

Keystone Property Management

308 SE Greenville Blvd., Suite 2-B
Greenville, NC 27858

Phone: 252-355-8884 | Fax: 252-353-4314

Office Use Only

Application Fee Paid: Yes No

Date Paid: _____

Check Money Order Cash

Photo ID Attached _____

Nonrefundable Application Fee Required for Processing: \$40.00 per applicant, \$60.00 for couples (check, money order)

Date: _____

Address Requested: _____

Requested Date of Occupancy: _____

Pet(s): Yes No How Many? _____

Type(s) & Breed(s): _____

Weight of Pet(s): _____

Office Use Only

Approved Disapproved

Rent Amount _____

Criminal Background _____

Reason for disapproval: _____

Applicant Information

Name: _____
(first) (middle) (last)

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ State: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Landlord/Owner/Manager: _____ Landlord Phone Number: _____

Landlord Fax Number: _____ How long at this address? _____

Employment & Income

Current Employer: _____ Address: _____

Phone Number: _____ How long have you worked here? _____

Position: _____ Salary/Pay: _____

Supervisor's Name: _____ Phone Number: _____

Other Income: _____

Other Occupants

Name(s) & Age(s): _____

Spousal Information

Name: _____ Relation: _____
Social Security Number: _____ Date of Birth: _____ Cell Phone #: _____
Driver's License Number: _____ State: _____
Current Employer: _____ Phone Number: _____
How long has he/she worked here? _____ Position: _____
Salary/Pay: _____ Supervisor's Name: _____ Phone Number: _____

STUDENTS ONLY

NOTE: All Students will be required to have a Parental Guarantee Signed and Notarized

Parent/Guardian Name(s): _____
Address: _____ City: _____ State: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

References

Bank: _____ Checking Savings
Credit: _____

Vehicle Information

Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____
Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Have you ever forfeited (or lost) a security deposit to a past Landlord? Yes ___ No ___ If yes, please explain _____

Have you ever been evicted? Yes ___ No ___ If yes, please explain _____

Has a judgment ever been filed against you for non-payment of debts or rent? Yes ___ No ___ If yes, please explain _____

Do you or a family member that will be living with you ever been convicted of a felony? Yes ___ No ___ If yes, please explain _____

Acknowledgement

By signing, I understand that this application is preliminary only and involves non obligation of the owner or Keystone Property Management to approve this application or to deliver occupancy of the proposed premises. If this application is approved by Keystone Property Management and I decide to take possession of the premises, a security deposit (money order only) is required. Once this deposit is paid, it is nonrefundable even if I decide not to take possession of the premises afterward.

Authorization & Representation: Applicant authorizes Landlord's agent, at any time before, during, or after any tenancy, to: (1) obtain a copy of Applicant's credit report; (2) obtain a criminal background check related to Applicant and any occupant; and (3) verify any rental, employment, or criminal history or verify any other information related to this application with persons knowledgeable of such information. Applicant represents that the statements in this application are true and complete. Applicant understands that providing false or inaccurate information is grounds for rejection and a breach of any lease.

Signature

Date

Signature

Date

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Rental Qualifications

Thank you for choosing Keystone Property Management to assist you in finding your new home. Our applicants are required to meet certain criteria before residing in one of our rental units. Below is a list of our current qualifications. Prior to completing the application, please carefully review the following criteria to determine your eligibility.

- ✓ Each applicant must be at least 18 years of age.
- ✓ Students must have a Parental Guarantee form signed by a parent or legal guardian and notarized.
- ✓ A non-refundable application fee of \$40.00 (for each applicant) is required for each applicant, not including married couples. All roommates must fill out a separate application.
- ✓ We must be able to verify employment. Self-employed applicants must provide either a financial statement (bank statement, CPA document, etc.) or a tax statement from the previous year.
- ✓ Your gross income must be equal to at least three (3) times the amount of your monthly rent. A recent bank statement verifying funds equivalent to twelve (12) months of rent may be accepted. Other forms guaranteeing income (student loans/grants, social security benefits, alimony, disability, etc.) will also be accepted.
- ✓ Each applicant must have both positive current and former rental references. Applicants with prior evictions will not be accepted. A co-signer may be accepted on applicants with no rental history. A co-signer must be a parent, guardian, or relative and must meet all rental qualifications. Co-signer will be responsible for all financial liabilities incurred by the lessee.
- ✓ Your established credit references must be in good and current standing for at least six (6) months. You should pay any judgments or collections prior to submitting the application. Any rating other than R1 or R2 must not reflect a past-due balance. In the case of bankruptcy, court records showing all included accounts may be required. The bankruptcy must be over two (2) years old. Also, you must have at least one new current account established that is at least six months old. *Exceptions reviewed by management.
- ✓ Keystone Property Management complies with the Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, disability or familial status.
- ✓ Unit is not reserved until security deposit is paid. Once application is approved and security deposit is put on the unit, we can hold the unit for two (2) weeks only.