WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS) (FOR TENANTS)

NOTE: This form is designed for use by agents working with tenants. It is similar, but not identical, to the "Working with Real Estate Agents Disclosure (For Buyers)" published by the NC Real Estate Commission (available as NCR Standard Form #520), which must be used by agents working with buyers.

IMPORTANT

This form is not a contract. Signing this disclosure only means you have received it.

- In a real estate lease transaction, it is important that you understand whether an agent represents you.
- Real estate agents should (1) review this form with you at first substantial contact - before asking for or receiving your confidential information and (2) give you a copy of it after you sign it. This is for your own protection.
- Do not share any confidential information with a real estate agent or assume that the agent is acting on your behalf until you have entered into an agreement with the agent to represent you. Otherwise, the agent can share your confidential information with others.

***Note to Agent:** Check all relationship types below that may apply to this tenant.*

_____ **Tenant Agency:** If you agree, the agent who gave you this form (and the agent's firm) would represent you as a tenant agent and be loyal to you. You may begin with an oral agreement, but your agent must enter into a written tenant agency agreement with you before making a written or oral offer for you. The landlord would either be represented by an agent affiliated with a different real estate firm or be unrepresented.

_____ **Dual Agency:** Dual agency will occur if you lease a property listed by the firm that represents you. If you agree, the real estate firm and any agent with the same firm (company), would be permitted to represent you and the landlord at the same time. A dual agent's loyalty would be divided between you and the landlord, but the firm and its agents must treat you and the landlord fairly and equally and cannot help you gain an advantage over the other party.*

_____ **Designated Dual Agency:** If you agree, the real estate firm would represent both you and the landlord, but the firm would designate one agent to represent you and a different agent to represent the landlord. Each designated agent would be loyal only to their client.*

*Any agreement between you and an agent that permits dual agency must be put in writing no later than the time you make an offer to lease.

_____ **Unrepresented Tenant** (Landlord subagent)**:** The agent who gave you this form may assist you in your lease, but will not be representing you and has no loyalty to you. The agent will represent the landlord and is required to give the landlord any information about you (even personal, financial or confidential information) that would help the landlord in the lease of their property.

***Note to Tenant:** For more information on an agent's duties and services, refer to the NC Real Estate Commission's "Questions and Answers on: Working With Real Estate Agents" brochure at ncrec.gov (Publications, Q&A Brochures) or ask an agent for a copy of it.*

Tenant's signature	Tenant's signature	Date
Agent's name	Agent's license no.	Firm name

REALTOR®
NC REALTORS®

STANDARD FORM 521
Revised 7/2022
© 7/2026

Brass Lantern Realty, 1022 Cedar Point Blvd Swansboro NC 28584 Phone: 2523939001 Fax: 2523939002
Wendy Blazer Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201 www.lwolf.com

BRASS LANTERN
REALTY LLC
1022 Cedar Point Blvd
Cedar Point, NC 28584

RENTAL APPLICATION INSTRUCTIONS:

The following items are REQUIRED:

Copy of Driver's License or Military ID, Social Security Number(s), and Completed Rental Application

DELIVER TO:

BRASS LANTERN REALTY, LLC

1022 Cedar Point Blvd

Cedar Point, NC 28584

We are located on Highway 24 East across the street from Neuse Sport Shop in Cedar Point. We are in the brick strip mall next to Electech. Our drop box is attached to the building left of the front door.

Our office number is 252-393-9001, fax number is 252-393-9002 and the email is evelyn@evelynnorris.com and the website is www.brasslanternrealty.com

If you have any questions, please Call Evelyn at 252-393-9001

Regards,

Property Management

Evelyn Norris

BRASS LANTERN REALTY

TENANT CRITERIA FOR EVERY APPLICATION/TENANT

1. A credit check is purchased with an application fee of $75.00. This is NON-REFUNDABLE even if your application is denied.
2. Potential residents are required to furnish a valid photo ID
3. Tenants are required to review and sign NC Agency Brochure, Working with Real Estate Agents (lease transaction) and Paperless Transaction Notification.
4. Potential Tenants' previous rental history will be considered.
5. Occupancy cannot exceed more than 2 people per bedroom.
6. Brass Lantern Realty LLC. must obtain PET APPROVAL from each individual homeowner for each pet. Homeowners may limit the type and number of pets allowed. If pets are allowed, there is a NON-REFUNDABLE fee and is a separate fee made payable to the homeowner. If pets are allowed, Tenants must have the residence professionally treated for fleas upon move-out, if there are carpets in the home, they must be professionally cleaned and deodorized. The receipt for flea treatment and carpet cleaning with deodorizing must be furnished to Brass Lantern Realty Property Management.
7. Tenants agree that unless otherwise approved in writing, ALL leases are made YEAR TO YEAR. This means that each lease will AUTOMATICALLY renew for a 12-month period UNLESS Tenant notifies Brass Lantern Property Management IN WRITING a minimum of 30 days in advance.
8. Tenant will be held in BREACH of CONTRACT for breaking a lease for any reason other than Military Orders. An original copy of your Military orders must be furnished, along with Tenant's written notice of intent to vacate, at lease 45 DAYS PRIOR to vacate date.
9. All Tenants are aware that any unpaid funds to the Homeowner, for any reason upon move out are subject to being reported to collections.

