

Carolinas Properties Services, LLC

1902 Ebenezer Rd, Rock Hill, SC 29732
Email: CarolinasProperties@outlook.com
Office 803-366-1974
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 gross income of three and a half (3.5) 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:

	Name	Relationship	Sex	Age	School or Employer
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