

**RENTAL APPLICATION COVER SHEET**  
Imperial Property Management Services Inc.  
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 Inc. (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. All adults must fill out a separate application and all proposed adult occupants must meet our management rental qualifications, but only one application fee is required per household in the amount of **\$25.00**. Applications with incomplete information will not be processed.
3. Leave your application, along with the required **\$25.00** non-refundable application fee (payable only by money order, certified check or credit card (if available for an additional fee) 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.

Qualifications:

**RENTAL HISTORY:** IPMS gives preference to applicants with 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 three 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 gives preference to applicants who have income of at least three-times 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 gives preference to applicants who 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 (bankruptcy, late payments, and unpaid accounts) 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 nationwide public records search on each adult occupant to determine eligibility.

**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, determined by the community, 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 signing your lease and 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 by allowing the modification of existing premises for reasonable accommodations at the expense of the disabled person, if the person agrees to restore the premises at their own expense to the pre-modified condition provided the modification would not affect the use and enjoyment of the premises.

**PLEASE INCLUDE WITH ALL APPLICATIONS, Photo Copies of:**

1. Four concurrent, recent Pay Stubs for proof of income
2. Government Issued Photo ID
3. Social Security Card

**FIRST MONTH'S RENT & SECURITY DEPOSIT**—Are required to be in the form of a cashier's check or money order and must be separate payments for the rent and the deposit. The deposit amount is **\$250.00** for all communities.



**IMPERIAL PROPERTY MANAGEMENT SERVICES, INC.  
 FAIRVIEW MANOR APARTMENTS  
 2 Bedroom Garden Apartments PRELIMINARY  
 APPLICATION - \$25 Application Fee**

1. NAME \_\_\_\_\_ DRIVER'S LICENSE# \_\_\_\_\_  
 (First) (Middle) (Last) (State & #)  
 PRESENT ADDRESS \_\_\_\_\_  
 (City) (State) (Zip)  
 How long at this address: \_\_\_\_\_  
 PREVIOUS ADDRESS \_\_\_\_\_  
 (complete if resided at present address for less than 3 years) (City) (State) (Zip)  
 HOME # \_\_\_\_\_ WORK # \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_

2. List ALL persons who will be living in household (if additional space is needed use separate sheet).

**ALL MEMBER INFORMATION MUST BE FULLY COMPLETED OR APPLICATION MAY BE REJECTED**

NAME	RELATIONSHIP	SEX	RACE	BIRTH DATE	AGE	SOC. SEC. NO.	BIRTH CITY, STATE
	HEAD OF HOUSEHOLD (SAME NAME AS ABOVE)						

3. List ALL income in the home (if additional space is needed use separate sheet).

NAME OF HOUSEHOLD MEMBER	EMPLOYER/SOURCE OF INCOME	MONTHLY	WEEKLY	HOURLY	# OF HOURS

**4. Present Address**

Name of Landlord: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Dates: \_\_\_\_\_

**5. Previous Address (complete if resided in present address less than 3 years)**

Name of Landlord: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Dates: \_\_\_\_\_

**6. Employment**

Name of employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employment dates: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

**7. Section 8/HCV Participant**

Do you have a Section 8 Certificate or Voucher? \_\_\_\_\_ Yes \_\_\_\_\_ No

**8. PET INFORMATION: TYPE \_\_\_\_\_ BREED: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_**

**NOTE:** Keeping of pet requires consent of management, payment of applicable fees/ deposits, and execution of Pet Addendum. Handicapped assistance animals used for disabilities are not considered pets.

**9. In case of an emergency, whom may we contact? Name: \_\_\_\_\_ Relationship: \_\_\_\_\_**  
 Telephone: \_\_\_\_\_

**I have read the above statement and the above information is correct to the best of my knowledge. I have no objection to inquiries for the purpose of verifying the facts herein stated.**

I authorize Imperial Property Management Services, Inc. to use a third party background-checking company to obtain my credit and rental history and perform a criminal record search. I understand that the information obtained is to be used only in the processing of my rental application. I hereby release and hold harmless any third party background checking company who have provided information from any and all liabilities arising out of the use of such information in connection with my credit history and criminal record search.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_ ELIGIBLE \_\_\_\_\_ INELIGIBLE \_\_\_\_\_

NOTES:



500 West Fourth Street, Ground Floor  
Winston-Salem, NC 27101  
336-748-3199

**RELEASE OF INFORMATION CREDIT/CRIMINAL/SEX OFFENDER HISTORY**

I, \_\_\_\_\_ authorize Imperial Property Management to obtain my credit and criminal record history as well as run a national sex offenders report. I understand that information used to determine my eligibility for Housing with Imperial Property Management Services, Inc. will be obtained via Yardi and RentGrow. I hereby release and hold harmless Yardi and RentGrown from any and all liabilities arising out of the use of such information in connection with my credit and criminal reports.

**Applicant Information**

Full Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
DL/ID Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Management's Signature: \_\_\_\_\_ Date: \_\_\_\_\_