



Applicant Package



Property Manager: Beth Noles
Email: bethnoles@bluebikerealty.com

Website: www.bluebikerealty.com

2051 Robert Sherrill Lane
Lincolnton, NC 28092

Mobile: (704) 564-2447
Fax: (704) 240-9696

Blue Bike Realty Tenant Guidelines

This tenant guide is meant to help answer some of the most frequently asked questions when considering a property. Please feel free to call our office with any additional questions you may have during our normal business hours; Monday - Friday, 9 am - 5 pm, (704) 564-2447.

1. Viewing Properties

Any and all properties will be shown by appointment only during our normal business hours.

2. Rental Applications

All applicants must fill out the rental application to provide personal and financial information. All information obtained will be confidential and for the purpose of determining tenancy only. Each applicant will be charged a \$40.00 application fee which is non-refundable and will not be applied towards the security deposit or rent in the event the applicant is approved for tenancy. We consider the following criteria for applicant approval:

- **Credit History** - Credit reports are furnished by Equifax credit bureau and must show a rating of 4 or less. We arrive at this rating by averaging the Equifax credit line ratings. Judgements, liens, or foreclosures are rated as 10; other credit lines are rated as reported by Equifax. If the average is over 4, and references from past landlords and employers are positive, a co-signor or double security deposit will be considered. In order for a co-signor to qualify they must have unblemished credit, own property in NC, and have lived in NC for at least one year.

- **Current Income** - All applicants

must be currently employed with a monthly salary of 3 to 4 times the monthly rental or be able to show proof of assets equal to four times the yearly amount.

- **References** - Past and current landlords, employers, and other references are contacted. Reports from any party of damage to rental property, failure to pay rent, lack of compliance with all terms of lease, or living habits that may disturb or harm neighbors are grounds for refusal of the application.

- **Criminal History** - To be evaluated by the owner and agent. Rental depends upon frequency, seriousness, and type of charges and convictions.

3. Rent

All rents are payable by check or money orders and should be postmarked no later than the first of each month. Any rents received after the fifth of the month at 5:00 pm should include a late fee of 5% of the months rent AND be paid by certified funds or money order only.

Payments are to be mailed to:
Blue Bike Realty
Attention: Beth Noles
2051 Robert Sherrill Lane
Lincolnton, NC 28092

4. Deposits

Each property will require a security deposit equal to the one months rent. If the property is pet-friendly, then a non-refundable pet fee will be in addition to the security deposit and due before occupancy may begin.

5. Deposit Refunds

Tenants are responsible for returning the property to the original condition when occupancy began. Normal wear and tear will not be considered damage to the property. Any charges due to damages caused by the tenants will be deducted from the security deposit. The deposit will be refunded if the following is performed:

- All rents are paid up to date.
- Any bills relating to the property have been paid in full.
- The property has been thoroughly cleaned and well maintained:
 - Carpets professionally cleaned with receipt confirmation.
 - Vinyl and wood floors have been swept and mopped.
 - Wipe all baseboards and window sills.
 - All bathroom fixtures cleaned.
 - Heat pump filters have been changed.
 - All appliances have been cleaned, refrigerator has been turned off, propped open and ice tray emptied.
 - All cabinets, drawers and closets emptied and wiped out.
 - Replace any burned out light bulbs and clean all light fixtures.
 - Wash all mirrors.
 - Sidewalks, porches, decks and garages swept.
 - Mow grass and do trim work.
 - Clean out all gutters.

6. Inspections

All tenants must complete the Move-In Checklist (included in the move-in package) and return it within three days of occupancy. Upon moving out, please make an appointment with your

property manager to complete the Check Out Inspection prior to returning the keys to the property.

7. Faults and Repairs

IF THE SERVICE CALL REQUIRES THE HELP OF FIRE, POLICE, OR MEDICAL CALL 911 FIRST! Tenants should determine if they actually need a repair person. Check electrical breakers before calling in a service visit. If the problem is due to a tripped electrical breaker, the tenant will be charged for the service visit.

