

# Carolinas Properties Services, LLC

1902 Ebenezer Rd, Rock Hill, SC 29732  
Email: [CarolinasProperties@outlook.com](mailto:CarolinasProperties@outlook.com)  
Office 803-366-1974  
[www.CarolinasPropertiesServices.com](http://www.CarolinasPropertiesServices.com)

## Application Instructions

Thank you for your interest in our properties. We look forward to helping you find your new home. In order to process your application we need the following information.

- Please fill out all of the areas on the application in full.
- Anyone over the age of 18 must complete an application and if approved will be on the lease.
- The following documents must be provided at the time of application:
  1. \$40.00 non-refundable application fee per person (18+) or married couple.
  2. Valid identification such as a driver's license, state issued ID or passport.
  3. Proof of income such as a paystub, statement of retirement income or other verifiable income.

**Approval Process:** Our approval process for rental properties includes verification of income, employment history, rental history, background, credit check and reference check.

- **Income Qualifications:** Applications must have a net income of three times the monthly rent to qualify.
- **Employment History:** Verification of employment
- **Rental History Verification:** Rental references from previous landlords are obtained to ensure that there have not been evictions, excessive late payment, or property damages. Applicants who currently owe any landlord a balance will be declined.
- **Background Check:** A thorough background check, including all court records, is performed.
- **Credit Check:** A credit report is pulled for each application to get an overall idea of how their bills are being paid.
- **Reference Check:** Personal references verification.

Approved applications will be maintained for 90 days. After this period you would need to submit a new application for rental consideration.

**Pet Policy:** Our rental properties vary in their pet policy. Please inquire about the specific policy for the property you are considering.

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## TENANT APPLICATION

Address Applied for: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Date of Application: \_\_\_\_\_ Rate \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Pet Fee \$ \_\_\_\_\_

### Applicant Information:

Name \_\_\_\_\_ SS# \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Driver License # \_\_\_\_\_ State \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

### Residence:

Present Address \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Current Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Rental Rate? \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Previous Address \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Rental Rate? \_\_\_\_\_ Reason for Moving \_\_\_\_\_

### Employment:

Current Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Previous Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Have you ever been convicted of a Felony? \_\_\_ No \_\_\_ Yes If yes, please provide information such as charges, dates, locations and sentences. \_\_\_\_\_

### Credit References (bank accounts, car loan, store credit, etc.)

1. Name of Creditor \_\_\_\_\_ Type of Account \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Name of Creditor \_\_\_\_\_ Type of Account \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

### Personal References (non family)

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ How long have you known them? \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ How long have you known them? \_\_\_\_\_

**Co-Applicant Information:**

Name \_\_\_\_\_ SS# \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Driver License # \_\_\_\_\_ State \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

**Residence:**

Present Address \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Current Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Rental Rate? \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Previous Address \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Rental Rate? \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**Employment:**

Current Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Previous Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Have you ever been convicted of a Felony? \_\_\_ No \_\_\_ Yes If yes, please provide information such as charges, dates, locations and sentences. \_\_\_\_\_

**Credit References (bank accounts, car loan, store credit, etc.)**

1. Name of Creditor \_\_\_\_\_ Type of Account \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Name of Creditor \_\_\_\_\_ Type of Account \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**Personal References (non family)**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ How long have you known them? \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ How long have you known them? \_\_\_\_\_

**Others to Occupy House:**

	<b>Name</b>	<b>Relationship</b>	<b>Sex</b>	<b>Age</b>	<b>School or Employer</b>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

**Pets:** \_\_\_\_ Yes \_\_\_\_ No. If Yes, please provide details.

Type of Pet \_\_\_\_\_ Inside \_\_\_\_ Outside \_\_\_\_ Age of Pet \_\_\_\_\_ Breed \_\_\_\_\_

Type of Pet \_\_\_\_\_ Inside \_\_\_\_ Outside \_\_\_\_ Age of Pet \_\_\_\_\_ Breed \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

By signing below:

I certify that the above information is correct and to the best of my knowledge. I understand that this application is not a contract and does not bind either party. If the application is approved it will become a part of my lease.

I voluntarily agree to release information and give permission to an agency, bureau, department, business, or person whosoever to furnish Carolinas Properties Services, LLC, its designee, or investigators, full and complete information as requested. The release of information shall include, but not be limited to, any and all; employment records, income records, residence history records, court records, and criminal history record information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Application Fee \$ \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Declined