

APPLICATION GUIDELINES – READ CAREFULLY

Requirements:

- ❖ Application Fee: **\$40 (MUST be Cash or Money Order)**

A non-refundable application fee per applicant is required. All applications must be **signed, initialed, and dated**. All occupants 18 years and older need to complete an application as well, but will not be required to pay an application fee.
- ❖ Administrative Fee: **\$100**

Upon approval, the administrative fee is due at lease signing in order to cover the costs of the administrative process needed for the new lease of the property.
- ❖ Security Deposit

The **minimum** security deposit required is equivalent to one month's rent (with approved credit) and must be paid in Money Order or Certified Funds only. **No cash, personal check, or credit/debit transactions are accepted.** Funds for the security deposit must be **completely separate** from the application fee.

In order to secure the property, the minimum security deposit is required. If we do not received the minimum security deposit with the application, the property will be kept on advertising and the first applicant with an approved application and a security deposit will have first rights to the property.
- ❖ Students:
 - All students must have a parent or guardian co-signer who must also submit a fully executed application with all other requirements for an application.

We Need:

- ❖ Applicant(s) income to be at least **three times** the monthly rental amount.
- ❖ A copy of your driver's license for each applicant, co-signer, and any occupant over the age of 18.
- ❖ A copy of your most current pay stubs, representing **one month** of income.

We Verify:

- ❖ Credit
- ❖ Criminal Background Check
- ❖ SC Judicial Court Records
- ❖ Rental History
- ❖ Employment

Pets:

- ❖ If you have a pet, please verify this information with us prior to turning in your application so that we can approve the pet with the property owner.
- ❖ Pet Fees are due at signing and non-refundable at move-out. Fees will be determined by type of pet, and weight and should be made via **money order or certified funds only**.
- ❖ All applicants must provide photographs of each animal including the type, breed, weight and age for pet approval.

Other Notations:

- ❖ There is a "NO SMOKING" policy in all properties managed by Landmark Resources, LLC.
- ❖ Any applicant(s) with bankruptcies not discharged over two years ago and/or any evictions or money owed to another landlord is automatically denied.
- ❖ We will never discuss application findings with anyone other than the applicant(s).



Rental Application

Address applying for: _____ Rental Amount: _____

Applicant's Full Name: _____ Soc. Sec. #: _____ - _____ - _____

Birth Date: ____ / ____ / ____ Driver's License #: _____ State: _____

Vehicle Information: Make _____, Model _____, Color _____, Year _____, Tag # _____, State _____
Make _____, Model _____, Color _____, Year _____, Tag # _____, State _____

Phone - Home #: _____ Work #: _____ Cell #: _____

Email Address: _____ Work Email Address: _____

Date requested to occupy: _____ Term: _____ Do you have pets? _____ If so, attached picture of pet(s): Y or N

Pet(s) breed/type/weight/age: _____ Do you have a waterbed? _____

*** If pet is approved you will be required to pay a non-refundable pet fee before move-in and sign a pet agreement. If tenant(s) bring an unauthorized pet on the property, there will be a \$500 fine per pet and immediate grounds for eviction.**

Ever filed for bankruptcy? _____ Ever been evicted for tenancy? _____ Any outstanding judgments against you? _____

Current Address: _____ Current Rent: \$ _____ How Long: _____
Street Address City/State Zip

Current Landlord: _____ Phone #: _____ Fax #: _____

***If less than two years at current address:**

Previous Address: _____ Previous Rent: \$ _____ How Long: _____
Street Address City/State Zip

Previous Landlord _____ Phone #: _____ Fax #: _____

Employment – Full-Time _____ Part-Time _____ Retired _____ Other _____ **Student** – Full-Time _____ Part Time _____

Employed By: _____ Address: _____ Position: _____

Salary: _____ How Long: _____ Supervisor: _____ Phone #: _____ Ext: _____

Names of Other Occupant(s) (Include Ages of Children) _____

Nearest Relative (Emergency Contact): _____ Relationship: _____

Address: _____ Phone #: _____
Street Address City/State Zip Home Work Cell

I have voluntarily furnished the above information and authorize Landmark Resources, LLC to verify information and obtain a commercial credit report and process a criminal background check. The undersigned person(s) represents that all the above statements are true and accurate.

Signature of Applicant

Date

***Application Fee of \$40 is Non-refundable**
***Administrative Fee of \$100 is due at lease signing**

After acceptance of application, security deposit will be forfeited if applicant elects not to occupy the property

Applicant's Initials / Date



Landmark Resources, LLC
1516 Richland Street
Columbia, SC 29201

Phone: (803) 988-0097
Fax: (803) 254-9658

Rental Verification

Office Use Only

Request Date: _____

Applicant Name: _____

Current Address: _____

Please provide the following information:

Name of others on lease as lease holder or occupants: _____

Lease Term: _____ Moved in: _____ Moved Out: _____

Was lease fulfilled? _____ Amount of Rent: _____ Did they pay on time? _____

Number of late payments? _____ Over 30 Days? _____ Any returned checks? _____

Any magistrate notices? _____ Eviction filed (please give date)? _____

Any pets? _____ With or without permission? _____

Any complaints with tenant(s) or occupant(s)? _____ If yes, please explain: _____

Balance owed at this time? _____ List any/all damage to unit: _____

Has a (30) day written notice been given? _____ Would you rent to this tenant again? _____

Information provided by: _____ Date: _____

Completed by: _____ Title: _____

Phone Number: _____

TENANT(S) SIGNATURE:

By signing below, you are authorizing Landmark Resources to obtain a rental history from current and/or prior landlord(s).

Fax number for the property management company (REQUIRED) _____

Applicant: _____ Date: _____