



Palmetto Shores Management

Post Office Box 1759

Beaufort, South Carolina 29901-1759

Phone: 843-525-1677 Fax: 843-524-1376

Lura McIntosh - Broker in Charge

RENTAL APPLICATION

Please read the information below before filling out the rental application on the subsequent pages. The following are some tips and information that will help us process your application as quickly as possible.

1. When you turn in your application, include your non-refundable credit application fee of **\$30.00**. Without it, we are unable to process your application. Because we process completed applications first come, first serve, should another prospective tenant return their completed information with fees paid, they will be processed first.

In addition, we require a copy of your driver's license and social security card as well as a copy of a verification of income (i.e. pay stub, etc.). Please note that there will be a \$10.00 charge to continue processing your information if it is incomplete, incorrect or insufficient on your credit application. **Please fill in all blanks.**
2. If this property is your first choice, we recommend that you include an earnest deposit. The deposit must be *cash, cashier's check or money order* in the amount of **\$100.00**, unless otherwise stated. This insures that we will no longer process applications for the specified property until your application is processed and approved/denied. Once your application is processed, this earnest money will be applied to the security deposit due or refunded, dependent upon approval or denial of application.
3. Upon returning all required information and fees, please allow *24 to 48 hours* to process your application; this is dependent upon the amount of difficulty in contacting your rental and credit references. If you wish to find out the status of your application, you may contact us 24 hours after returning your application.
4. Should credit problems arise, we do allow a co-signer and/or double security deposit if your negative credit falls within certain margins and you satisfy other requirements. If this situation arises and a co-signer is needed, the prospective co-signer will need to return an additional application and fee of **\$30.00**.
5. If your application is denied, you will be contacted by phone and/or mail. If you would like to inquire about any problems with your credit, your denial letter has all the pertinent information, including phone numbers.
6. **If approved, the security deposit and first month's rent must be paid in full in the form of a cashier's check, money order or cash on or before the requested move-in date.** If this condition is not met, your application will be considered invalid.
7. We accept dogs, indoor cats, birds, and fish at some of our properties. The following extra non-refundable fee requirements apply:
 - Dog or Cat - \$200 per animal (limit number, size, breed)
 - Bird - \$100 per bird (limit 2)
 - Fish Tank – (limit 10 gallons) Over this capacity, proof of "Renter's Insurance and Waterbed liability" is required.

If you have any questions, please feel free to give the Property Manager a call at (843) 525-1677. We thank you for choosing us and look forward to moving you into your new home!

Note: Please print. Incomplete or illegible information may prevent or delay processing. Include city, state and zip codes in addresses. We MUST have names and phone number of your current and previous landlords.

The undersigned hereby makes an application to rent the following property located at:

Anticipated move in date of _____ at a monthly rental of \$ _____ and security deposit of \$ _____.

Applicant Information:

Full Name _____ Home Phone (____) _____

Date of Birth _____ Social Security Number _____

Driver's License Number _____ State _____

Cellular Number (____) _____ E-mail Address _____

Other Occupants:

Full Name (s) _____ Age _____ SSN _____

Name _____ Age _____ SSN _____

Name _____ Age _____ SSN _____

Name _____ Age _____ SSN _____

Residential History (Last 3 years):

Current Address _____

Month/Year Moved in _____ Reason for Leaving _____

_____ Rent \$ _____
Street City, State Zip Code

Landlord _____ Phone _____

Previous Address _____ Rent \$ _____

Landlord _____ Phone _____

Previous Address _____ Rent \$ _____

Landlord _____ Phone _____

Please Describe Your Credit History

Have you declared bankruptcy in the past seven (7) years? Yes _____ No _____

Have you ever been evicted from a rental residence? Yes _____ No _____

Have you ever had a foreclosure/repossession? Yes _____ No _____

Have you had two or more late rental payments in the past year? Yes _____ No _____

Have you ever willfully or intentionally refused to pay rent when due? Yes _____ No _____
Have you ever been convicted of a crime, other than traffic violation? Yes _____ No _____

If you have answered yes to any of the above, please explain

Please Provide Your Employment Information

Your Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed

Employer _____ Phone _____

Position/Title _____ Length of Employment _____

Supervisor _____ Phone _____

Salary \$ _____ per _____

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Source/Contact Name _____

Phone _____

Please List Your Financial History

Banking Accounts:

Name _____ Type of Acct _____ Acct Number _____

Name _____ Type of Acct _____ Acct Number _____

Name _____ Type of Acct _____ Acct Number _____

Please List Your Personal References

(List 3 persons, OTHER THAN RELATIVES that we may contact to verify your character.)

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Please List Your Emergency Contacts

(In an emergency you may contact – List 2 starting with the nearest point of contact first.)

Name _____ Address _____

Phone _____ Relationship _____

Name _____ Address _____

Phone _____ Relationship _____

Vehicle Information

(Please list all vehicles to be kept at this property)

Make _____ Color _____ Model _____ Year _____ Plate # _____

Make _____ Color _____ Model _____ Year _____ Plate # _____

Make _____ Color _____ Model _____ Year _____ Plate # _____

***PETS**

***NOTE: No pets are allowed at any time on the premises without prior Management consent and payment of fees. NO EXCEPTIONS**

Name _____ Breed _____ Weight _____

Name _____ Breed _____ Weight _____

AUTHORIZATION

Release of Information

Applicant certifies under penalty of perjury that all the information given above is true and correct and understands that the lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. As a material inducement to be considered as a tenant for the Premises, I herewith consent to and authorize Palmetto Shores Management, or any agent of same, to contact all references named in this application, and to conduct a credit review, including obtaining my credit report from any authorized credit reporting agency.

Applicant Signature: _____ Date _____

THIS SECTION IS TO BE COMPLETED BY THE PROPERTY MANAGER

PROPERTY ADDRESS: _____

APPLICATION FEE PAID Yes _____ No _____ Amount _____

APPLICATION PROCESSED Approved _____ Denied _____

First Month's Rent Due \$ _____

Security Deposit Due \$ _____

Other: _____ \$ _____

TOTAL DUE BEFORE OCCUPANCY \$ _____