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:
  o 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 ______

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

____________________________________________________________

Applicant's Initials / Date
Rental Verification

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: ___________________________