

Property Management Services of Columbia, LLC

1612 Marion Street, Suite 318

Columbia, S.C. 29240

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For office use only: Please initial

Approved _____

Denied: _____

RENTAL APPLICATION

There is a non-refundable application fee of \$45.00 for each **RESIDENTIAL** application and \$55.00 for each **COMMERCIAL** application. A separate application is required if applicants are not married, or any adult 18 years of age and older. Please provide the following information with your application. This information is required in order to process your application: Current government issued pictured I.D., Social Security Card, Proof of legal immigration, and your two most recent pay stubs. **If approved, there is a non-refundable \$50.00 administrative fee due at the time of the lease signing.**

Name of Applicant:

First: _____ Middle: _____ Last: _____

Name of Spouse: (if applicable)

First: _____ Middle: _____
Last: _____

Property address applicant(s) are applying for: _____

Rental rate advertised: \$ _____ monthly

Date applicant(s) desire to occupy property: _____

Names and ages of all occupants:

Please use separate page if more space required

PERSONAL INFORMATION:

Is applicant(s) a United States citizen: yes _____ no _____

If applicant(s) are not US citizens, please provide proof of legal residency with this application.

Date of birth: _____

Social Security #.: _____
Driver's License
State of Issue: _____ Driver's License Number: _____
Marital Status: _____
Spouse's Date of birth: _____
Spouse's Social Security #.: _____
Spouses' DL
State of Issue: _____ Spouse's Driver's License Number _____

MILITARY INFORMATION:

Rank: _____
Commanding Officer: _____
Phone Number of Officer _____

VEHICLE INFORMATION:

Vehicle #1:

Make Model Year
Color Tag #

Vehicle #2:

Make Model Year
Color Tag#

CURRENT ADDRESS:

Please provide resident information for the past 5 years.
Address: _____
City: _____ State _____: Zip Code: _____
Telephone #'s: Home _____ Work: _____
Cell: _____:
How long have you been at this address? _____
What is your current monthly rental rate: \$ _____
What was the reason for moving?:

Please provide the name, address, and telephone number of the person you pay your rent: _____

PREVIOUS ADDRESSES:

Address: _____
City: _____ State: _____ Zip code: _____
Dates of residency: From: _____ To: _____
What was your monthly rental rate: \$ _____
What was the reason for moving: _____

Please provide the name, address and telephone number of the person you paid your rent? _____

Please provide a separate sheet of paper if you need more space.

EMPLOYMENT INFORMATION:

Please provide the following information on your current employer:
Name: _____ Telephone # _____
Address: _____
Position: _____
Dates of employment: From: _____ To: _____
Immediate Supervisor: _____
Monthly gross income: _____

If you have been employed for less than one year in current position, please provide previous employment.

Please provide the following information on your current employer:
Name: _____ Telephone # _____:
Address: _____
Position: _____
Dates of employment: From: _____ To: _____
Immediate Supervisor: _____
Monthly gross income: _____
Other income to be considered _____

SPOUSE'S EMPLOYMENT INFORMATION:

Please provide the following information on your current employer:
Name: _____ Telephone # _____:
Address: _____
Position: _____
Dates of employment: To: _____ From: _____
Immediate Supervisor: _____
Monthly gross income: _____
Other income to be considered: _____

If you have been employed for less than one year in current position, please provide previous employment.

Please provide the following information on your current employer:

Name: _____ Telephone # _____:

Address: _____

Position: _____

Dates of employment: To: _____ From: _____

Immediate Supervisor: _____

Monthly gross income: _____

: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.

Amount \$ _____

Source/Contact Name _____

REFERENCES:

Bank Accounts:

Name _____

Type of Account _____

Account Number _____

Name _____

Type of Account _____

Account Number _____

Personal Reference or Emergency Contact:

Name _____

Address _____

Phone _____

Relationship _____

Will you have a small pet? Yes _____ No _____

Type of pet _____

Breed _____ (We do not allow Pitt Bulls or any other vicious animal on the property)

If pets allowed in residence, a separate pet agreement is required before pet can be approved. A non-refundable deposit of _____ per pet (to be determined based on the property) is due upon approval. Landlord reserves the right to approve or disapprove any pet and rescind said approval. **You must receive written consent from our office and pay the pet fee, before pets will be allowed on the premises.**

Thank you for applying to rent from Property Management Services of Columbia, LLC. We have provided the following information to help you understand our guidelines. Please do not hesitate to contact us if you have any questions and/or concerns. Property Management Services of Columbia, LLC believes in treating everyone fair and supports Fair Housing Laws. We may base our decision on your credit, rental, and background history and income verification. We will select who we feel to be the most suitable applicant. Your combined monthly income should equal at least three times the monthly rental amount. We may contact your current and previous rental references to gather information on your payment history, care for the property, violation of lease terms, fulfillment of lease obligations, etc. We may use the major credit reporting companies to obtain a copy of your credit history. We may search public records to determine whether or not an applicant has had a history of evictions, criminal activity, fraudulent checks, etc. Your application may be denied based on your public records. If you have a negative rental history or a criminal record, your application may be denied. All applicants will be requested to provide proof of legal residency if you are not a United States Citizen. False or misinformation on the application may cause your application to be denied. The application process may take anywhere from three - seven business days to process. If we are unable to verify all of your references, you may be asked to assist us in obtaining them. Failure to verify information on your application may result in your application being denied. You will be notified by telephone or email if your application has been accepted. You will be notified by telephone or mail if your application has been denied.

Once you have received notification that your application for a property has been approved, you will need to immediately pay a security deposit and schedule an appointment to sign the lease in order to secure the property. The lease will need to be signed within 3 business days from the time of approval. Please note that there is a non refundable \$50.00 administration fee due at the time of the lease signing.

We will not take the property you are applying for off the market for rent until a security deposit has been paid and a lease has been signed. Once the applicant with an approved application pays the security deposit and a lease is signed, we will then take the property off the market for rent. **Failure of the applicant to sign the lease or take possession of the property will result in forfeiture of the security deposit. All tenants who are approved and take possession of the property must pay a pet deposit if you will have pets on the premises. You must request for pet permission in writing and receive written approval from the Property Manager, along with paying the required pet deposit for your particular property before a pet can be permitted on the premises.**

By signing below, I/we hereby attest that I/we have read, agree, and fully understand all aspects of this rental application and give Property Management Services of Columbia, LLC authorization to perform checks on you credit, rental, background and income verification.

Name of applicant: _____ Date: _____
Please sign

Name of Co-Applicant (spouse) _____ Date: _____
Please sign

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