



## Rental Application Process, Requirements, & Criteria

**ALL** of the following is required before we will start the screening process:

- **Completed** application for each occupant 18 years of age and older; all questions must be answered... no blanks.
- Copy of photo ID for each person 18 years of age and older
- Proof of income such as pay stub, disability or social security letter, new hire letter or bank statements
- \$30 NON-REFUNDABLE application fee per applicant
- Pet information sheet if you have a pet

### Process and Criteria

- We encourage you to preview the property you are interested in. You will not be able to cancel or terminate the lease in the event you decide you do not like it.
- Fill out the application *in its entirety* and submit required documentation
- Background check -performed on each occupant 18 years or older
- Criteria for selection:
  - Credit Check – minimum 550 credit score require
  - Rent cannot exceed 33% of your income(s)
  - Eviction Screening – no evictions filed in the past 5 years
  - Criminal Background Check
  - Positive landlord reference (did you pay rent on time and did you treat the property respectfully during tenancy, etc)
  - Lying on application - automatic denial
- Lease Agreement is signed by all parties
- Security deposit paid

### We DO NOT hold Properties

**\*\*In order to take any property off the market, the lease agreement must be signed by all parties AND payment of the security deposit must be made. Until BOTH have been provided, the property may be offered to another qualified tenant.**

Initials of Applicant: \_\_\_\_\_

Cope Property Management



# Rental Application

**\*\*ALL BLANKS REQUIRED\*\***

<b>DATE:</b>	<b>DESIRED MOVE IN DATE:</b>
<b>PROPERTY ADDRESS:</b>	<b>RENTAL RATE: \$</b>

<b>NAME (Include maiden names):</b>	Cell Phone:
	Email Address:
Date of Birth:	Social Security No:
Vehicle Make:	Model: License Plate #:

<b>NAME of Co-Tenant or Spouse:</b>	Cell Phone:
	Email Address:

**CURRENT ADDRESS**

Street:		
City:	State:	Zip:
How Long at Present Address:		
Landlord:	Landlord's Phone:	
Current Rent:\$	Rent Paid Through:	Current Lease Expires:
Reason For Leaving:		

**PREVIOUS ADDRESS**

Street:		
City:	State:	Zip:
Landlord:	Landlord's Phone:	
How Long at Present Address:		
Reason For Leaving:		

**OCCUPANTS**

Name	Age	Relationship	Pets: <input type="checkbox"/> NO <input type="checkbox"/> YES How many?
			<b>**IF YES, FILL OUT PET INFO SHEET**</b>

**OCCUPATION**

	PRESENT OCCUPATION	PREVIOUS OCCUPATION
Occupation/Job Title		
Employer		
Name and Title of Supervisor		
Business Phone		
How Long*		
Monthly Gross Income	\$	

Initials of Applicant: \_\_\_\_\_

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**OTHER INCOME**

Source:	Amount:
Source:	Amount:
Source:	Amount:

<b>Nearest Relative</b>	Phone:	Relationship:
Address	City:	

Have you ever: Been evicted?  yes  no How many times \_\_\_\_\_  
 Been arrested?  yes  no How many times \_\_\_\_\_

Explain:

Applicant authorizes the agent of the Landlord to verify the foregoing information and to make credit, employment, rental history and reference inquires deemed necessary by them. Applicant also authorizes the release of information contained on this application or sought by such inquires to the Landlord or the agent of the Landlord.

The Applicant agrees that the Property Manager or Real Estate Broker representing Tenant or Landlord and all affiliated agents are not responsible for obtaining or disclosing any information contained in the South Carolina Sex Offender Registry. The Applicant agrees that no course of action may be brought against the Property Manager or Real Estate Broker representing Tenant or Landlord and all affiliated agents for failure to obtain or disclose any information contained in the South Carolina Sex Offender Registry. The Applicant agrees that the Applicant has the sole responsibility to obtain any such information. The Applicant understands that Sex Offender Registry information may be obtained for the local sheriff's department or other appropriate law enforcement officials.

By signing below you affirm that the information you have provided is accurate and true and agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

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

**\*\*APPLICATION FEE IS NON-REFUNDABLE\*\***

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### Pet Information Sheet

- 1. What type of pet(s) do you have? \_\_\_\_\_
- 2. If your pet is a dog, what is the breed? \_\_\_\_\_
- 3. What is the name of your pet(s)? \_\_\_\_\_
- 4. What is the gender of your pet(s)? \_\_\_\_\_
- 5. How old is your pet(s)? \_\_\_\_\_
- 6. How much does your pet(s) weigh? \_\_\_\_\_
- 7. Is your pet(s) spayed or neutered? \_\_\_\_\_
- 8. Please supply us with a picture of your pet.

If your application is accepted, we require a copy of your pet's vaccination records.

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

Initials of Applicant: \_\_\_\_\_

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