

WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS) (FOR TENANTS)

NOTE: This form is designed for use by agents working with tenants. It is similar, but not identical, to the "Working with Real Estate Agents Disclosure (For Buyers)" published by the NC Real Estate Commission (available as NCAR Standard Form #520), which must be used by agents working with buyers.

IMPORTANT

This form is not a contract. Signing this disclosure only means you have received it.

- In a real estate lease transaction, it is important that you understand whether an agent represents you.
- Real estate agents should (1) review this form with you at first substantial contact - before asking for or receiving your confidential information and (2) give you a copy of it after you sign it. This is for your own protection.
- Do not share any confidential information with a real estate agent or assume that the agent is acting on your behalf until you have entered into an agreement with the agent to represent you. Otherwise, the agent can share your confidential information with others.

Note to Agent: Check all relationship types below that may apply to this tenant.

_____ **Tenant Agency:** If you agree, the agent who gave you this form (and the agent's firm) would represent you as a tenant agent and be loyal to you. You may begin with an oral agreement, but your agent must enter into a written tenant agency agreement with you before making a written or oral offer for you. The landlord would either be represented by an agent affiliated with a different real estate firm or be unrepresented.

_____ **Dual Agency:** Dual agency will occur if you lease a property listed by the firm that represents you. If you agree, the real estate firm and any agent with the same firm (company), would be permitted to represent you and the landlord at the same time. A dual agent's loyalty would be divided between you and the landlord, but the firm and its agents must treat you and the landlord fairly and equally and cannot help you gain an advantage over the other party.*

_____ **Designated Dual Agency:** If you agree, the real estate firm would represent both you and the landlord, but the firm would designate one agent to represent you and a different agent to represent the landlord. Each designated agent would be loyal only to their client.*

*Any agreement between you and an agent that permits dual agency must be put in writing no later than the time you make an offer to lease.

_____ **Unrepresented Tenant (Landlord subagent):** The agent who gave you this form may assist you in your lease, but will not be representing you and has no loyalty to you. The agent will represent the landlord and is required to give the landlord any information about you (even personal, financial or confidential information) that would help the landlord in the lease of their property.

Note to Tenant: For more information on an agent's duties and services, refer to the NC Real Estate Commission's "Questions and Answers on: Working With Real Estate Agents" brochure at ncrec.gov (Publications, Q&A Brochures) or ask an agent for a copy of it.

Tenant's signature

Tenant's signature

Date

Agent's name

Agent's license no.

Firm name

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North Carolina Association of REALTORS®, Inc.

REALTOR®

Brass Lantern Realty, 1022 Cedar Point Blvd Cedar Point, NC 28584
Evelyn Norris

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Phone: (252)393-9001

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www.lwof.com

STANDARD FORM 521

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Untitled

Paperless Transaction Notification

This notice is required in consumer transactions per NC Law GS 66-327. The consumer is aware that Brass Lantern Realty is acting Real Estate Company and hereby gives the company and its agents consent to use electronic means such as:

1. The right to record any documentation provided on paper and in electronic form.
2. The scope of the consumer's consent, i.e. is to be used ONLY in real estate transactions.
3. The consumer has the right to withdraw consent in writing.
4. The consumer is also able to print or store any electronic transaction.

Recipient Print and Sign

Date

Email address

Agent Print and Sign

Date

Brass Lantern Realty: Office-(252)-393-9001 Fax-(252)-393-9002

BBRASS LANTERN R E A L T Y

1022 Cedar Point Blvd
Cedar Point, NC 28584
Office: 252-393-9001
Fax: 252-393-9002

RENTAL APPLICATION INSTRUCTIONS:

The following items are REQUIRED:

Copy Driver's License or Military ID, Social Security Number(s), and

Completed Rental Application

Deliver to:

Brass Lantern Realty LLC.
1022 Cedar Point Blvd.
Cedar Point, NC. 28584

(We are located on Hwy 24 East across from Neuse Sport Shop in Cedar Point. We are in the brick strip with Electec, Amy's Hair Design and Dean's Gas. Our drop box is attached to the building just to the left front door.)

