



## Berryhill Realty Co.

1331 The Plaza (28205) ♦ P.O. Box 9157 ♦ Charlotte, NC 28299-9157  
Phone (704) 333-0723 ♦ Fax (704) 333-0727 ♦ <http://www.berryhillrealtyco.com>

### COMMERCIAL PROPERTY Berryhill Realty Co. Application Instructions

Due to COVID-19, our office is currently closed to the public. As a result, we have adjusted our application process. Prospective residents must view a virtual tour of the property they are interested in **BEFORE** applying. To apply, submit this checklist and **ALL** the below documents to us by putting them in our mail slot at the front door. We will not take a home off the market, or process an application, until we have received everything listed below.

- ☐ Completed 2-page application with no blank spaces. (For spaces that do not apply, write N/A.)
- ☐ Copy of a valid photo ID and social security card (or W-7) for each applicant  
Commercial Application fee of \$100.00
- ☐ ~~Application fee of \$55 per person, 18 or older (money order or cashier's check)~~
- ☐ Security deposit equal to the monthly rent. It **must** be separate from the application fee (money order, cashier's check or personal check form only)
- ☐ Full body photo of all pets, if applicable. (Vet records may be requested)
- ☐ Copy of the marriage certificate (for married applicants with different last names.)
- ☐ Proof of income
  - Commercial Applicants provide statement of Net Worth and Last Quarter Profit & Loss Statement
  - W-2 Employees: Last two check stubs AND 2019 W-2
  - 1099 Employees: Last two years of tax returns

Any of the above supporting documents can be emailed to [info@berryhillrealty.net](mailto:info@berryhillrealty.net) as long as they are received prior to submission of the application fee and security deposit. Please note that we may request additional documentation to process your application, but the above items are needed to start the process.

We typically accept one application at a time, first come, first serve; however, if multiple completed applications are submitted at the same time, we will process all of them at the same time.



Realtors ♦ Multiple Listing Service ♦ Rentals