If the tenant cannot determine the reason for the problem, the situation should be determined if emergency repair is needed. (Example: no hot water, no water, refrigerator not cooling, no heat etc.) If the situation is an emergency, call the office between 9:00 am and 5:00 pm, Monday - Friday (704) 564-2447. If the situation is not an emergency, complete the Maintenance Repair (included in the move-in package) and mail it to:

Blue Bike Realty
Attention: Beth Noles
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Blue Bike Realty must initiate all service calls to be covered by owners. If tenants call the service person, the charge will be paid by the tenant. The owners will pay for all repairs to appliances and mechanical systems that are a result of normal wear and tear.

If the system has been used in a manner inconsistent with its purpose, or abused appliance or system will result in the tenant being charged for repairs.

Tenants are responsible for changing heat pump filters regularly. If the service call is due to dirty filters, the tenant will be charged for the service visit.

All repairs are to be reported to the management office as soon as possible. This will ensure that you will not be held responsible for damages caused by the need for repair. Be aware that the tenant will be held liable if repairs go unreported and these result in damage to other areas of the property.

8. Declarations

Any changes you wish to make to the property including but not limited to changes in paint, wallpaper, landscaping, etc you must obtain written permission before any work may begin.

We ask that you fill out the Repair Request (included in the move-in package) explaining as much as possible about what you wish to do. Include samples of materials to be used and your experience in this type of work along with any contributions you wish from the owner. Once the owner provides written permission for the changes you will be notified and work may begin.

Tenants may hang pictures and wall décor if the proper hangers are used. Please use small hooks and the accompanying nails especially made for hanging pictures. Do not use large nails or two sided picture tape, the damages caused by these hangers are not considered normal wear and tear.

9. Safety

All rental properties have smoke detectors and some have carbon

monoxide detectors. Tenants are responsible for ensuring that they are checked regularly, kept in good working condition and batteries replaced when needed. If you discover a problem with a detector you must notify Blue Bike Realty IMMEDIATELY.

10. Pets

Domestic pets are permitted if agreed to in writing and an additional non-refundable pet deposit is paid in advance. No animals are allowed on the property without written permission at any time.

11. Utility Supplies

Tenants are responsible for notifying the utility companies at the beginning and the end of the tenancy along with all payments and deposits. Once tenants choose a telephone provider and request service to begin, they must notify Blue Bike Realty of the telephone number.

12. Insurance

Tenants personal belongings are to be insured by the tenants.

Blue Bike Realty and the owners cannot and will not be held liable for any loss suffered by the Tenant whatever the circumstances.

13. Early Termination

You are signing a legally binding document for the period indicated on the Rental Agreement. Defaulting on that contract in any way gives the owner the right to pursue satisfaction of that contract in a court of law.

Tenant should give Blue Bike Realty as much notice as possible of their plan for early termination using the Agreement for Early Termination of Rental Agreement (included in the move-in package) and also make the property available to be viewed by prospective tenants.

If you vacate the property early you will be responsible for the rental payments for the remainder of the rental period.

The original tenant will be released from his/her Rental Agreement in lieu of a new lessor if an acceptable new tenant is found and the original tenant agrees to the following charges:

- a fee equal to half of one months rent
- any expenses to clean/prepare the property for new tenants
- any rent or late fees owed to the owner

14. Vacating

Please see number 15 on the Residential Rental Contract when vacating.

- Give 30 days notice to end of initial term of lease.
- Pay all utility bills due for services for which they are responsible and have all discontinued.
- Remove all personal property.
- Properly clean as described in the Return of Deposit section of this packet.

-Make any repairs needed to return property to original condition.

-Fasten and lock all doors and windows.

-Schedule a final walk through with property manager to complete check out inspection and return all keys.

-Provide Blue Bike Realty with a forwarding address to where your security deposit can be mailed if all requirements are met.

15. Contact Information

You can contact your property manager at Blue Bike Realty between the hours of 9:00 am and 5:00 pm, Monday through Friday at (704) 564-2447 or by email at: bethnoles@bluebike.com.

We appreciate your business and look forward to doing business with you as the agent for the owners.