Our office number is 252-393-9001, the fax number is 252-393-9002 and the email is evelyn@evelynnorris.com, the Web site Brass Lantern Realty.

If you have any questions, please call Evelyn at 252-393-9001.

Regards,

Property Management
Evelyn Norris



Tenant Criteria For Every Application/Tenant:

1. A Credit Check is purchased with the application fee of \$50. This fee is NON-REFUNDABLE even if your application is not approved.
2. Potential residents are required to furnish a valid photo ID.
3. Tenants are required to review and sign the NC Agency Brochure, Working With Real Estate Agents (Lease Transactions) and Paperless Transaction Notification.
4. Potential Tenants' previous rental history may apply.
5. Occupancy cannot exceed more than 2 people per bedroom.
6. Brass Lantern Realty, LLC must obtain Pet Approval from each individual homeowner for each pet. Homeowners may limit the type and number of pets they allow, weight limits, etc. If pets are allowed, the pet fee is NON-REFUNDABLE and is a separate payment, made payable to the homeowner. If pets are allowed, Tenant must have the residence professionally treated for fleas upon move out. The receipt for flea treatment must be furnished to Brass Lantern Realty Property Management.
7. Tenant agrees that unless otherwise approved in writing, ALL leases are made YEAR-TO-YEAR. This means that each lease will automatically renew for a one year period UNLESS Tenant notify Brass Lantern Realty Property Management, in writing at least 30 days prior to the current lease end date. If notice is not received at least 30 days in advance, the lease will automatically roll over and be in effect for another year.
8. Tenant will be held in BREACH of contract for breaking a lease for any reason other than Military Orders out of the area. An original copy of Military Orders must be furnished to Brass Lantern Realty Property Management, along with Tenant's written notice of intent to vacate, at least 45 days prior to vacate date.
9. All Tenants are aware that any unpaid funds due to the Homeowner, for any reason upon move out, WILL BE reported to METRO2 CREDIT REPORTING AGENCY as DEBTS DUE.

Tenant: _____ Date: _____



Property Interested in Renting: _____

Realtor who showed the property: _____

APPLICANT

Full Name of Applicant: _____

Present Address: _____

Telephone #: _____ Cell#: _____

DOB: _____ SS# _____ PROVIDE IN PERSON Drivers license & state _____ PROVIDE IN PERSON

E-Mail Address: _____

APPLICANT'S EMPLOYMENT

Name of present employer: _____

Address: _____

Position: _____ Date started: _____ Monthly income: _____

Supervisor's name: _____ Phone: _____

Name of previous employer: _____

Address: _____

Position: _____ Date started: _____ Monthly income: _____

Supervisor's name: _____ Phone: _____

Other sources of income: _____

Military Employment

Branch of Service: _____ Grade: _____ # of Years _____ EAS: _____ Monthly Income: _____

Unit (Give complete information-Company, Battalion, Division, Base Etc:

SPOUSE

Full Name of Spouse: _____

Present Address: _____

Telephone #: _____ Cell #: _____

DOB: _____ SS#: PROVIDE IN PERSON Driver's license & state: PROVIDE IN PERSON

SPOUSE'S EMPLOYMENT

Name of present employer: _____

Address: _____

Position: _____ Date started: _____ Monthly income: _____

Supervisor's name: _____ Phone: _____

Name of previous employer: _____

Address: _____

Position: _____ Date started: _____ Monthly income: _____

Supervisor's name: _____ phone: _____

Other sources of Income: _____

OCCUPANTS

List all occupants: _____

VEHICLES

List all vehicles to be parked at premises: _____

Make model year

Make model year

PRESENT LANDLORD OR MORTGAGE COMPANY

Present landlord or mortgage company: _____

Phone #: _____ Monthly rent or mortgage: _____

Date of move in: _____ Date of move out: _____

Previous landlord or mortgage company: _____

Phone #: _____ Monthly rent or mortgage: _____

Date of move in: _____ Date of move out: _____

PERSONAL REFERENCES

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

EMERGENCY INFORMATION

Emergency contact: _____

Phone: _____ Relationship: _____

PETS

List any pets:

