

Cooper & Associates  
Real Estate Services, Inc.  
327 S. Grace Street  
Rocky Mount, N.C. 27804  
Office (252)977-1429  
Fax (252)454-0799

**RENTAL APPLICATION**  
(Each co-applicant must complete page two)

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

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

Property Address: \_\_\_\_\_

Full Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Social Security No. \_\_\_\_\_ Drivers License No. \_\_\_\_\_

Present Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No. \_\_\_\_\_ Years at address \_\_\_\_\_

Owner/Manager/Landlord: \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Current Employer \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Position \_\_\_\_\_ Hourly pay rate \_\_\_\_\_

Hours worked per week \_\_\_\_\_ Years on Job \_\_\_\_\_

Supervisor Name \_\_\_\_\_

How often paid? \_\_\_\_\_

Other Source of Income (*Child Support, SSI, Etc.*)  
\_\_\_\_\_

Other Occupants: **Name & Age** \_\_\_\_\_  
\_\_\_\_\_

**PAST RENTAL HISTORY**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

**ADDITIONAL INFORMATION**

Do you have any pets? \_\_\_\_\_ If yes how many? \_\_\_\_\_ What Kind? \_\_\_\_\_

Automobile Make: \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag No. \_\_\_\_\_

Automobile Make: \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag No. \_\_\_\_\_

*It is my understanding that this application is preliminary only and involves no obligation of the owner or its agents to approve this application or to deliver occupancy of the proposed premise. If this application is accepted by owner or its agents the deposit shall be taken as liquidated damages should applicant cancel after acceptance. The Undersigned applicants affirm the foregoing information and give Cooper & Associates, Real Estate Services, Inc. permission to utilize all of the information listed above to approve or deny this application including investigation of past employment, rental history, and credit references.*

**A non-refundable fee of \$20.00 is required to process this application, \$30.00 if a co-applicant is included. Approval of this application will be valid for 30(thirty days) After then, you will need to reapply.**

**Applicant Signature** \_\_\_\_\_

**Co-Applicant Information Required:**

Full Name \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Driver License No. \_\_\_\_\_  
Present Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Years at Address \_\_\_\_\_ PhoneNo. \_\_\_\_\_

Owner/Manager/Landlord \_\_\_\_\_ Phone  
No. \_\_\_\_\_ Current Employer \_\_\_\_\_ Phone No.  
\_\_\_\_\_ Fax No. \_\_\_\_\_ Position \_\_\_\_\_  
Hourly rate \_\_\_\_\_ Hours worked per week \_\_\_\_\_ Years on Job \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ How often paid \_\_\_\_\_

Other Source Of Income (*Child Support, SSI, etc.*)  
\_\_\_\_\_

**Spouse/Co-applicant Signature** \_\_\_\_\_

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**Authorization to Release Information**

I give my authorization to release information on my behalf to Cooper & Associates Real Estate Services, Inc., so that I may have a credit/criminal background check to process my application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**COOPER & ASSOCIATES**  
**Real Estate Services, Inc.**

**RENTAL POLICY**

**RENTAL CRITERIA**

**Application Fee**

Application Fee is \$20.00 per applicant, co-applicant is an additional \$10.00 charge. All application fees are non-refundable. If criminal report is required there will be an additional 15.00 per person.

**Credit**

Must have good credit reference. (Credit report or letterhead from creditors, direct reference from creditor), will give consideration of medical bills with balance due if additional credit (Credit Cards, Car loans, Furniture, etc.) is in good standing. Old derogatory accounts if paid and recent credit has good standing for more than 6 (six) months. Must have good credit references to offset medical and old paid derogatory accounts.

Will not consider application, if tenant has old eviction, or pass due rents due. If rental reference is from private source, needs to show some documentation on rental.

**Income**

Income must be at a minimum 3 (three) times rental rate, with sufficient income after paying existing bills, left for income.

**Co-Signers**

Will not allow co-signer unless co-signer will live on premises.

**Employment**

Must be able to show employment stability for at least 6 (six) months. If more than three jobs, employment change must be out of applicant's control. (Terminated for just cause does not apply).

**Rental Reference**

If your rental reference is a personal reference (not a rental agency or property management company) it must be verified through cancel checks or money order (a letter or written statement from landlord will no longer suffice)

**Processing Time Frame**

Processing time of 48-72 hours. If we are waiting on specific information to approve or denied application, processing time may take longer.

**Viewing Property**

Picture ID, \$10.00 Key Deposit, we ask that all keys be returned within 1 hour of being checked out. Keys cannot be checked out after 4:00 p.m. May make exception if someone is to be in office after 5:30 p.m. to check keys in. Maximum two keys checked out a time.

Rental Department is open Monday-Friday, 9:00 a.m.-5:30 p.m. for rental related activities.

If any of the rental criteria are on the border of approval, and Property Manager has option of asking for a two month security deposit.

**EMERGENCY ONLY**

Emergency, Evening & Weekend calls will be handled in the following manner: Leave a message on the Message Line for Janice Cooper; Property Manager, at (252)977-1429.

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**Rental Application Requirements:**

- Application Fee of \$20.00, additional \$10.00 if you have a Co-Applicant
- If criminal report is required additional \$15.00 per person.
- ID, Social Security Card
- Employment Proof-Two pay stubs from the last two months.
- Income three times rental rates.
- All other sources of income (SSI, Food Stamps, Retirement, etc.)

**\*Application cannot be fully processed without the required documentation.**