



COPPER GATE
REALTY

9121-200 Anson Way ■ Raleigh, NC 27615 ■ P~ 919-999-2755

Application Instructions

Instructions for applying and overview of our application process

View

Prospective applicants are strongly encouraged to view the home in person prior to applying. We do not show any rental homes until they are 100% move in ready. Prospects may apply for a “coming soon” rental home without seeing it first, however we will not process your application until the property is 100% move-in ready. Applicants must be within 30 days from your requested lease start date to view or apply for our available rental homes.

Apply

You may apply online through our website. There is a \$50.00, non-refundable Application Fee. This must be paid at the time you fill out the application online, using your checking account and routing information. Each adult, 18 years of age and older, that intends to occupy the home OR is financially responsible for the Lease will need to apply separately.

Submit

In order to complete your application, we will need you to submit all the necessary documents. This may include (but not limited to) the following:

- Signed Applicant Release Form and Working With Real Estate Agents Forms
 - One month’s worth of most recent pay stubs
- Documentation of all income received (child support, disability, SSI)
- Most current/last mortgage statement (if you own or recently owned your own home)
 - Last 2 bank statements (all pages) – if you are self-employed
 - Last Years Tax Returns – if you are self-employed

After we receive all the above items, we can process your application. Applications will NOT be processed until all the above has been completed and all documents requested above have been received. Please make sure you have all documents ready prior to submitting your application. We process rental applications on a “first come, first serve basis”. We will not charge you an application fee if we do NOT end up processing your application. Processing usually takes 2-3 business days. You will be notified in writing if your application has been denied with an explanation of our decision.

Sign

If your application is approved, you will need to make an appointment to sign the lease and pay the security deposit within 48 business hours to reserve the home for your lease start date. Security deposit ranges from 1 month's worth of rent to 2 months’ worth of rent and must be paid in full via Certified Funds at the time of lease signing. Please note that we will not take a home off the market until the lease has been signed and the security deposit is paid in full.