



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.)

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**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 \$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.

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** – Pay stubs from the previous months (2), or an SSI/SSA award 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.**



# COOPER & ASSOCIATES

## REAL ESTATE SERVICES, INC.

327 S. GRACE STREET  
ROCKY MOUNT, NC 27804

OFFICE: 252-977-  
FAX: 252-454-

### 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: \_\_\_\_\_

*"We hold the keys to your future"*





# COOPER & ASSOCIATES

## REAL ESTATE SERVICES, INC.

327 S. GRACE STREET  
ROCKY MOUNT, NC 27804

OFFICE: 252-977-  
FAX: 252-4546

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

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co- Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Please be aware**

**If you are approved, you should have 2 separate money orders. Your 1<sup>st</sup> 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 out. If the owner approves, there will be a 250.00 deposit and 25.00 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.**



**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.**