

For Office Use Only

Date: _____ Employee: _____

App fee(s) collected: _____

Payment Type: _____

East Carolina Property Management Co., Inc.
1071 Spring Forest Road, Greenville, NC 27834
PHONE (252)756-7797 FAX (252)321-3677
www.eastcarolinaprop.com

RENTAL APPLICATION

All applications take 24-48 hours to be processed. Please be sure to fill out your application completely, legibly and include your application fee of \$50.00 per applicant (cash or money order only) as well as proof of income (your two most recent pay stubs work best). As soon as your application is completed, you will be contacted.

Today's Date: _____ Time: _____

Address Requested: _____

Date of Expected Occupancy: _____ How Did You Hear About Us? _____

Your Name: _____

Social Security Number: _____ Date of Birth: _____

Cell Phone Number: _____ Email: _____

Spouse Name (if applicable): _____

Social Security Number: _____ Date of Birth: _____

Cell Phone Number: _____ Email: _____

Best phone number to contact you about application: _____

List type of pet(s) that you have including type, breed, approximate age & weight.

List everyone that will be residing with you (children's name and age, relatives, roommates, etc.)

*East Carolina Property Management requires that all residing at property be listed in this rental application.
Pet(s) must be approved.*

Have you or anyone that will be living at property ever been convicted of a felony? *Failure to supply or omit pertinent information such as this may result in termination to this application or a lease agreement.*

Current Address _____

City _____ State _____ Zip _____ Home Phone _____

Approximately how long have you lived at this address? _____

Please Circle One: Rent Own Live with parent/relative/friend

If you rent, who is your current Landlord/Property Management Company?

City, State _____ Phone Number _____

If you are not currently a renter, have you ever rented before? Yes No

If so: Previous Address: _____

Landlord: _____ Phone: _____

**Please be advised that your current and/or previous property management company/landlord will be contacted concerning this application.*

If you are a homeowner, please let us know why you are interested in renting.

Income Information

Your Employer: _____ Phone: _____
How Long with this Employer? _____ Salary \$ _____ per _____ Full or Part time? (circle)
Spouse Employer: _____ Phone: _____
How Long with this Employer? _____ Salary \$ _____ per _____ Full or Part time? (circle)
Can calls be received during your work hours? Yes No Spouse? Yes No (circle)
-If you or your spouse receives additional income (another job, disability, retirement, etc...) please list the type, amount and how often it is received here.

Proof of all income (pay stub, bank/tax statement, etc..) is required on all income sources. Application will not be processed without all income information.

Vehicle Information

Your Vehicle: Make: _____ Model: _____ Year: _____ Plate No. _____
Spouse: Make: _____ Model: _____ Year: _____ Plate No. _____
Other: Make: _____ Model: _____ Year: _____ Plate No. _____

List Your Closest Relative That Can Be Contacted In Case Of Emergency:

Name _____ Relationship _____ Phone _____
Address Including City, Street & Zip Code _____

*Approved applications require that security deposit(s) be received within 24 hours of approval to secure your property. If security deposits are not received within 24 hours of approval, other applications for said property will be accepted and processed.

**All pet(s) must be approved along with this rental application. Approved pet(s) will require a minimum non-refundable pet fee(s) of \$350.00. Additional fee(s) may be required depending on number/breed of pet(s).

***STUDENTS SHOULD OBTAIN PARENTAL GUARANTEE APPLICATION!

I UNDERSTAND THERE WILL BE A NON-REFUNDABLE APPLICATION FEE OF \$35.00 PER APPLICANT. I HEREBY AUTHORIZE EAST CAROLINA PROPERTY MANAGEMENT CO., INC. AND/OR ITS OWNERS TO OBTAIN A CREDIT REPORT, EMPLOYMENT VERIFICATION, CRIMINAL BACKGROUND CHECK AND/OR RENTAL VERIFICATION.

I understand that East Carolina Property Management Co., Inc. works strictly on a first come/first serve basis.

DATE: _____ SIGNATURE: _____ SPOUSE SIGNATURE: _____

THIS APPLICATION, A NON-REFUNDABLE APPLICATION FEE(S) AND ALL LISTED INFORMATION ON THIS APPLICATION IS REQUIRED TO BE COMPLETED AND SUBMITTED IN ORDER FOR THIS APPLICATION TO BE PROCESSED FOR APPROVAL.

Cash or money order are the only accepted payment types for application fee(s). Personal checks, credit/debit cards are not accepted. All application fee(s) are non-refundable.