

# *Russell Property Management, LLC*

*106 Regency Blvd*

*Greenville, NC 27834*

*Website: [www.russellpm.com](http://www.russellpm.com)*

*Office: 252.329-7368*

*Fax: 252.355.9641*

*Email: [leasingmanager@russellpm.com](mailto:leasingmanager@russellpm.com)*

---

## Rental Qualifications

Thank you for choosing Russell Property Management to assist you in finding your new home. We use the following general guidelines in qualifying rental applicants. You are required to meet certain criteria before residing in one of our rental units. However, exceptions are made in certain situations.

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 your employment. Self-employed applicants must provide either a financial statement (bank statement, CPA document, etc.) or tax returns from the previous year.
  
- Your weekly gross income must be equal to or exceed 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. Any judgments or collections prior to submitting the application should be paid in full. 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.
  
- Russell 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.
  
- Residences will not be reserved until a security deposit is paid. Once application is approved and security deposit is paid on the unit, we can hold the unit for four (4) weeks only.
  
- Pre-Leasing: RPM does offer pre-leasing at selected properties. Pre-leasing involves the prospect completing the application process, paying a deposit equal to 1/2 month's rent, and completing a pre-lease form. The pre-lease form will document the desired move-in date. Thirty (30) days prior to the desired move-in date, RPM will contact the applicant so the applicant can select a specific unit based on the availability at that time. Applicant will complete a lease agreement with unit selected and pay required deposits. Please note that RPM can not guarantee a unit prior to the 30 day move-in. Pre-lease deposit is refundable if applicant does not sign a lease.

Should you have any questions, please call our office at 252-329-7368 (RENT).