



The Real Estate Centre

1435 Augusta Street Greenville, SC 29605

Phone: (864) 233-1032 or (864) 271-1950

Email: recinc@earthlink.net

www.realestate-center.net

How to apply to rent a vacant rental property:

You must provide verifiable rental and credit references to be able to rent a unit. There are also income guidelines. You must pay to stay! If you do not pay your rent as agreed, legal actions will be taken and your credit will be affected.

Please complete the following to apply to rent a vacant property. All of the required information must be provided before your application will be processed.

(1) **Personally inspect the property.**

Each unit is rented "as is" condition unless changes or improvements are agreed to in writing in advance. There is a section on the application form entitles "condition of property" for you to describe any changes or repairs desired.

(2) **Complete the entire application form.**

Please provide at least 12 months of rental history in your name that can be verified by telephone or in writing. Family members or friends are not acceptable as rental references. You are responsible for providing all of the necessary contact information for all the references you list. Any false information given or references that cannot be verified will automatically result in disapproval. Be sure to sign and date the application at the bottom of the page.

(3) **Provide written proof of both income and social security number.**

Income proof must be less than 30 days old and it must substantiate the amount shown on your application form. Do not claim that you make more money than you are able to prove with written documentation because it cannot be used for verification purposes. Rent cannot exceed 30% of your verifiable monthly income.

(4) **Provide copies of picture identifications such as driver's license.**

Copies are needed for all persons over 18 years of age who will be living in the property.

(5) **Pay a \$20 processing fee. (CASH ONLY!)**

This fee is non-refundable and is used to cover staff time needed to review your application and the cost of the credit report. A credit report will be run on each applicant.

My signature below acknowledges that I have read the information provided on this sheet, and I understand these instructions on submitting an application to rent a property.

Signed: _____ (applicant) date: _____

_____ (co-applicant) date: _____

Items needed to turn in application for processing:

Verify income requirement: \$ _____

(income must be 3 times the amount of the rental you are

THE REAL ESTATE CENTRE

1435 Augusta Street Greenville, SC 29605

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ADDRESS APPLYING FOR _____ AMT RENT _____ DEPOSIT _____

Pets to consider: _____

NAME OF APPLICANT _____ BIRTHDATE _____

CO-APPLICANT _____ BIRTHDATE _____

APPLICANT'S SOCIAL SECURITY # _____ CO-APPLICANT'S SOCIAL SECURITY # _____

CONTACT INFORMATION:

APPLICANTS PHONE NUMBER: _____

CO-APPLICANTS PHONE NUMBER: _____

OTHER OCCUPANTS THAT WOULD LIVE AT THIS ADDRESS ARE:

(anyone over the age of 18 – must provide a picture id and social security card)

NAME _____ AGE _____ RELATIONSHIP TO APPLICANT _____

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NAME _____ AGE _____ RELATIONSHIP TO APPLICANT _____

VEHICLES:

APPLICANT:

MAKE: _____ MODEL: _____ TAG: _____

CO-APPLICANT:

MAKE: _____ MODEL: _____ TAG: _____

APPLICANT: (need current and previous rental history)

CURRENT ADDRESS _____ CITY/STATE/ZIP _____ HOW LONG HERE? _____

LANDLORD FOR ABOVE ADDRESS _____ LANDLORD PHONE _____

RENT AMOUNT (PRESENT ADDRESS) _____ REASON FOR MOVING _____

PREVIOUS ADDRESS _____ CITY/STATE/ZIP _____ HOW LONG THERE? _____

RENT AMOUNT (PREVIOUS ADDRESS) _____ LANDLORD _____ LANDLORD PHONE _____

HAVE YOU EVER BEEN EVICTED? IF SO, BY WHOM, WHERE, AND WHEN? _____

EMPLOYMENT: (must provide two current check stubs)

APPLICANT'S EMPLOYMENT _____ EMPLOYER'S PHONE NO. _____

POSITION _____ HOW LONG EMPLOYED THERE? _____ INCOME _____

CO-APPLICANT'S EMPLOYMENT _____ EMPLOYER'S PHONE NO. _____

POSITION _____ HOW LONG EMPLOYED THERE? _____ INCOME _____

DO YOU HAVE SOURCES ADDITIONAL INCOME? ____ YES ____ NO. IF YES, SOURCES & AMOUNTS ARE _____

CREDIT REFERENCES (LOANS, INSTALLMENT PAYMENTS, ETC.)

(1) _____ OPEN _____ CLOSED _____ PMT AMT _____ PHONE # _____

(2) _____ OPEN _____ CLOSED _____ PMT AMT _____ PHONE # _____

(3) _____ OPEN _____ CLOSED _____ PMT AMT _____ PHONE # _____

DESCRIBE THE CONDITION OF THE PROPERTY THAT YOU ARE APPLYING TO RENT: _____

By signing below, I give the Real Estate Centre permission to check and verify all information given on this application to determine my eligibility to rent this property. I understand that: I must pay a non-refundable application fee, there may be other persons applying to rent this property, proof of employment, and a picture ID are required to for the application to be processed, rental and credit references are necessary. The Real Estate Centre adheres to certain rental guidelines. Maximum occupancy is listed by the size of the unit. Monthly rent cannot exceed 30% of your monthly income.

Co-signers are not allowed. Pets are not permitted. Any security deposits paid belong to the applicant, and are non-refundable until the end of the lease term. Deposits may be placed in an interest bearing bank trust account, but no interest is paid to the renter.

