

## Steps to getting your new home or apartment at Bergman Rentals

- 1) Please pick up a vacancy listing in our office.
- 2) If you are still seriously interested, you will need to check out key (\$20 refundable key deposit) to the units that you are interested in viewing. We check out key Mon-Fri Until 4:00pm and on Saturdays until 11:00. No overnight key checkouts are permitted.
- 3) Once you have selected a unit that satisfies your needs, to Self-check make sure you satisfy all of the following: a) have Excellent Rental History: b) Always pay rent on time. c) Give advance notices. d) Kind to the property, inform landlord promptly of needed repairs. e) Reasonable on everything. f) Good references from past landlords of 5 years, g) Pay your bills on time.
- 4) You are responsible for all your financial obligations. Make an income that is 3 times of the rent. Must be employed for at least the last 4 months.
- 5) To place an application please bring.  
YOU'RE ID, PROOF OF INCOME, AND THE non-refundable PROCESSING FEE OF \$35.00 in money order payable to Bergman Rentals.
- 6) Once we notify you that your application has been accepted,  
The leasing agent will let you know the total amount needed to take possession of the unit; it includes the security deposit and full first month's rent. Only money orders are accepted on move in. We do not accept financial assistance for the deposit or first month rent from any agency. You can pay your rent using your personal check after the third month
- 7) All units are furnished with stove and refrigerator. Many units come with water and air conditioning.

### Acceptable proofs of income are the following;

Two most recent original check stub.  
Direct deposit statement from your bank  
Print out from Social Security (if you on disability)

During our application process we check and review the following: credit history and score, income verification (it must be three times the monthly rent), rentals reference and criminal background. We make our decision based on those four criteria. The processing time varies for each application but it typically takes 3-4 business days. NOTE: no move in monies will be accepted from third parties/help agencies.

### Reasons that your application can be denied;

Any felony  
Drugs misdemeanor or any other misdemeanor at management discretion  
Handwritten letters as proof of income  
Previous landlord on your credit report  
Utility bills on your credit report  
Credit score below 600  
Income not three times the monthly rent

Thanks for choosing us we look forward to helping you with your new home or apartment needs.



Tel 919-493-1541 Fax 919-419-7451



**Bergman Rentals**  
 2814 Chapel Hill Rd, Durham, NC 27707  
 Phone 919-493-1541 Fax 919-419-7451

## Rental Application

**\*\*This portion to be filled out by the office only\*\***

Address of property to be rented: \_\_\_\_\_ Desired Move in date: \_\_\_\_\_  
 Date received by landlord: \_\_\_\_\_ Application fee \$ \_\_\_\_\_  
 Accepted? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes: 1st month rent: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_  
 To sign the rental lease if application gets approved Date: \_\_\_\_\_ Time: \_\_\_\_\_

### ↓ Applicant information ↓

Full Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drive license number: \_\_\_\_\_  
**Your current telephone number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ or (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_ @ \_\_\_\_\_ .com

Spouse full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Social security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver license number: \_\_\_\_\_

Current Address: \_\_\_\_\_ Apt # \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Whose name is the lease in: \_\_\_\_\_  
 How long have you lived at the current address? \_\_\_\_\_  
 Monthly rent, were you currently live \$ \_\_\_\_\_  
 What is your reason for moving of your current address: \_\_\_\_\_  
 Name and phone number of your current landlord: \_\_\_\_\_

Previous address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Whose name was the lease? \_\_\_\_\_  
 What was your previous monthly rent \$ \_\_\_\_\_  
 What was the reason to move from your previous address? \_\_\_\_\_

Name and phone number of your previous landlord: \_\_\_\_\_  
 Phone # \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Have you or your spouse ever lease an apartment from Bergman Rentals before? \_\_\_\_\_  
 If yes, where and when was this? \_\_\_\_\_

### ↓ Work information ↓

Name of the company that you work? \_\_\_\_\_  
 How long have you worked at your current job? \_\_\_\_\_  
 Address and phone number of your employer: \_\_\_\_\_  
 Name of your supervisor? \_\_\_\_\_ What's your position? \_\_\_\_\_

Name of the company that your spouse work? \_\_\_\_\_  
 How long have worked at current job? \_\_\_\_\_  
 Address and phone number of your spouse employer? \_\_\_\_\_  
 Name of spouse supervisor \_\_\_\_\_ What is the spouse position: \_\_\_\_\_

Total Monthly Household Income: \$ \_\_\_\_\_

**\*\*List all of the residents who will be living with you other than yourself and spouse\*\***

Full Name	SS#	D.O.B/Relationship
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What is the brand of your car? Model?	Color? Estate?	Plate#? Year?
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**\*Please list 3 people to contact in case of emergency\***

Full Name	Relationship	Telephone #

**Please answer the following questions with yes or no:**

**Do you understand that no pets are allowed? Yes No**

Do you understand that if the lease consists of more the one person, you are all jointly responsible for the rent and the terms of the lease? **Yes No**

Do you understand that if one roommate moves or defaults, the others become totally responsible the rent and the terms of the lease? **Yes No**

Do you understand the security deposit is a damage deposit and returnable only if lease period and terms are fulfilled and unit is left in good, clean condition? **Yes No**

Do you understand that the security deposit is not to be used as the last month's rent? **Yes No**

Do you understand that each applicant that is not under age will need to provide SS# and D.O.B but not going to be place in the lease? **Yes No**

U.S. military or naval service? **Yes No**

If no, are you planning to join the U.S military? **Yes No** If yes When \_\_\_\_\_

Do you smoke? **Yes No**

\_\_\_\_ (Initial) I understand that smoking is prohibited inside any property offered by Bergman Rentals and that I will be held responsible for smoke damage remediation.

Have you ever; filed for bankruptcy? **Yes No** How many times? \_\_\_\_\_

Been Evicted? **Yes No** How many times? \_\_\_\_\_

Sued someone else? **Yes No** How many times? \_\_\_\_\_

Been sued? **Yes No** How many times? \_\_\_\_\_

Been convicted for a crime? **Yes No** How many times? \_\_\_\_\_

Explain any "yes" listed above: \_\_\_\_\_

I hereby submit an application for an apartment or house and I acknowledge that the above information is true and correct. I verify that I am of legal age (18 years or older). I authorize Bergman Rentals and staff to contact any references that I have listed above, including police records, credit history check, and rental verification.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_