

Russell Property Management, LLC

106 Regency Blvd.

Greenville, NC 27834

Website: *www.russellpm.com*

Office: 252.329-7368

Fax: 252.355.9641

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

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. The applicant must meet the rent –to-income ratio. Applicant’s monthly income must be Three (3) times greater than the monthly rent. Holly Glen Apartment applicants income must be 3.5 times greater than the monthly rent. Other properties may have a higher income requirement. 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.

*Applicants must credit qualify. We will pull a credit report for each Applicant. 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) collections/judgment from prior rental/apartment (3) bankruptcy (4) foreclosure.

*RPM will pull a criminal report 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

Summary of Information Needed:

- 1. Complete application by each Tenant. Incomplete applications will not be processed.
- 2. Application Fees Paid by all applicants.
- 3. Proof of Income by each Tenant. All applicants monthly income must be equal to or greater than 3x Monthly Rent. Some properties may require a higher income and credit score.
- 4. You will be notified via email once we start processing the application.
- 5. If you have any questions, please contact our office at christie@russellpm.com.

NOTICE: Rental rates based on a 12-month contract and current market conditions. Additional fees and increased rental rate may apply to short-term rentals.

Please mail this application and application fee (\$65.00) to:

Russell Property Management, Inc, 106 Regency Blvd., Greenville, NC 27834 Office: 252-329-7368
Or you may fax/email to:
Fax: 252-355-9641 Email: leasingmanager@russellpm.com Website: www.russellpm.com

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. FAILURE TO SUPPLY AND ACTIVE ID AND SOCIAL SECURITY CARD WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL NOT BE PROCESSED.

APPLICATIONS

- \$65.00 PER PERSON, NON-REFUNDABLE

QUALIFICATIONS

- PROOF OF INCOME (3 PAY STUBS, LETTER OF INTENT FROM EMPLOYER). WE VERIFY EMPLOYMENT.
- YOU MUST MAKE 3X'S MONTHLY RENT. SOME PROPERTIES REQUIRE A HIGHER INCOME.
- 550 OR GREATER CREDIT SCORE. SOME PROPERTIES REQUIRE A HIGHER CREDIT SCORE.
- NO EVICTIONS.
- NO FELONIES.
- ALL PETS NEED TO BE APPROVED.
- ANYONE 18 AND OVER MUST COMPLETE AN APPLICATION AND PAY THE APPLICATION FEE.
- IT TAKES 3 - 5 BUSINESS DAYS TO PROCESS APPLICATIONS.
- ACTIVE ID.
- SOCIAL SERCURITY CARD.

THE LEASING MANAGER WILL CONTACT YOU WITH THE NEXT STEP IN YOUR APPLICATION PROCESS. HER EMAIL ADDRESS. THE LEASING MANAGER EMAIL ADDRESS IS LEASINGMANAGER@RUSSELLPM.COM.

THANK YOU.
RUSSELL PROPERTY MANAGEMENT