

327 SOUTH GRACE STREET
ROCKY MOUNT, NC 27804

OFFICE: 252-977-1429
FAX: 252-454-0799

RENTAL APPLICATION

Date: _____

Properties Address: _____

Applicant Name: _____ Date of Birth: _____

Social Security #: _____ Driver's License #: _____

Applicant Current Address: _____

City: _____ State: _____ Zip Code: _____ Years at Address: _____

Phone #: (____) _____ - _____ Cell/Home Email Address: _____

Have you ever served in any branch of military service? Yes ____ No ____ If yes, how many years: _____

Are you currently active duty? _____

Have you or any co-applicant or proposed occupant ever been convicted of a felony or misdemeanor?
Yes ____ No ____ If yes, details: _____

Do you have any criminal charges pending, awaiting disposition, or looming in any way?
Yes ____ No ____ If yes, details: _____

RENTAL HISTORY

Previous Rental Property Address /Apartment Community: _____

Reason for Moving: _____

Management Company: _____ Management Company #: (____) _____ -_____

Was a 30-day notice given? Yes ____ No ____

Have you ever been evicted? Yes ____ No ____ If yes, details: _____

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EMPLOYMENT INFORMATION

Employment Status: Employed _____ Unemployed: _____

Current Employer: _____ Employed Since: _____/_____/_____

Job Title: _____ Monthly Income: _____ Hourly Pay $_____

Previous Employment Information:

(1) Employer: _____ Job Title: _____ Monthly Income: $_____

Employment Start Date: _____/_____/_____ Employment End Date: _____/_____/_____

Any Other Source of Income (Child Support, SSI, Food Stamps, Etc.)

Pet Information: * **All of Our Properties Do Not Allow Pets. Please Be Sure to Check**

Pet Type	Weight (lbs.)	Age	Color	Breed	Name	Gender	Spayed/Neutered

Please Initial here: If you do not have any pets _____ If you have a service pet _____

Vehicle Information:

Make	Model	Year	Color	License	State



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CO-APPLICANT INFORMATION

Co-Applicant Name: _____ Date of Birth: _____

Social Security #: _____ Driver's License #: _____

Co-Applicant Current Address: _____

City: _____ State: _____ Zip Code: _____ Years at Address: _____

Phone #: (____) _____ - _____ Cell/Home Email Address: _____

Have you ever served in any branch of military service? Yes ____ No ____ If yes, how many years: _____

Are you currently active duty? _____

Employment Status: Employed _____ Unemployed: _____

Current Employer: _____ Employed Since: _____/_____/_____

Job Title: _____ Monthly Income: _____ Hourly Pay $_____

Previous Employment Information:

(1) Employer: _____ Job Title: _____ Monthly Income: $_____

Employment Start Date: _____/_____/_____ Employment End Date: _____/_____/_____

Any Other Source of Income (Child Support, SSI, Food Stamps, Etc.) _____

CO-APPLICANT RENTAL HISTORY

Previous Rental Property Address /Apartment Community: _____

Reason for Moving: _____

Management Company: _____ Management Company #: (____) _____ -_____

Was a 30-day notice given? Yes ____ No ____

Have you ever been evicted? Yes ____ No ____ If yes, details: _____

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CO-APPLICANT (2) INFORMATION

Co-Applicant Name: _____ Date of Birth: _____

Social Security #: _____ Driver's License #: _____

Co-Applicant Current Address: _____

City: _____ State: _____ Zip Code: _____ Years at Address: _____

Phone #: (____) _____ - _____ Cell/Home Email Address: _____

Have you ever served in any branch of military service? Yes ____ No ____ If yes, how many years: _____

Are you currently active duty? _____

Employment Status: Employed _____ Unemployed: _____

Current Employer: _____ Employed Since: _____/_____/_____

Job Title: _____ Monthly Income: _____ Hourly Pay $_____

Previous Employment Information:

(1) Employer: _____ Job Title: _____ Monthly Income: $_____

Employment Start Date: _____/_____/_____ Employment End Date: _____/_____/_____

Any Other Source of Income (Child Support, SSI, Food Stamps, Etc.) _____

CO-APPLICANT RENTAL HISTORY

Previous Rental Property Address /Apartment Community: _____

Reason for Moving: _____

Management Company: _____ Management Company #: (____) _____ -_____

Was a 30-day notice given? Yes ____ No ____

Have you ever been evicted? Yes ____ No ____ If yes, details: _____

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Rental Policies

Application Fees are $55.00 per applicant. All application fees are non-refundable. A public record screening report is conducted as part of the application process. If a criminal report is required there will be an additional charge of $20.00 per applicant.

