



327 SOUTH GRACE STREET
ROCKY MOUNT, NC 27804

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

COMMERCIAL LEASE RENTAL APPLICATION

Date: _____

Properties Address: _____

Name of Business: _____

Business Type: _____

Will there be any other business(es) associated with this establishment? Yes ___ No ___ If yes, details: ___

Applicant Name: _____ Date of Birth: _____

EIN/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: _____



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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: _____

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.

CO-APPLICANT INFORMATION

Co-Applicant Name: _____ Date of Birth: _____



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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? _____

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, please list details: _____

CO-APPLICANT 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.) _____

CO-APPLICANT RENTAL HISTORY



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

Rental Policies

- **Application Fees** are \$50.00 per applicant. All application fees are non-refundable. If a **criminal report** is required there will be an additional charge of \$20.00 per applicant.
- ___ 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 approved I may select another property that I may select another qualifying property.
- Please provide a valid government or picture ID, EIN/Social Security Card, and proof that business has been registered with the Court House/Secretary of State when submitting you application.
- **Proof of Income** – Previous Years Tax Returns/Income Records.
- **Applications will not be proceeded until all required documents have been submitted.**

___ No qualified 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.

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



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***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 MY LANDLORD AUTHORIZATION TO RUN A CREDIT AND/OR CRIMAINAL BACKGROUND CHECK. THIS INCLUDES REFERENCES FROM CURRENT AND /OR PAST LANDLORDS.**

Applicant Signature

Date

Co-Applicant Signature

Date

List two emergency contacts.

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

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