

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

NOTE: Please read the information below before filling out the rental application on the subsequent pages. PLEASE PRINT LEGIBLY. 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.**

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 on a first come, first serve basis, should another prospective tenant return their completed information with fees paid, they will be processed first.
2. A copy of your driver's license is required, as well as a copy of verification of income (i.e. pay stub, etc.). 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.**
3. 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 approved or 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. **If the application is approved and you fail to execute the lease agreement within 5 business days, the earnest deposit is forfeited by you.**
4. 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.
5. Should credit problems arise, we 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.
6. 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.
7. **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.
8. 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, feel free to give the Property Manager a call at (843) 525-1677. We thank you for choosing us and we look forward to moving you into your new home!

APPLICANT'S FULL NAME: _____

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

Anticipated Move Date: _____ Monthly Rental: \$ _____

APPLICANT INFORMATION:

Home Phone: () _____ Cell Phone: () _____

Work Phone: () _____ E-mail Address _____

Date of Birth: _____ Social Security No.: _____

Driver's License: _____ State: _____

Current Address _____

Landlord _____ Rent \$ _____

Month/Year Moved in _____ Reason for Leaving _____

RESIDENTIAL HISTORY (Last 3 years):

Previous Address _____ Rent \$ _____

Landlord _____ Phone () _____

Previous Address _____ Rent \$ _____

Landlord _____ Phone () _____

OTHER OCCUPANTS UNDER THE AGE OF 18:

Full Name _____ Age _____ SSN _____

Full Name _____ Age _____ SSN _____

Full Name _____ Age _____ SSN _____

Full Name _____ Age _____ SSN _____

Full Name _____ Age _____ SSN _____

**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 # _____

EMPLOYMENT INFORMATION

Employment Status: ___ Full Time ___ Part Time ___ Student ___ Unemployed ___ Retired

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 \$ _____ per _____ Source Name: _____

Source Phone: (____) _____

FINANCIAL HISTORY

Bank Accounts:

Name _____ Type of Acct _____ Acct Number _____

Name _____ Type of Acct _____ Acct Number _____

Name _____ Type of Acct _____ Acct Number _____

Please Describe Your Credit History:

- 1. Have you declared bankruptcy in the past seven (7) years? Yes _____ No _____
- 2. Have you ever been evicted from a rental residence? Yes _____ No _____
- 3. Have you ever had a foreclosure/repossession? Yes _____ No _____
- 4. Have you had two or more late rental payments in the past year? Yes _____ No _____
- 5. Have you ever willfully or intentionally refused to pay rent when due? Yes _____ No _____
- 6. Have you ever been convicted of a crime, other than traffic violation? Yes _____ No _____
- 7. If you have answered yes to any of the above, please explain _____

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 (____) _____

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** _____

PETS:

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** _____

RELEASE OF INFORMATION AUTHORIZATION:

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:** _____

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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 \$ _____

OTHER ADULT OCCUPANT INFORMATION

Name: _____

Home Phone: () _____ Cell Phone: () _____

Work Phone: () _____ E-mail Address _____

Date of Birth: _____ Social Security No.: _____

Driver's License No.: _____ State: _____

Occupant's Present Employer: _____

Immediate Supervisor: _____ Telephone: () _____

Employed as: _____ Monthly Net Income: \$ _____

Years Worked Here _____ Date hired: _____ Address: _____

If employed less than one year by present employer:

Occupant's Previous Employer: _____

Immediate Supervisor: _____ Telephone: () _____

Employed as: _____ Monthly net income: \$ _____

Years Worked Here _____ Date hired: _____ Address: _____

Other sources of income to be considered (**Spouse** need not disclose alimony, child support, or separate maintenance income or its source, unless Applicant wishes to be considered for the purpose of this application for lease):

Other income: \$ _____ Source: _____

Other income: \$ _____ Source: _____

Other income: \$ _____ Source: _____

Name of nearest relative (other than spouse): _____

Relationship: _____ Telephone: () _____

Address: _____

CREDIT REFERENCES:

Checking Account No.: _____ Institution: _____

Savings Account No.: _____ Institution: _____

Bank Loan/Credit Card Issuer: _____ Account No.: _____

Bank Loan/Credit Card Issuer: _____ Account No.: _____