



**RENTAL APPLICATION COVER
SHEET**

Imperial Property Management Services
500 West Fourth Street, Ground
Floor Winston-Salem, NC 27101
336-748-3199

Dear Applicant,

Thank you for considering one of our apartment communities for your new home. The following information details the application process for renting an apartment from Imperial Property Management Services (IPMS). Please read all information thoroughly and ask a management representative if there's something that's unclear:

1. Find an apartment you're interested in—A listing of available apartments is located at our management office.
2. Fill out an application—Fill in ALL blanks including the signature line. Applicant must be at least 18 years old or legally emancipated, or married to a person who is at least 18 years old or legally emancipated. Each applicant over the age of 18 must pay a \$25 application fee. Applications with incomplete information will not be processed.
3. Leave your application, along with the non-refundable application fee(s) (payable only by money order or certified check) with the management office. You will be notified by phone, e-mail or mail for a formal interview and to see the unit(s) that you are interested in.
4. Approval—If your application is approved you will be notified and you can schedule your move in date for your new home. If your application is denied, you will be notified by mail with a denial letter stating the reason for your denied application. Applications are usually processed within 72 hours.
5. Once your complete application is approved and a unit is offered, applicants will have 48 hours to accept the unit and pay the deposit and prorated rent. We will not hold available units.

Qualifications:

RENTAL HISTORY: IPMS recommends applicants have three years of current stable, positive, rental history. Less rental history may be allowed if combined with strong qualifications in other categories, such as stable income equal to 2.5 times the rent, plus good credit. Rental history generally does not include living with, or renting from, friends or relatives. Unexplained gaps in rental history, conflicting rental history information, eviction or negative landlord reference for lease violations in the past three (3) years (unless a longer time period is required based on other screening criteria contained herein) will disqualify you from renting with IPMS.

INCOME: IPMS requires applicants to have income of at least 2.5 more than the monthly rent of the chosen apartment. Applicants must be able to show stability in the receipt of this income (i.e. long-term receipt of income from employment or other verifiable source). Two-times the monthly rent may be allowed if other rental qualifications are strong.

CREDIT: IPMS requires applicants have current credit accounts with a history of on- time payments. If current accounts are lacking, closed credit accounts with a positive history may still be considered with strong qualifications in other categories. Lack of credit or negative credit history will not automatically disqualify you from renting if you have extremely strong qualifications in other areas (i.e. long-term positive rental history, several years of stable income, etc.), however past due balances owed to utility companies and previous landlords must be paid in full.

CRIMINAL: IPMS will conduct a public records search on each adult occupant. An applicant must not have a recent record of violent criminal activity or criminal activity involving drugs or drug-related activity. "Recent record" is defined as within five (5) years from the date of application for a felony charge and three (3) years for a misdemeanor charge. An exception may be made for residents who have successfully completed a rehabilitation program approved by management and who have not received new charges since the completion.

SEX OFFENDER: Individuals subject to a lifetime registration requirement under a State sex offender registration program are prohibited from admission to IPMS properties.

OCCUPANCY STANDARDS: Occupancy limits may not be exceeded.

UTILITIES: IPMS requires you to contact the local utility companies to have the utilities turned on in your name prior to receiving keys to your apartment. The utility companies will ask for a deposit based on your credit and previous payment history.

FAIR HOUSING STATEMENT: IPMS is committed to compliance with all federal, state and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination based on race, color, religion, national origin, sex, familial status, disability, and any other local laws protecting specific classes.

ADA STATEMENT: IPMS is committed to compliance with the Americans with Disabilities Act.

PLEASE INCLUDE WITH ALL APPLICATIONS, Photo Copies of:

1. Four concurrent, recent Pay Stubs for proof of income
2. Picture I.D.
3. Social Security Card
4. Birth certificates (where required)

First Month's Rent & Deposit – Are required to be in the form of cashier's check or money order prior to receiving keys to a unit.



FAIR CREDIT REPORTING ACT (15 U.S.C. 1681m)

Pursuant to the Fair Credit Reporting Act (15 U.S.C. 1681 m), this written notice is hereby given to inform you that adverse action regarding your application may be taken based in whole or in part on information contained in a consumer report. The name, address and telephone number (toll free, if available) of the consumer reporting agency is as follows:

RentFacts-Consumer Disputes
P.O. Box 26140
Greensboro, NC 27402
(800) 288-7408

If the consumer report includes a credit bureau report, you may directly contact the credit bureau that furnished the report. Your credit report was provided by Equifax.

Equifax
P.O. Box 740241
Atlanta, GA 30374
(800) 685-1111

Thank you for your interest in our company.

Sincerely,

Imperial Property Management Services