

Morrison Grove Short-term Housing Rental Application  
September 2009 through March 2010 Only  
This Application and its Contents are Considered Part of the Lease Agreement;  
Every Question Must be answered  
This Document is 3 Pages

Offered by  
Roanoke Island Historical Association, Inc.  
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A \$50.00 Application Fee must accompany this application request. The application fee is not refundable.

**APPLICANT INFORMATION:**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Sec. No. \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Sec. No. \_\_\_\_\_

Applicant No. 1 Driver's License No. /State\* \_\_\_\_\_ Applicant No. 2 Driver's License No. /State\* \_\_\_\_\_

**\*A copy of each applicant's current valid driver's license or another form of picture ID will be required with this application.**

Marital Status \_\_\_\_\_ Total Occupants: \_\_\_\_\_ Size Unit Desired: 2 Bedroom \_\_\_\_\_ Efficiency \_\_\_\_\_

**PERSONS TO OCCUPY APARTMENT (list all first and last names, ages, and relationship to applicant):**

	<u>Full Name</u>	<u>Age</u>	<u>Relationship to Applicant</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**RESIDENCY INFORMATION**

Present Address: \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Monthly Rent/Mortgage \$ \_\_\_\_\_ Length of Tenancy: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Landlord's Name and Phone Number \_\_\_\_\_

(All references will be checked)

**PREVIOUS ADDRESS:**

Monthly Rent/Mortgage \$ \_\_\_\_\_ Length of Tenancy: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Landlord's Name and Phone Number \_\_\_\_\_

(All references will be checked)

**EMPLOYMENT INFORMATION**

Present Employer: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Location and Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ Job Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Location and Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ Job Title: \_\_\_\_\_

**CO-APPLICANT'S EMPLOYER**

Present Employer: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Location and Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ Job Title: \_\_\_\_\_

**\*OTHER SOURCE(S) OF INCOME:**

Source: \_\_\_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_  
Source: \_\_\_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_

*\*Additional income, such as child support, alimony, or separate maintenance, need not be disclosed unless such additional income is to be included for qualification of this lease application.*

**BANK REFERENCE**

Name and Address of Bank: \_\_\_\_\_

Bank Phone Number: \_\_\_\_\_ Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_

**CREDIT REFERENCE**

List loans, credit cards, department store credit, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL INFORMATION**

List ALL Automobile(s):

Make	Model	Year	State/License Plate Number
_____	_____	_____	_____
Make	Model	Year	State/License Plate Number
_____	_____	_____	_____
Make	Model	Year	State/License Plate Number
_____	_____	_____	_____

**DO YOU HAVE ANY ADDITIONAL VEHICLES SUCH AS RVs, VANS, BOATS, MOTORCYCLES, ETC.?  
IF SO, PLEASE SPECIFY:**

\_\_\_\_\_

**CHILDREN UNDER 18 YEARS OF AGE?**

If they are to be watched at your apartment, please list Name, Address, and Phone Numbers of those who will be watching them when you are not home:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLOSEST RELATIVE NOT LIVING WITH YOU:**

Name(s), Address(es), and Phone Number(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHO ELSE CAN WE CONTACT IN CASE OF AN EMERGENCY?**

\_\_\_\_\_  
\_\_\_\_\_

**DO YOU OWE A PREVIOUS LANDLORD ANY BACK RENT? \_\_\_\_\_ MONEY FOR DAMAGES? \_\_\_\_\_**

**HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF A CRIME? \_\_\_\_\_ IF YES, EXPLAIN BELOW:**

\_\_\_\_\_

**Pets allowed. \$350 non-refundable pet fee required. Copy of the pet policy and application is attached to this rental application. Pet fee is due and payable with the signing of the lease, first month's rent, and other deposits as required by the lease.**

**APPLICANT'S STATEMENT** *(Please read the following and sign this document only if you understand and agree to accept all of the provisions listed below ☺)*

1. I hereby grant you, the property manager/Roanoke Island Historical Association, Inc., its agents or designees, the right to process this application for the purpose of obtaining a lease for an apartment at Morrison Grove.
2. I have filled out the entire application completely. I understand that anything left not completed will be interpreted as a negative response and may cause delay and/or disqualification in processing this application.
3. I agree to produce any documentation that you may request to help process this application.
4. This application is subject to a satisfactory credit report, verification of employment, and approval of property management. I understand that management reserves the right to process this application in accordance with its own renting standards and procedures. Management may reject this application without stating the reason for doing so and I/We hereby waive any claim for damages by reason of non-acceptance.
5. I understand that in connection with my application for a lease an investigative report may be made as to my general reputation, personal characteristics, and mode of living, and those living with me.
6. I understand that I will update this application if, after I move in, an additional person or persons lives with me.
7. I understand that all persons living in the unit must undergo the same verification and approval as me including, but no limited to reputation, employment, personal characteristics, mode of living, and credit worthiness.
8. I understand that a key deposit of \$20 per key is a requirement of the lease agreement.
9. Upon approval of this application I agree to sign a seven-month lease before possession is given. I also agree to pay a rent security deposit (equal to one-month's rent which is held in an interest bearing account at Wachovia Bank & Trust, Manteo, North Carolina) and one month's rent within five (5) days of being notified of approval. I may review, upon request, the standard lease agreement so that I may have full knowledge of its contents. I understand that all rent is due and payable on the first day of each month and I agree and understand that if my rent is more than five (5) days late, a service charge fee is due and payable in addition to the month's rent.
10. I understand that eviction procedures will commence if my rent is not brought current within two weeks after the five-day grace period.
11. Upon approval, I understand that I must pay the rent from the date we agree upon for you to give me possession of the apartment, even if I do not actually move in. On the other hand, if you cannot give me possession on the date agreed upon you would not be liable for this failure but my rent will not begin until possession is given to me.
12. My signature below shall warrant that all statements and information contained in this application are true, correct, and complete. You or your designees or agents are authorized to verify all statements and information provided. If any statement or information provided is found to be false, my application and/or lease may be terminated at any time.
13. I authorize you to check my rental, credit background, and employment records through the agencies of your choosing. I understand that if I do rent an apartment, a rental record will be created to report my performance as a tenant and may be used as a reference for future housing applications.
14. A rental verification form will be sent to your previous or past landlord(s). By signing below you agree to authorize Roanoke Island Historical Association, Inc., ("RIHA," owners of Morrison Grove Apartments) or its agent, the right to contact and verify rental history with a past or prior landlord.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_