



327 SOUTH GRACE STREET
ROCKY MOUNT, NC 27804

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

RENTAL APPLICATION

Date: _____

Property's address: _____

Applicant's Name: _____ Date of Birth: _____

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

Applicant's Current Address: _____

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

Home Phone: __(__)___ - ___ Cell Phone: __(__)___ - ___ Email: _____

Have you ever served in any type of military services? 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

Reason for moving: _____

Property Address/Apartment Community: _____

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



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Was 30 days 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: _____

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

Monthly Income:_____

(2) Employer:_____ Job Title: _____

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

Monthly Income:_____

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

If you do not have any pets initial here _____ If you have a service pet initial here_____



COOPER & ASSOCIATES

REAL ESTATE SERVICES INC.

"We hold the keys to your future".

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Vehicle Information:

Make	Model	Year	Color	License	State

CO-APPLICANT INFORMATION

Co-applicant (1) Name: _____ Date of Birth: _____

Social Security Number: _____

Government Issues Identification Number: _____

Applicant's Current Address: _____

City: _____ State: _____ Zip Code: _____

Years at current address: _____

Home Phone: __(__)___ - ___ Cell Phone: __(__)___ - ___ Email: _____

Employment Status: Employed _____ Unemployed _____

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

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

Co-applicant (2) Name: _____ Date of Birth: _____

Social Security Number: _____

Government Issues Identification Number: _____

Applicant's Current Address: _____



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City: _____ State: _____ Zip Code: _____

Years at current address: _____

Home Phone: __ (____) ____ - ____ Cell Phone: __ (____) ____ - ____ Email: _____

Employment Status: Employed _____ Unemployed _____

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

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

Rental Policies

- **Application fee** is \$30.00 per applicant. All application fees are non-refundable. If a **criminal report** is required there will be an additional charge of \$20.00 per person.
- Please provide a valid picture ID and Social Security Card when submitting application
- **Proof of employment**- Pay stubs from the previous (2) months.
- Please provide proof of renter's insurance. **Proof of rental insurance** will be required before scheduling any lease signing for approved applications
- Income must be **three** times the rental rate
- If you have a personal /private owner reference there must be proof of rental reference such as money order receipt. Failure to prevent proof may result in a higher security deposit or denial of application.

***YOU MUST SHOW PROOF OF UTILITIES BEFORE WE CAN GIVE YOU A KEY TO THE PROPERTY THAT YOU HAVE BEEN APPROVED FOR.**

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

***PLEASE ALLOW UP TO 72 HOURS FOR PROCESSING OF APPLICATION. ONCE AN APPLICATION HAS BEEN APPROVED OUR OFFICE WILL REACH OUT IN ORDER TO SCHEDULE LEASE SIGNINGS AND MOVE-IN DAYS.**

_____ I understand that once my application is processed the fee is **NON-REFUNDABLE**. I am aware that there maybe more than one application on the property that I am applying for. I also understand if approved for a property that already has an approval that I can choose another available property.

