

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

## **Application**

The **\$50** 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.

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 \_\_\_\_\_

Simmons and Harris, Inc.  
1175 Jeffreys Road  
P.O. Box 1398  
Rocky Mount, NC 27802-1398

**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.

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Applicant Signature	Date	Social Security Number
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Applicant Signature	Date	Social Security Number
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