Please Initial Below:

____ I understand that once my application fee has been paid, the fee is NON-REFUNDABLE. I am aware that there may be more than one application on the property that I am applying for, and if in the event I am approved but the original property is no longer available I may select another qualifying property.

Please provide a valid government or picture ID and Social Security Card when submitting your application.

Proof of Employment – Must provide 6 months of continuous work history ie pay stubs, or an SSI/SSA award letter.

Income must be 3 times the rental rate.

If you have a personal/private owner or landlord reference for it to be validated there must be a submission of cancelled checks or Money Order receipts as proof of payment. Failure to do so may result in a higher security deposit or application denial.

_____ No qualifying person will be denied housing or otherwise discouraged from obtaining housing on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

_____ THE AGENT SHALL CONDUCT ALL BROKERAGE ACTIVITIES IN REGARD TO THIS AGREEMENT WITHOUT RESPECT TO THE RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP OR FAMILIAL STATUS OF ANY PARTY OR PROSPECTIVE PARTY. FURTHER, REALTORS® HAVE AN ETHICAL DUTY TO CONDUCT SUCH ACTIVITIES WITHOUT RESPECT TO THE SEXUAL ORIENTATION OR GENDER IDENTITY OF ANY PARTY OR PROSPECTIVE PARTY.

*APPLICATION WILL NOT BE PROCESS UNTIL ALL OF THE REQUIRED DOCUMENTS HAVE BEEN SUBMITTED.

*IF APPROVED YOU ARE REQUIRED TO PROVIDE PROOF OF RENTERS INSURANCE BEFORE THE SIGINING OF THE LEASE WILL BE SCHEDULED.

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List of Occupants Here:

1. _____ Age: _____
2. _____ Age: _____
3. _____ Age: _____
4. _____ Age: _____
5. _____ Age: _____

List two emergency contacts that do not live in the home:

1. Name: _____
   Phone #: _____
   Relationship: _____

2. Name: _____
   Phone #: _____
   Relationship: _____

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Authorization Form

To run a credit and or criminal background check

***PLEASE ALLOW UP TO 72 HOURS FOR THE PROCESSING OF APPLICATIONS. ONCE AN APPLICATION HAS BEEN APPROVED, YOU WILL BE CONTACTED BY THE OFFICE TO DISCUSS THE NEXT STEP IN THE PROCESS, AS WELL AS LEASE SCHEDULING DATES.**

***AFTER THE LEASE SIGNING YOU MUST PROVIDE PROOF OF UTILITIES BEFORE KEYS TO THE PROPERTY WILL BE RELEASED.**

***BY SUBMITTING THIS APPLICATION, I AM GIVING COOPER & ASSOCIATES RESVC, INC AND/OR LANDLORD AUTHORIZATION TO RUN A CREDIT AND/OR CRIMINAL BACKGROUND CHECK. THIS INCLUDES REFERENCES FROM CURRENT AND PAST LANDLORDS.**

_____ _____

Applicant Signature Date

_____ _____

Co-Applicant Signature Date

_____ _____

Co-Applicant (2) Signature Date

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Please be aware

If you are approved, you should have 2 separate money orders. Your 1st month's rent should be on a separate money order than your 2-month security deposit.

If you have a pet(s) you will have to get permission from the owner to have an animal on the premises inside or outside. If the owner approves, there will be a $250.00 deposit and a $25.00 pet charge per month per animal.

All tenants must have $30,000.00 in liability insurance before signing their lease.

Before keys are released to the tenant, the tenant will need to show receipt of utilities or proof that they have applied for utilities.

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! EFFECTIVE IMMEDIATELY !

THERE WILL BE NO LEASE SIGNING WITHOUT AN APPOINTMENT.

ONCE YOU ARE APPROVED AND YOU PAY YOUR DEPOSIT(S), YOU WILL BE SCHEDULED TO COME BACK TO THE OFFICE TO SIGN YOUR LEASE.

NO EXCEPTIONS WILL BE MADE.