

Cooper & Associates
Real Estate Services, Inc.
327 S. Grace Street
Rocky Mount, N.C. 27804
Office (252)977-1429
Fax (252)454-0799
www.cooper-and-associates.com

RENTAL APPLICATION
(Each co-applicant must complete page two)

_____ Approved _____ Denied

Date: _____

Property Address: _____

Full Name _____ D.O.B. _____

Social Security No. _____ Drivers License No. _____

Present Address: _____ City _____

State _____ Zip _____ Phone No. _____ Years at address _____

Owner/Manager/Landlord: _____ Address _____

Phone No. _____ Current Employer _____

Phone No. _____ Fax No. _____

Position _____ Hourly pay rate _____

Hours worked per week _____ Years on Job _____

Supervisor Name _____

How often paid? _____

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

Other Occupants: **Name & Age** _____

PAST RENTAL HISTORY

Name _____ Phone _____

Complete Address _____

ADDITIONAL INFORMATION

Do you have any pets? _____ If yes how many? _____ What Kind? _____

Automobile Make: _____ Model _____ Year _____ Tag No. _____

Automobile Make: _____ Model _____ Year _____ Tag No. _____

GENDER: _____Male _____Female

RACE: _____ African American _____Caucasian _____Hispanic _____Latino

_____Other

OR

_____I choose not to disclose the above referenced information.

MILITARY SERVICES

Have you ever served in any type of Military Services? _____

****If yes, how many years?*** _____

Are you currently in Active Duty? _____

It is my understanding that this application is preliminary only and involves no obligation of the owner or its agents to approve this application or to deliver occupancy of the proposed premise. If this application is accepted by owner of its agents the deposit shall be taken as liquidated damages should applicant cancel after acceptance. The Undersigned applicants affirm the foregoing information and give Cooper & Associates, Real Estate Services, Inc. permission to utilize all of the information listed above to approve or deny this application including investigation of past employment, rental history, and credit references.

DISCLOSURE:

A Non-Refundable Fee of \$25.00 is required to process this application, \$50.00 if a co-applicant is included. If however, there is an application ahead of yours for the same property we will process them all at one time. Applications are not held for any reason. Approval of this application will be valid for 30(thirty days) After then, you will need to reapply.

Applicant Signature _____

Co-Applicant Information Required:

Full Name _____ D.O.B. _____
Social Security No. _____ Driver License No. _____
Present Address _____ City _____
State _____ Zip _____ Years at Address _____ Phone No. _____

Owner/Manager/Landlord _____ Phone
No. _____ Current Employer _____ Phone No.
_____ Fax No. _____ Position _____
Hourly rate _____ Hours worked per week _____ Years on Job _____
Supervisor Name _____ How often paid _____

Other Source of Income (*Child Support, SSI, etc.*)

Spouse/Co-applicant Signature _____

COOPER & ASSOCIATES
Real Estate Services, Inc.

RENTAL POLICY

RENTAL CRITERIA

Application Fee

Application Fee is \$25.00 per applicant; co-applicant is an additional \$25.00 charge, per co- applicant. All application fees are non-refundable. If criminal report is required there will be an additional 15.00 per person.

Credit

Must have good credit reference. (Credit report or letterhead from creditors, direct reference from creditor), will give consideration of medical bills with balance due if additional credit (Credit Cards, Car loans, Furniture, etc.) is in good standing. Old derogatory accounts if paid and recent credit has good standing for more than 6 (six) months. Must have strong rental history to offset credit.

Will not consider application, if tenant has old eviction, or pass due rents due. If rental reference is from private source, needs to show written documentation on rental.

Income

Income must be at a minimum 3 (three) times rental rate, with sufficient income after paying existing bills, left for income.

Co-Signers

Will not allow co-signer unless co-signer will live on premises.

Employment

Must be able to show employment stability for at least 6 (six) months. If more than three jobs, employment change must be out of applicant's control. (Terminated for just cause does not apply).

Rental Reference

If your rental reference is a personal reference (not a rental agency or property management company) it must be verified through cancel checks or money order (a letter or written statement from landlord will no longer suffice)

Processing Time Frame

Processing time of 48-72 hours. If we are waiting on specific information to approve or denied application, processing time may take longer

Viewing Property

Picture ID, and a \$10.00 Key Deposit is required to check out key, we ask that all keys be returned within 1 hour of being checked out. Keys cannot be checked out after 4:00 p.m. of maximum two keys checked out at one time.

Rental Department is open Monday-Friday, 9:00 a.m.-5:30 p.m. for rental related activities.

If any of the rental criteria are on the border of approval, and Property Manager has option of asking for a two month security deposit.

EMERGENCY ONLY

Emergency, Evening & Weekend calls will be handled in the following manner: Leave a message on the Message Line for Janice Cooper; Property Manager, at (252)977-1429 or call cell phone at (252) 903-1900.

SECURITY DEPOSITS

Upon approval of application it is the applicant responsibility to bring in the Security Deposit once approved. Also we do not under any circumstances remove the property from our rental list unless Security Deposit and first month rent has been paid in full this knowingly allows other applicants to apply. You are responsible to call the office and schedule an appointment to sign your lease.

CHANGES IN WRITTEN LEASE

Once lease is written, we will not remove names, change names or occupants so that utilities can be put in another name. Please do not ask.

Initial(s)

Date

Revised: Oct. 2015

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Authorization to Release Information

I give my authorization to release information on my behalf to Cooper & Associates Real Estate Services, Inc. or my Landlord so that I may have a credit and/or criminal background check to process my application or other information released that may be needed.

Signature of Applicant

Signature of Co-Applicant

Date

Date

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Rental Application Requirements:

- Application Fee of \$25.00, additional \$25.00 if you have a Co-Applicant. **(Non-refundable)**
- If criminal report is required additional \$15.00 per person.
- ID, Social Security Card
- Employment Proof-Two pay stubs from the last two months.
- Income three times rental rates.
- All other sources of income (SSI, Food Stamps, Retirement, etc.)
- If you have a personal reference/private owner there must be proof such as money order receipts. Failure to do so **may** result in a double security deposit.

***Application cannot be fully processed without the required documentation.**

***Approval upon application does not determine if move-in is on same-day, must have appointment scheduled.**