



327 SOUTH GRACE STREET
ROCKY MOUNT, NC 27804

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

RENTAL POLICIES

- **Application Fees** are \$45.00 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.

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 approved I may select another property that I may select another qualifying property.
- Please provide a valid government or picture ID and Social Security Card when submitting you application.
- **Proof of Employment** – 2 months with a minimum of 6 paystubs or an SSI/SSA awards letter.
- Income must be Three **times** the rental rate.
- If you have a personal/private owner landlord reference. The following must be provided. Money order receipts or cancelled checks. Failure to present proof may result in a higher security deposit or application denial.

____ **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.**

***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 SIGNING OF THE LEASE WILL BE SCHEDULED.**