Tenant:_____ Date:_____

BRASS LANTERN
REALTY

Property Interested in Renting: _____

Realtor who showed the property: _____

APPLICANT

Full Name of Applicant: _____

Present Address: _____

Telephone #: _____ Cell#: _____

DOB: _____ SS# _____ Drivers license & state _____

E-Mail Address: _____

APPLICANT'S EMPLOYMENT

Name of present employer: _____

Address: _____

Position: _____ Date started: _____ Monthly income: _____

Supervisor's name: _____ Phone: _____

Name of previous employer: _____

Address: _____

Position: _____ Date started: _____ Monthly income: _____

Supervisor's name: _____ Phone: _____

Other sources of income: _____

Military Employment

Branch of Service: Grade: # of Years EAS: Monthly Income:

_____ _____ _____ _____ _____

Unit (Give complete information-Company, Battalion, Division, Base Etc:

_____

Phone #:_____ Monthly rent or mortgage:_____

Date of move in:_____ Date of move out:_____

PERSONAL REFERENCES

Name:_____ Phone:_____

Address:_____

Name:_____ Phone:_____

Address:_____

EMERGENCY INFORMATION

Emergency contact:_____

Phone:_____ Relationship:_____

PETS

List any pets:

type:_____ breed:_____ weight:_____ age:_____

type :_____ breed:_____ weight:_____ age:_____

CRIMINAL HISTORY

Have any of the occupants listed above ever been convicted of a felony? Yes_____ No_____

Received deferred adjudication for a felony? Yes_____ No_____

Been evicted? Yes_____ No_____

Declared bankruptcy? Yes_____ No_____

The above listed applicant declares that all statements made in this application are true and complete. Applicant hereby authorizes Brass Lantern Realty to verify all of the information in this application and obtain credit reports on the above listed applicant or applicant's. If applicant or applicant's spouse has given any false information, landlord is entitled to reject the application and retain all application fees as liquidated damages for landlord's time and expenses in processing this application. Applicant shall give landlord a nonrefundable application fee in the amount of $75.00

Signature of Applicant_____ Date_____

Signature of Spouse_____ Date_____

SPOUSE

Full Name of Spouse:_____

Present Address:_____

Telephone #:_____ Cell #:_____

DOB:_____ SS#:_____ Driver's license & state:_____

SPOUSE'S EMPLOYMENT

Name of present employer:_____

Address:_____

Position:_____ Date started:_____ Monthly income:_____

Supervisor's name:_____ Phone:_____

Name of previous employer:_____

Address:_____

Position:_____ Date started:_____ Monthly income:_____

Supervisor's name:_____ phone:_____

Other sources of income:_____

OCCUPANTS

List all occupants:_____

VEHICLES

List all vehicles to be parked at premises: _____

Make model year

_____

Make model year

PRESENT LANDLORD OR MORTGAGE COMPANY

Present landlord or mortgage company:_____

Phone #:_____ Monthly rent or mortgage:_____

Date of move in:_____ Date of move out:_____

Previous landlord or mortgage company:_____

Dear Applicant,
We appreciate your interest in tenancy. As part of our normal procedure for processing applications, a routine inquiry into your background may be made by Brass Lantern Realty, LLC. This inquiry may include a review of current employment, a **credit report**, driving record, civil and criminal litigation searches and general reputation within the community.

Please read the following statement and indicate your agreement by signing below.

_____

Signature Date

I authorize all persons, business organizations, companies, corporations, landlords, credit bureaus and law enforcement agencies to provide the landlord and/or its agents any information concerning my background. I release the landlord/management and its agents from any and all liability and responsibility, damages and claims, of any kind whatsoever arising from this investigation of my background.

TENANT MUST SIGN BELOW!

Signature: _____ Date: _____

D.O.B _____/_____/_____ Social Security Number: PROVIDE IN PERSON

Driver's License Number: PROVIDE IN PERSON State Issued: PROVIDE IN PERSON

Current Address: _____

City: _____ Province/State: _____ Zip Code: _____

If the current address is temporary or resided in for less than 2 years, please provide your former address below:

Former Address: _____

City: _____ Province/State: _____ Zip Code: _____

PRINT THE NAME TO BE RESEARCHED: _____

I witnessed the above listed individual(s) sign this agreement and personally reviewed a picture identification for accuracy.

Landlord: _____ Phone or Fax: _____

BRASS LANTERN REALTY, LLC

1022 Cedar Point Blvd
Cedar Point, NC 28584
252-393-9001

Rental Verification Form

To:_____

Applicant's Name:_____

Address:_____

I, _____and _____, give Brass Lantern Realty, LLC Property Management permission to obtain any and all information needed in order to complete my rental application.

_____ _____

Signature/Date Signature/Date

TENANTS Fill out INSIDE box only

Date of Tenancy:_____ to _____
Rental Amount:_____ Number of times rent check was late:_____
Number of times rent check Bounced:_____
Did the tenant have a pet? Yes No
Did their pet cause any damage to the home? Yes No
30 Days notice given? Yes No Lease Fulfilled? Yes No
Evicted? Yes No Any Lease Violations? Yes No
Were there any damages to the rental unit beyond normal wear and tear? If yes, please describe:

_____

_____

Did the tenant get back all of their security deposit? Yes No
Does this tenant owe your company any money at this time? Yes No
Would you rent to the tenant again? Yes No
Additional comments:

_____

_____

_____

Name and Title_____ Signature/Date_____

Please FAX back to 252-393-9002 or email back to evelyn@evelynnorris.com. Thank you for your time!

Paperless Transaction Notification

This notice is required in consumer transactions per NC Law GS 66-327. The consumer is aware that Brass Lantern Realty, LLC is acting Real Estate Company and hereby gives the company, and its agents consent to use electronic means such as:

1. The right to record any documentation provided on paper and in electronic form.
2. The scope of the consumer's consent i.e. is to be used ONLY in real estate transactions.
3. The consumer has the right to withdraw consent in writing.
4. The consumer is also able to print or store any electronic transaction.

Recipient Print and Sign Date

Email address

Agent Print and Sign Date

Brass Lantern Realty: Office (252) 393-9001 Fax (252)393-9002