authorize former employers, schools and other references to release any information required to determine my qualifications for the positions for which I am applying and hereby release all information. I waive any right to receive any written notice from this organization or former employers that such information has been released.

I fully understand that misrepresentation or omission of facts or circumstances will be sufficient for the cancellation of my consideration for employment/volunteering or cause for dismissal if I have been employed.

I understand and agree that any offer of tenancy is a conditional offer and that a conditional offeree is not a tenant unless and until a conditional offer of tenancy is confirmed via a signed lease by lessor.

**SIGNATURE**

**DATE**

\_\_\_\_\_

\_\_\_\_\_



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**PET ADDENDUM FOR**

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The pet addendum to the lease between \_\_\_\_\_ (Tenant) and Duffield Properties LLC (Landlord) is hereby made part of the lease entered into between the parties on \_\_\_\_\_.

1. The Tenant agrees to pay \$450 Per pet to Landlord as a nonrefundable pet fee for the privilege of Landlord allowing Tenant to have a pet in the residence.
2. The information for the pet is as follows:

Pet Name: \_\_\_\_\_  
Breed: \_\_\_\_\_  
Age: \_\_\_\_\_  
Gender: \_\_\_\_\_  
Weight: \_\_\_\_\_

3. The Tenant agrees to keep all pets in a responsible manner and provide proper care for them.
4. The Tenant shall be liable for any and all damages or injuries caused by his/her pet(s). If the tenant's security deposit does not cover the damages, the Landlord and Tenant will agree on a payment plan to pay for the damage as well as replace the security deposit.
5. The Tenant shall show proof of spaying/neutering. If the Tenant does not want to spay-neuter, please provide a reason here:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
6. The Tenant shall show proof that the rabies vaccine has been administered to the pet(s). The rabies tag number is \_\_\_\_\_.
7. The Tenant shall show proof that the pet(s) has received all necessary inoculations.
8. Tenant shall provide the following information (to be updated in writing within 10 days in the event of a change in service provider)





Duffield Properties

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*Veterinarian:*

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

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

*Pet Caretaker:*

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

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

If the Tenant is unable to provide the name of a pet caretaker for when the Tenant is at work or out of town, please provide an explanation of the arrangements that the Tenant has made for the care of the pet(s): \_\_\_\_\_

\_\_\_\_\_

9. Tenant shall keep the pet(s) in a manner that is in keeping with the cleanliness standard of the residence. Tenant shall properly clean up after a dog and properly dispose of cat box filler and litter from birds and rodents.
10. Tenant shall not leave the pet(s) unattended outside the residence.
11. Landlord shall inform the Tenant of any written and signed complaints received concerning Tenant's pet(s).
12. Landlord will also inform the Tenant in writing of any violations of this pet addendum or the pet policy which the Landlord observes the Tenant or his/her pet(s) committing.
13. Landlord and Tenant shall confer informally concerning any written and signed complaints received by the Landlord. If the complaints are not resolved informally, and there have been three serious violations of the pet addendum which have not been resolved within the previous twelve months, Landlord may inform Tenant that procedures will be initiated within 10 days to have the pet removed, terminate the pet owner's tenancy, or both.



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*Signatures:*

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Landlord

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Tenant

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Date