

SIMMONS & HARRIS, Inc.
1175 JEFFREYS RD
ROCKY MOUNT, NC 27802
(252) 977-1616 / FAX (252) 977-1619
Email: info@simmonsandharris.com

Application

The **\$25** application fee which you have paid is a non-refundable fee to cover the costs of processing your application. In the event that you rent from us, the application fee will not be applied to your security deposit or your first month's rent.

The application fee does not reserve or hold a property or unit for you.

Payment of a **security deposit will allow us to hold a property for you a maximum of seven (7) days from the date we receive the security deposit.** In the event that you fail to execute our lease within this seven-day period, the security deposit will be applied against the resulting loss of rent by the landlord.

Applicant Signature: _____

Date: _____

The criteria for approving an application include, but are not limited to the following:

- **All Occupants Must Be Listed On Application**
- The monthly rent cannot exceed **30%** of your monthly income.
- Written **income verification is required.**
- Government **issued picture ID is required.**
- Must be approved based on our credit criteria.
- The maximum occupancy of a house or apartment is 2 per bedroom.
- No more than 2 adults in a dwelling.

SIMMONS & HARRIS, INC.

1175 Jeffreys Road

P.O. Box 1398

Rocky Mount, North Carolina 27802-1398

(252) 977-1616

Rental Application

Please complete all requested information on the front and back of this form. Thank you for your interest in our properties.

Date of Application _____ Desired Date of Occupancy _____
Property Address Desired _____

PERSONAL INFORMATION

APPLICANT'S FULL NAME _____ **Date of Birth** _____

Social Security No. _____ **Driver's Lic. No./ State** _____ **E-mail** _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

CO-APPLICANT'S FULL NAME _____ **Date of Birth** _____

Social Security No. _____ **Driver's Lic. No./ State** _____ **Relationship** _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

Full Names of All Other Residents:	Relationship to You	Date of Birth

How Many Pets Do You or Other Occupants Own? _____

Kind of Pet, Breed, Weight and Age _____

How Did You Hear About Our Property? _____

RESIDENCE HISTORY

PRESENT ADDRESS _____

Present Telephone _____ Dates From _____ To _____

Present Landlord or Mortgage Co. _____ Telephone _____

Monthly Payment \$ _____ Reason for Moving _____

PREVIOUS ADDRESS _____

Dates From _____ To _____

Previous Landlord or Mortgage Co. _____ Telephone _____

Monthly Payment \$ _____ Reason for Moving _____

EMPLOYMENT INFORMATION

PRESENT EMPLOYER _____ Dates From _____ To _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____ Gross Monthly Salary \$ _____

PREVIOUS EMPLOYER _____ Dates From _____ To _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____ Gross Monthly Salary \$ _____

CO-APPLICANT'S EMPLOYER _____ Dates From _____ To _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____ Gross Monthly Salary \$ _____

OTHER INFORMATION

Are you or co-applicant in active-duty service as a member of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, Commissioned Officer of the Public Health Service or NOAA?

Applicant Yes No Co-Applicant Yes No

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Other Car, Motorcycle, etc. _____

Total Gross Monthly Household Income \$ _____

If there are other sources of income you would like to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____

Amount \$ _____ Per _____ Source _____ Telephone _____

Comments: _____

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes No

Been evicted or asked to move out? Yes No

Broken a Rental Agreement or Lease? Yes No

Been sued for damage to rental property? Yes No

Declared Bankruptcy? Yes No

In Case of Personal Emergency, Notify _____ Relationship _____
 Address _____ Home Phone _____ Work Phone _____

I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file.

APPLICANT'S SIGNATURE _____

CO-APPLICANT _____

DATE SIGNED _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW

Date Application Received _____ Received By _____

REFERENCE VERIFICATION	REMARKS
<input type="checkbox"/> Present Landlord	
<input type="checkbox"/> Previous Landlord	
<input type="checkbox"/> Employment	
<input type="checkbox"/> Previous Employ.	
<input type="checkbox"/> Co-Applicant Landlord	
<input type="checkbox"/> Other	

RECORD OF PAYMENTS RECEIVED		
Date	Description	Amount

THIS APPLICATION: Approved Not Approved

Date _____

By _____

Assigned to Apt. No. _____ Rent \$ _____

Apartment Address _____

Applicant Notified By _____

Anticipated Move-In Date _____

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AUTHORIZATION TO OBTAIN INFORMATION

I/We have applied for a lease agreement with Simmons and Harris, Inc. As part of the application process, Simmons and Harris, Inc. may verify information contained in my/our application and seek any other information required in connection with the lease for the purpose of determining whether or not to enter into a lease with me/us.

Simmons and Harris, Inc. may address this authorization to any party named in the lease application and to any other such parties as Simmons and Harris, Inc. deems appropriate. I/We authorize such parties to provide Simmons and Harris, Inc. with any information and documentation they request. Such information includes but is not limited to rental history, employment history, income, banking information, account balances, credit history, and copies of income tax returns.

I/We hereby consent to allow Simmons and Harris, Inc. and its agents and representatives to conduct a comprehensive review of my/our background through a consumer credit report and/or criminal background report. I/We understand that the scope of the consumer credit report/criminal background report may include, but is not limited to, the following area: verification of social security number, current and previous residences, credit history and reports, criminal history records from any criminal justice agency in any or all federal, state, and county jurisdictions, motor vehicle records to include traffic citations and registration, and any other public records. Simmons and Harris, Inc. shall have a continuing right to obtain and review subsequent consumer credit report and/or criminal background reports during my/our tenancy.

Applicant Signature

Date

Social Security Number

Applicant Signature

Date

Social Security Number