

*Russell Property Management, LLC*

106 Regency Blvd.

Greenville, NC 27834

Website: *www.russellpm.com*

Office: 252.329-7368

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Email: *leasingmanager@russellpm.com*

**APPLICATION TO LEASE**

Location Applying For \_\_\_\_\_ Date Apartment Needed \_\_\_\_\_ # BRs Upstairs/Downstairs \_\_\_\_\_

Full Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email Address: \_\_\_\_\_

**CURRENT PHYSICAL ADDRESS (No PO Box):** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ How long have you lived at this address? \_\_\_\_\_

**PRIOR PHYSICAL ADDRESS (No PO Box):** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ How long did you lived at this address? \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title \_\_\_\_\_

**APPLICANT EMPLOYMENT:**

Employer \_\_\_\_\_ Position \_\_\_\_\_

Employment Status: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Salary/Hourly Rate \_\_\_\_\_

Number of Hours Per Week \_\_\_\_\_ Monthly Income \_\_\_\_\_

Address of Employer \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Length of Employment \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Employment Status: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Salary/Hourly Rate \_\_\_\_\_

Number of Hours Per Week \_\_\_\_\_ Monthly Income \_\_\_\_\_

Address of Employer \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Length of Employment \_\_\_\_\_

**VEHICLE INFORMATION:**

License Plate Number \_\_\_\_\_ Automobile Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Driver's License Number and State \_\_\_\_\_

License Plate Number \_\_\_\_\_ Automobile Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Driver's License Number and State \_\_\_\_\_

**SPOUSE AND DEPENDENT INFORMATION:**

Spouse Full Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

Additional Occupants - List all occupants by Name, Sex and Age (indicate if related or non-related):

\_\_\_\_\_

**SPOUSE EMPLOYMENT:**

Employer \_\_\_\_\_ Position \_\_\_\_\_

Employment Status: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Salary/Hourly Rate \_\_\_\_\_

Number of Hours Per Week \_\_\_\_\_ Monthly Income \_\_\_\_\_

Address of Employer \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Length of Employment \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Emergency Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Do you have any Pets? \_\_\_\_\_ How many? \_\_\_\_\_ Cat/Dog/Other \_\_\_\_\_ Breed & Weight \_\_\_\_\_

Why are You Moving From Current Address? \_\_\_\_\_

If renting, current Landlord \_\_\_\_\_

Current Landlord's Phone Number \_\_\_\_\_ Current Rent Amount \_\_\_\_\_

**PAST RENTAL HISTORY:**

Date: From \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Landlord/Agent \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_

Date: From \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Landlord/Agent \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_

**Have you ever forfeited (or lost) a security deposit to a past Landlord? If yes, explain**

\_\_\_\_\_

\_\_\_\_\_

**Has a judgment ever been filed against you for non-payment of debts or rent? If yes, explain**

\_\_\_\_\_

\_\_\_\_\_

**Have you ever been evicted from your home/apartment? If yes, explain**

\_\_\_\_\_

\_\_\_\_\_

**Do you have a police record? If yes, explain**

\_\_\_\_\_

\_\_\_\_\_

**STUDENTS PLEASE FILL OUT THE FOLLOWING INFORMATION:**

Status: Full-Time Student \_\_\_\_\_ Part-Time Student \_\_\_\_\_ Circle one: Freshman Sophomore Junior Senior Graduate

School/University \_\_\_\_\_

Parents' Names \_\_\_\_\_

Parents' Address \_\_\_\_\_

Parents' Home Telephone Number \_\_\_\_\_ Business Telephone \_\_\_\_\_

**LEGAL AND INCOME REQUIREMENTS:**

Russell Property Management does not discriminate in the rental of dwellings and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

Russell Property Management Requires the following:

\*RPM charges a non-refundable Application Fee per Applicant. Married couples are charged only one fee. The applicant must meet the rent-to-income ratio. Applicant's weekly income must meet or exceed the monthly rent amount. For example, if you want to rent an apartment with the monthly rent of \$565, you must show verifiable income in the amount of \$565 or more per week. We do consider combined income of spouse/roommate to meet rent-to-income ratio requirements. Child support is considered only if paid by the court. We require proof of income in the form of paystub, employment contract, W2, and/or income tax return. Other forms of income that may be considered include but are not limited to the following: student loans/grants/scholarships, SSI, Disability, and Retirement. You will be asked to show proof of any income.