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Property Management Rental Application

Property Address: _____

Term of Lease:

Begin ____/____/____ End ____/____/____ Duration: _____ (Mo / Yr)

Applicant #1

Full Name: _____

Contact #: _____ Date of Birth: ____/____/____

Drivers License #: _____ Social Security #: _____

Email: _____

Applicant #2

Full Name: _____

Contact #: _____ Date of Birth: ____/____/____

Drivers License #: _____ Social Security #: _____

Email: _____

Current Address: _____

Home Phone #: _____ Rent Amount: _____ Wk / Mo / Yr

Landlord: _____ Landlord Phone: _____

Dates: _____ to _____ ___ Own ___ Rent

Reason for Leaving: _____

Previous Address: _____

Home Phone #: _____ Rent Amount: _____ Wk / Mo / Yr

Landlord: _____ Landlord Phone: _____

Dates: _____ to _____ ___ Own ___ Rent

Reason for Leaving: _____

Present Employer: _____ Phone: _____

Supervisor: _____ Position: _____

Dates: _____ to _____ Gross Income: \$_____ per Wk / Mo/ Yr Other: \$_____

Spouses Employer: _____ Phone: _____

Supervisor: _____ Position: _____

Dates: _____ to _____ Gross Income: \$_____ per Wk / Mo/ Yr Other: \$_____

Have you ever filed for bankruptcy? ___ yes ___ no Date filed: _____

Have you ever been arrested for crime other than traffic violations? ___ yes ___ no
If yes, please explain: (Attach separate page if necessary)

List all vehicles:

Make: _____ Model: _____ Year: _____ Tag #: _____

Make: _____ Model: _____ Year: _____ Tag #: _____

Others who will occupy residence:

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Pets: ___ yes ___ no ___ inside ___ outside Breed: _____ Weight: _____

Does anyone smoke who will be living in the house? ___ yes ___ no

I declare that the information above is true and correct, authorize its verification, authorize obtaining of a consumer credit report, understand the application fee(s) will not be refunded for any reason, and agree to these terms of the application. I further understand that all Blue Bike Realty personnel are the agent of the property owner (landlord) and will discuss this information with him. And that any information provided may be used in a collection action should the need arise.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Referring Agent: _____ Phone: _____

Beth Noles
Property Manager

Phone: (704) 564-2447
Fax: (704) 240-9696



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bethnoles@bluebikerealty.com

AUTHORIZATION Release of Information

I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agents cost, time, and effort in processing my application.

I hereby deposit \$_____ as non-refundable application fee. When so approved and accepted, I agree to execute a lease for _____ months before possession is given and to pay the balance of the security deposit prior to the move in date. If the application is not approved or accepted by the owner or agent, the application hereby waiving any claim for damages by reason of non-acceptance which the owner or agent may reject. I recognize that as a part of your procedure for processing my application, and investigative consumer report may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living.

I hereby authorize an investigation of my credit history, tenant history, criminal history, and employment verification for the purposes of renting a house, apartment, or townhome/condominium from this owner/manager.

Blue Bike Realty / Beth Noles (Property Manager)

Applicant Signature: _____ Date: _____

Print Name: _____

Co-Applicant
Signature: _____ Date: _____

Print Name: _____

Beth Noles
Property Manager

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Rental Referral Agreement

Referring Firm Information:

Firm Name: _____ License #: _____
Agent Name: _____ License #: _____
Firm Address: _____
Phone: _____ Fax: _____ Email: _____
Fed. Tax ID# (EIN or SS#, if sole proprietor): _____

Receiving Firm Information:

Firm Name: _____ License #: _____
Agent Name: _____ License #: _____
Firm Address: _____
Phone: _____ Fax: _____ Email: _____

Prospect Information:

Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

The Prospect ___ is ___ is not aware of the Referral. (NOTE: The rules of the North Carolina Real Estate Commission require the Referring Firm to disclose to the Prospect that payment may be received.)

Compensation: In consideration of the referral Prospect, Receiving Firm shall pay the Referring Firm as indicated below: (insert N/A in blanks not used)

_____ % of the first months rent _____ flat fee _____ other

Time of payment: Any compensation hereunder shall be paid to Referring Firm within _____ days of Receiving Firms receipt of compensation.

EACH FIRM REPRESENTS THAT IT HAS AN ACTIVE REAL ESTATE LICENSE AS OF THE DATE OF THIS AGREEMENT.

Referring Firm Name:

By: _____

Date: _____

Receiving Firm Name:

By: _____

Date: _____