



Rental Application Terms and Conditions

The following Online Application Agreement will be signed by all applicants prior to signing a lease contract. A SEPARATE APPLICATION AGREEMENT will be filled out by each person over the age of 18 that will be living in the house. While some of the information below may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease. In order to continue with this online application, you'll need to review the Application Process carefully and acknowledge that you accept its terms.

1. Lease Contract Information. Once you are approved to lease a property, you will receive an email APPROVAL notification. You must respond to that APPROVAL email in order to receive a copy of the lease. The lease will be emailed to you electronically via DocuSign for you to review, initial, sign, and date.
 2. Application Fee (nonrefundable). You have delivered to our Property Manager an application fee in the amount indicated here: \$35 application fee for each person over 18 that will be living in the property. You may pay the application fee by CASH, CERTIFIED FUNDS made payable to ERA Knight Realty, or by a CREDIT/DEBIT CARD online via PayPal.com using the instructions at www.LakeNormanRentals.com
- NOTE: You must use your CREDIT/DEBIT CARD to make your application fee payment online via PayPal; you acknowledge that you will be responsible for any and all charges (approx. \$2.33) associated from PayPal by choosing this option.**
3. Additional Documents. You have faxed or emailed a copy of your DRIVER'S LICENSE, your SOCIAL SECURITY CARD, and your LAST 2 MOST RECENT PAYROLL CHECK STUBS to 704-892-9661 or pamela@pamelagreene.net
 4. Pet Policy: Due to the nature of the breeds, ERA Knight Realty, Inc. does not accept Rottweilers, Pitbulls, Chows, German Shepherds, Doberman Pinchers, Presna Canarios, or any mix of those breeds. All properties will require a minimum \$250 non-refundable pet fee. Please ask concerning pet requirements on each property.
 5. You have emailed a recent photo of any and all pets to pamela@pamelagreene.net
 6. Upon APPROVAL. In order to secure your move in date and stop all additional showings on the property, unless we authorize otherwise in writing, you must deliver ALL move in monies (first full month's rent, any pro-rated rent, security deposit, and non-refundable pet fee if applicable) in CASH or CERTIFIED FUNDS made payable to ERA Knight Realty, Inc. and mailed to 19701-A West Catawba Ave., Cornelius, NC 28031 within 3 business days of your APPROVAL email. You will then receive a copy of the lease electronically via DocuSign.



7. Completed Application. An Application will not be considered "completed" and will not be processed until all of the following have been provided to us: a separate Application has been fully filled out and signed by you and each party over the age of 18 that will be living in the property; an application fee has been paid to us; and we have received a copy of your DRIVER'S LICENSE, your SOCIAL SECURITY CARD, and your LAST 2 MOST RECENT PAYROLL CHECK STUBS. All the above are necessary for the Application to be considered completed.
8. Nonapproval. We will notify you via phone as soon as we finish processing your application.
9. Extension of Deadlines. If you request an Extension of a Deadline for signing, approving, sending in additional documents, or sending in your initial move in monies, the property will remain on ACTIVE and AVAILABLE Status and showings will continue, unless you receive notice from our Property Manager in writing.
10. Notice to or from Co-applicants. We currently do not accept co-applications.
11. Move In Day. The Property Manager will schedule a time with you to complete your Move in Day at the property. This process may take 30 minutes to an hour to complete. You will complete a 2 page Move In Inspection Form, the Property Manager will take photos of the house at move in, and will furnish keys only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
12. Signature. Our reception of this application is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

If you have any questions or concerns about our Application Process, please feel free to contact our Property Manager at 704-892-7373 or pamela@pamelagreene.net