I have been given a copy of the rent rules and I understand that compliance with them is a necessary condition of my renting. I have been given an informational disclosure form discussing the possible presence of lead based paint in this property. By signing below, I certify that the information provided for The Real Estate Centre on this application is true and accurate, and I acknowledge that any misrepresentation can be cause for rejection or eviction.

By signing I certify that I have read and understand the guidelines described above.

APPLICANT'S SIGNATURE _____ DATE _____

CO-APPLICANT'S SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY (DO NOT WRITE HERE)

ATTACHMENTS: ID _____ PAY STUB _____ ARREST RECORD _____

LEAD DISCLOSURE SIGNED _____ RENT RULES GIVEN _____

DISPOSITION OF APPLICATION

The Real Estate Centre

Rental Rules, Policies and Procedures

1. ANY FALSE, INACCURATE, OR MISLEADING INFORMATION PROVIDED ON THE APPLICATION FORM OR OTHER PERTINENT DOCUMENTS SHALL BE CAUSE FOR REJECTION AND/OR LEASE TERMINATION.
2. IF ANY PART OF THE RENT REMAINS UNPAID (10) TEN DAYS AFTER THE DUE DATE, A \$30 LATE FEE MUST BE PAID. *If any part of the rent is still unpaid twenty (20) days after the due date, an additional \$30 late fee is due. If legal fees are necessary to collect past due rent, you (the tenant) will be responsible for paying these costs.*
3. ALL PROPERTIES ARE RENTED IN "AS IS" CONDITION UNLESS CHANGES ARE AGREED TO IN ADVANCE IN WRITING. *Any mechanical problems (heating, air, plumbing, electrical, etc) will be handled as they arise in accordance with provisions of the S.C. Landlord - Tenant Act and paragraph # 4.*
4. THE COST OF DAMAGES OR REPAIRS CAUSED BY ABUSE OR CARELESSNESS **WILL BE CHARGED TO THE RENTER**. These damages include (a) broken window panes (b) screen door repairs (c) window screen replacement (d) clogged sink or toilet drains (e) holes in the floor, walls, ceilings
5. NOTICE OF ANY DESIRED REPAIR OR MAINTENANCE NEEDS MUST BE PROVIDED IN WRITING AND THE LANDLORD HAS FOURTEEN (14) DAYS TO REPLY TO THE STATED REQUEST.
6. A RENTAL UNIT IS HELD FOR ANY APPROVED APPLICANT FOR A MAXIMUM OF ONE WEEK (7 DAYS) AND ONLY AFTER THE ENTIRE DEPOSIT IS PAID AND THE LEASE IS SIGNED. RENT IS CHARGED FROM THE START DATE STATED IN THE LEASE, REGARDLESS OF MOVE IN DATE. **RENT IS DUE UNTIL KEYS ARE RETURNED TO THE OFFICE.**
7. ANY CHECKS RETURNED TO US BY THE BANK WILL REQUIRE PAYMENT OF A \$35 HANDLING FEE. *Personal checks will no longer be accepted, and violators will be prosecuted as a criminal offense. The use of third party, payroll or postdated checks is not allowed.*
8. CASH IS NOT ACCEPTED FOR PAYMENTS. *(Can be used for key deposits and/or application fees.)*
9. PETS ARE NOT PERMITTED WITHOUT PRIOR WRITTEN PERMISSION.
10. THE LANDLORD IS NOT RESPONSIBLE FOR ANY DAMAGES TO THE PERSONAL BELONGINGS OF RENTERS CAUSED BY FIRE OR ANY OTHER CATASTROPHES. *Purchase of renters insurance is suggested.*
11. RENTERS ARE EXPECTED TO MAINTAIN THE PREMISES IN A SATISFACTORY MANNER, FREE OF DAMAGES, IN ACCORDANCE WITH LEASE DOCUMENTS AND ALL AND ANY APPLICABLE CODE ORDINANCES.
12. THE DURATION OF THE "AGREED ON LEASE TERM" IS STRICTLY ENFORCED. *If all terms of the lease are not fulfilled, legal court collection action is pursued and any remaining obligation reported to a credit agency.*
13. SUBLEASING OF ANY PART OF THE PREMISES WITHOUT WRITTEN LANDLORD APPROVAL IN ADVANCE IS NOT PERMITTED.
14. **THE SECURITY DEPOSIT CANNOT BE USED AS RENT** AND IS REFUNDABLE ONLY AT THE END OF OCCUPANCY ONLY IF ALL OF THE FOLLOWING CONDITIONS HAVE BEEN FULFILLED:
 - (a) 30 days WRITTEN NOTICE TO VACATE has been given
 - (b) all provisions of the lease, including the term of the agreement, have been fulfilled
 - (c) the rental has not been damaged and is left in satisfactory condition
 - (d) all keys are returned to the rental office
15. Occupants are restricted to these persons listed on the application form and the number is limited by the size of the rental and by the number of bedrooms.
16. RENTERS ARE PROHIBITED FROM:
 - (a) having abandoned vehicles without current license tags on the premises
 - (b) installing satellite dishes or antennas
 - (c) using artillery (firearms)
17. Pest control is not provided in any single family units, nor in multi family units in situations where problems are caused by the poor housekeeping of residents.
18. Reoccurring complaints regarding disturbances are lease violations. The rights of the neighbors to quiet enjoyment must be respected. Loud parties, noise, annoying behavior, etc will not be tolerated. Renters are responsible for the actions of the guests or family members while on the premises.