\*RPM will only allow a co-signer for full-time students. A parent or guardian may co-sign if the Applicant meets the following requirements: (1) Applicant is a full-time student. (2) Applicant does not income qualify. The Parental Guarantee form must be signed in the presence of a Notary if not witnessed by a RPM staff member. If Applicant is a full-time student who works full-time, a co-signer is not allowed.

\*Applicant must credit qualify. We will pull a credit report for each Applicant and/or Guarantor. Credit Score is considered only for specials. RPM does not require a certain score for approval. Approval or Denial is based on the content of the credit report rather than a score. Applicant may have a high credit score but be denied based on content of credit report. Items for which an Application may be denied include but are not limited to the following: (1) significant number of negative accounts-including medical accounts (2) collection/judgment from prior rental/apartment (3)bankruptcy (4) foreclosure.

\*RPM may pull criminal record for every Applicant. RPM reserves the right to deny any Applicant based on criminal record. Rental history will be verified. If Applicant has current or prior rental history, RPM requires contact information so that we may verify payment history and tenancy. RPM reserves the right to Approve/Deny any Application based on the discretion of Management.

It is my understanding that this Application is preliminary only and involves no obligation of the owner or its Agent to approve this Application or to deliver occupancy of the proposed premises. If this Application is accepted, the security deposit will be applied to the lease and damages agreement and Applicant forfeits all claims to the security deposit as liquidated damages if Applicant cancels after acceptance.

The above information is true and accurate to my knowledge. By signing this application, I give permission to Russell Property Management to verify by phone/fax or other means any information I have listed. I also understand that my credit will be verified by a credit report and hereby authorize such verification. I understand my criminal record will be verified by a criminal record report and hereby authorize such verification. In addition, I agree to pay a reasonable non-refundable fee for said application process, including but not limited to credit/criminal record report.

Applicant has read and understands the requirements for Application.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse

\_\_\_\_\_  
Date

<p><b>How did you hear about Russell Property Management, LLC?</b>  <input type="checkbox"/> Daily Reflector  <input type="checkbox"/> For Rent Signs  <input type="checkbox"/> Radio  <input type="checkbox"/> Internet  <input type="checkbox"/> Yellow Pages  <input type="checkbox"/> Personal Reference  <input type="checkbox"/> Rental Guide/Apartment Finder  <input type="checkbox"/> I was a Previous Tenant of RPM.</p>	<p><b>NOTICE: Rental rates based on a 12-month contract and current market conditions. Additional fees and increased rental rate applies to short-term lease. Pre-lease requires 12-month contract. No special applies with short-term lease or pre-lease.</b>  <b>NON-REFUNDABLE APPLICATION FEE \$40.00 – PLEASE MAKE MONEY ORDER PAYABLE TO <u>ROCKY RUSSELL</u> (CASH PAYMENT ACCEPTED FOR APPLICATION FEE)</b></p>	<p><b>RPM USE</b>  <b>PHOTO ID ATTACHED</b> _____  <b>PET PHOTO ATTACHED</b> _____  <b>App Fee Paid</b> _____  <b>Please initial &amp; date fee paid, indicate check number or cash</b></p>
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Please mail this application and application fee (\$40.00) to:

**Russell Property Management, LLC, 106 Regency Blvd., Greenville, NC 27834 Office: 252-329-7368**  
**Or you may fax/email to:**  
**Fax: 252-355-9641 Email: [leasingmanager@russellpm.com](mailto:leasingmanager@russellpm.com) Website: [www.russellpm.com](http://www.russellpm.com)**