

Application Must Include: \$30 non-refundable application fee, photo ID of all occupants, income verification for each applicant, and names of all occupants.

Property Address:

Date:

| Applicant Information | | |
|--|--------------------------|-----------|
| Name: | E-Mail: | |
| Date of birth: | SSN: | Phone: |
| Current address: | | |
| City: | State: | ZIP Code: |
| Own Rent (Please circle) | Monthly payment or rent: | How long? |
| Landlord Name: | Phone: | E-mail: |
| Previous address: | | |
| City: | State: | ZIP Code: |
| Owned Rented (Please circle) | Monthly payment or rent: | How long? |
| Landlord Name: | Phone: | E-mail: |
| Employment Information | | |
| Current employer: | | |
| Employer address: | | How long? |
| Phone: | E-mail: | Fax: |
| City: | State: | ZIP Code: |
| Position: | Annual income: | |
| Co-applicant Information | | |
| Name: | E-Mail: | |
| Date of birth: | SSN: | Phone: |
| Current address: | | |
| City: | State: | ZIP Code: |
| Own Rent (Please circle) | Monthly payment or rent: | How long? |
| Landlord Name: | Phone: | E-mail: |
| Previous address: | | |
| City: | State: | ZIP Code: |
| Owned Rented (Please circle) | Monthly payment or rent: | How long? |
| Landlord Name: | Phone: | E-mail: |
| Co-applicant Employment Information | | |
| Current employer: | | |
| Employer address: | | How long? |
| Phone: | E-mail: | Fax: |
| City: | State: | ZIP Code: |
| Position: | Annual income: | |

| | | | | |
|---|--------|-------|--------|-------------|
| Number to Occupy House: | | | | |
| Names of all Occupant: | | | | |
| Number of Pets: | Type: | Size: | Breed: | |
| How Did You hear about our Property? | | | | |
| Vehicle Make: | Model: | Year: | Color: | License No: |
| Vehicle Make: | Model: | Year: | Color: | License No: |
| Vehicle Make: | Model: | Year: | Color: | License No: |
| Does anyone who plans to occupy the residence owe money to the City of Rocky Mount Utility Department? (Please circle) Yes No | | | | |

Rental Guidelines

1. Application Process

Rental applications are processed in the order they are received. We will rent to the most qualified applicant if there are multiple applications. Applications are usually processed within 48 hours. In order for an application to be processed, the application must be completely filled out with all applicable information, along with relevant documentation and a non-refundable \$30 application fee. To submit an application, you will need:

- a. **A completed application**
- b. **Proof of income; previous two pay stubs, social security award letter, 1040, etc.**
- c. **Copy of photo ID for all occupants**
- d. **Non-refundable \$30 application fee (cash or money order)**

2. Application Criteria

All of an applicant's relevant information is looked at during the application process. Ultimately, the final decision is left up to the property manager and landlord. This includes, but is not limited to:

- a. **Current Income**
- b. **Credit History**
- c. **Background Check**
- d. **Previous Rental History**

3. General Guidelines

- a. No more than two people per bedroom
- b. Sufficient household income relative to rent
- c. Deposits must be paid in the form of a cashier's check, or money order. Rents after first month may be paid with a personal check. If you submit a personal check with nonsufficient funds, we will no longer accept personal checks from you. **NO CASH ACCEPTED.**
- d. Leases are typically for a minimum of one year.
- e. We reserve the right to confirm any information you have provided us with previous landlords and employers.

By signing below. I/We authorize the verification of the information provided on this form as to credit, employment, and rental history.

| | |
|----------------------------|-------|
| Signature of applicant: | Date: |
| Signature of co-applicant: | Date: |