type: _____ breed: _____ weight: _____ age: _____

type : _____ breed: _____ weight: _____ age: _____

CRIMINAL HISTORY

Have any of the occupants listed above ever been convicted of a felony? Yes _____ No _____

Received deferred adjudication for a felony? Yes _____ No _____

Been evicted? Yes _____ No _____

Declared bankruptcy? Yes _____ No _____

The above listed applicant declares that all statements made in this application are true and complete. Applicant hereby authorizes Brass Lantern Realty to verify all of the information in this application and obtain credit reports on the above listed applicant or applicant's. If applicant or applicant's spouse has given any false information, landlord is entitled to reject the application and retain all application fees as liquidated damages for landlord's time and expenses in processing this application. Applicant shall give landlord a nonrefundable application fee in the amount of \$50.

Signature of Applicant _____ Date _____

Signature of Spouse _____ Date _____

Dear Applicant,
We appreciate your interest in tenancy. As part of our normal procedure for processing applications, a routine inquiry into your background may be made by Brass Lantern Realty, LLC. This inquiry may include a review of current employment, a **credit report**, driving record, civil and criminal litigation searches and general reputation within the community.

Please read the following statement and indicate your agreement by signing below.

Signature _____

Date _____

I authorize all persons, business organizations, companies, corporations, landlords, credit bureaus and law enforcement agencies to provide the landlord and/or its agents any information concerning my background. I release the landlord/management and its agents from any and all liability and responsibility, damages and claims, of any kind whatsoever arising from this investigation of my background.

TENANT MUST SIGN BELOW!

Signature: _____ Date: _____

D.O.B _____ / _____ / _____ Social Security Number: PROVIDE IN PERSON

Driver's License Number: PROVIDE IN PERSON State Issued: PROVIDE IN PERSON

Current Address: _____

City: _____ Province/State: _____ Zip Code: _____

If the current address is temporary or resided in for less than 2 years, please provide your former address below:

Former Address: _____

City: _____ Province/State: _____ Zip Code: _____

PRINT THE NAME TO BE RESEARCHED: _____

I witnessed the above listed individual(s) sign this agreement and personally reviewed a picture identification for accuracy.

Landlord: _____

Phone or Fax: _____



1022 Cedar Point Blvd
Cedar Point, NC 28584
252-393-9001

Rental Verification Form

To: _____

Applicant's Name: _____

Address: _____

I, _____ and _____, give Brass Lantern Realty, LLC Property Management permission to obtain any and all information needed in order to complete my rental application.

Signature/Date

Signature/Date

TENANTS Fill out INSIDE box only

Date of Tenancy: _____ to _____

Rental Amount: _____ Number of times rent check was late: _____

Number of times rent check Bounced: _____

Did the tenant have a pet? Yes No

Did their pet cause any damage to the home? Yes No

30 Days notice given? Yes No Lease Fulfilled? Yes No

Evicted? Yes No Any Lease Violations? Yes No

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

Did the tenant get back all of their security deposit? Yes No

Does this tenant owe your company any money at this time? Yes No

Would you rent to the tenant again? Yes No

Additional comments:

Name and Title _____ Signature/Date _____

Please FAX back to 252-393-9002 or email back to evelyn@evelynnorris.com. Thank you for your time!



INFORMATION THAT WILL HELP US SERVE YOU BETTER

Phone #'s where we can reach you: _____

Roommate's (spouse's) phone #: _____

Email addresses _____

Emergency Contacts: _____

Any pets on the property? _____

