



1400 Battleground Ave.  
Suite 205  
Greensboro, NC 27408

office: 336.890.6401  
fax: 336.540.9850

[www.DiscoverOffCampus.info](http://www.DiscoverOffCampus.info)

Dear Applicant,

We're happy that you have chosen **Townhomes at Sherwood!**

To streamline your application, please submit all your application forms and application fee together. Once submitted, we can respond with a decision within 24 hours.

Please complete each of the following forms and verify that:

- All forms are filled out (signed and dated).

**Applicant Forms**

- \_\_\_ Residential Rental Application
- \_\_\_ Resident Reference Request (top portion only)
- \_\_\_ Roommate Matching Form

**Guarantor Form** (if not self-qualifying)

- \_\_\_ Guarantor Application (two pages)

- Applicant or Guarantor has included **wage verification** which is a copy of one of the following: a pay stub, recent tax return, or W2.
- Include the **\$40.00 application fee** payable by check to **TP-Sherwood**. You may also pay via PayPal, just let us know you need a link sent to you.
- Include a copy of your **driver's license**.
- Let us know how you heard about us!

Deliver application to our office at:  
1400 Battleground Avenue, Suite 205, Greensboro NC, 27408

Or, email your application to:  
[DiscoverOffCampus@gmail.com](mailto:DiscoverOffCampus@gmail.com)

If you have any questions, please contact me at 336.890.6401. I look forward to responding to your request!

*Dana*

Dana Deaton  
Broker, REALTOR®

## Residential Rental Application

Address of Property for Occupancy: \_\_\_\_\_ Sherwood St, Greensboro, NC 27403  
Lease Term: 12 months Expected Occupancy Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Monthly Rent: \_\_\_\_\_

### Applicant Information

Full Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: *(street address, city, state, zip)* \_\_\_\_\_

Current Landlord: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Have you ever been convicted for any felony offense or by a court of law?  yes  no

*If yes, please explain:* \_\_\_\_\_

Do you have pets?  yes  no \_\_\_\_\_

*If yes, list breed and weight:* \_\_\_\_\_

In event of emergency notify:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Employment

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional Income: \_\_\_\_\_ Amount per month: \_\_\_\_\_

*Note: Additional Income will not be considered without documentation.*

### Vehicle

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

### Roommate Preference

Roommate #1 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Roommate #2 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant understands and agrees that management shall not consider this application until the Application Fee of \$40 (forty dollars) is received by management. Applicant understands the Application Fee is non-refundable and is used to pay for the processing of this application.

By signing this application, Applicant represents that the information provided is true and correct to the best of his/her knowledge and authorizes management to verify all references and to procure information regarding applicant's credit history, criminal record, rental references, employment history, and any other information deemed necessary, in management's sole discretion, to assist in the evaluation of this application. Further, Applicant releases management, its agents and owners of the property from any and all liability in the procurement, use, distribution and possession of any and all information obtained and waives any claim for damages by reason for rejection of the Rental Application. Management reserves the right to reject this application, at its sole discretion, and rescind any current or future agreements with Applicant.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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## Resident Reference Request

The following individual has made application to lease a property through our company. He/She has listed you as a current or previous landlord. To help us in our application process, we would appreciate your feedback regarding his/her tenancy. Please complete the following and return via email to:

**Gallery Properties, LLC**  
email: DiscoverOffCampus@gmail.com

Name of Tenant: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax : \_\_\_\_\_

\_\_\_\_\_  
Applicant Authorization (signature)

\_\_\_\_\_  
Dana Deaton, Broker, REALTOR®  
Gallery Properties, LLC

*The following is to be completed by current or previous landlord:*

1. Tenant's monthly rent: \_\_\_\_\_

2. Were rent payments made on time?  Yes  No  
Number of times rent was paid late? \_\_\_\_\_  
Number of returned checks: \_\_\_\_\_

3. Did you issue Tenant any notice of lease violation ?  Yes  No  
If yes, what was the violation? \_\_\_\_\_

4. Did Tenant fulfill his/her lease?  Yes  No

5. Did Tenant leave the rental unit in good condition?  Yes  No

6. Would you rent to Tenant again?  Yes  No

7. Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Name and title of employee or agent completing reference request for Landlord:

*If you have any questions, please contact us as 336.890.6401*

# Roommate Matching Form

The following information is used for roommate matching purposes.  
We want everyone to enjoy living at Townhomes at Sherwood.  
Please answer honestly to help ensure you are matched with compatible roommates.

Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Current Age: \_\_\_\_\_

University/College: \_\_\_\_\_ Major: \_\_\_\_\_

**Academic level**       Freshman       Sophomore       Junior       Senior       Grad

**I**     would accept     would NOT accept    **a pet in my home.**

**I prefer a roommate that is**     male                       female                       no preference

**I keep my home**                       neat & tidy                       average                       do not mind a mess

**I describe myself as**                       quiet                       average                       loud

**I study**                       often                       some                       seldom

**I host parties**                       often                       sometimes                       never

Please list any special requirements or needs that you have:

\_\_\_\_\_

I understand that the information disclosed within this form will be used to facilitate the selection of roommates. I am aware that the Landlord cannot guarantee that all of the roommate preferences indicated can be met. I agree that the Landlord has followed and will continue to follow the standards set forth by the Federal Fair Housing Laws throughout the application and leasing process. I understand that the personal information described above is requested for most effectively matching roommates and doesn't affect the application scoring process. I acknowledge that the Landlord is not responsible or liable for any disputes, claims, damages, or actions that occur in connection with possible or selected roommates

If any facts listed above are determined to be false, it shall constitute a default of the Residential Lease Agreement. In this event, the Lessor shall have the rights and remedies described in the Residential Lease Agreement, including but not limited to the right to terminate the Resident's tenancy and seek possession of the Premises and collect for any damages and fees, including attorney fees.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# Guarantor Application

Guarantor must be at least 21 years old to qualify, and must include a copy of a recent pay stub, tax return, or W-2 with the return of this application for income verification.

## **Part 1:**

### ***Guarantor Information***

Rental Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_ (work): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Name and Number City State Zip Code

### ***Spouse Information***

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_ (work): \_\_\_\_\_

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street Name and Number City State Zip Code

## **Part 2:**

### ***Employment Information***

*Please include a copy of a recent pay stub, tax return, or W-2*

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employment Began: \_\_\_\_\_ Weekly Hours: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street Name and Number City State Zip Code

### ***Verification***

**This section is completed by office staff.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Supervisor/ Contact: \_\_\_\_\_

Probability of Continued Employment: \_\_\_\_\_ Weekly Hours: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
Signature Office Employee

**Part 3:**

***Current Residence Information***

Current Living Status: \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_ Other: (Explain) \_\_\_\_\_

Landlord/ Mortgage Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Monthly Rent/ Mortgage Payment: \$ \_\_\_\_\_ Move In Date: \_\_\_\_\_

***Previous Residence Information***

Previous Living Status: \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_ Other: (Explain) \_\_\_\_\_

Landlord/ Mortgage Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Monthly Rent/ Mortgage Payment: \$ \_\_\_\_\_ Move in Date: \_\_\_\_\_ Move out Date: \_\_\_\_\_

***Verification***

**This section is completed by office staff.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Landlord/ Mortgage Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Monthly Rent/ Mortgage Payment: \$ \_\_\_\_\_ How Long? \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Signature Office Employee

**Part 4:**

***Criminal History***

Have you or your spouse ever been convicted by a court of law? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have you or your spouse ever been convicted for any felony offense? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Applicant Release and Authorization**

**By signing this application, the undersigned applicant(s) authorize the management to obtain a consumer credit report and any other information necessary in the process of evaluation of this application. I understand and agree that any obtained information may consist of but not limited to, applicant's credit history, criminal record, records of arrest, past rental history, employment history, and salary information. I hereby release management and its vendors, employees, owners, and any other supplier of information from liability for the procurement, use, distribution, and possession of acquired information. Applicant(s) confirm that the above information is true and correct.**

\_\_\_\_\_  
Guarantor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Spouse Signature

\_\_\_\_\_  
Date

\*Spouse Signature is required only if spouse is to be considered as additional guarantor.