# APPLICATION GUIDELINES – READ CAREFULLY

**Requirements:**

* Application Fee: **$50 (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 Llenyc Management & Investments, 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).

PO Box 1314 ▪ Columbia, SC 29202 ▪ (P) 843-826-0132 ▪ (F) 803-▪

## 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 Llenyc Management & Investments, 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 $50 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**

PO Box 1314 ▪ Columbia, SC 29202 ▪ (P) 843-826-0132 ▪ (F) ▪

Llenyc Management & Investments, LLC

Phone: (843) 826-0132 Fax:

PO Box 1314

Columbia, SC 29202

# 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 Llenyc Management & Investments to obtain a rental history from current and/or prior landlord(s).

Fax number for the property management company (REQUIRED) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_