

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:** _____