The Real Estate Centre

1435 Augusta Street   Greenville, SC   29605
Phone: (864) 233-1032 or (864) 271-1950
Email: recinc@earthlink.net   www.realestate-center.net

How to apply to rent a vacant rental property:

You must provide verifiable rental and credit references to be able to rent a unit. There are also income guidelines. You must pay to stay!

If you do not pay your rent as agreed, legal actions will be taken and your credit will be affected.

Please complete the following to apply to rent a vacant property. All of the required information must be provided before your application will be processed.

(1) Personally inspect the property.
Each unit is rented in "as is" condition unless changes or improvements are agreed to in writing in advance. There is a section on the application form entitled "condition of property" for you to describe any changes or repairs desired.

(2) Complete the entire application form.
Please provide at least 12 months of rental history in your name that can be verified by telephone or in writing. Family members or friends are not acceptable as rental references. You are responsible for providing all of the necessary contact information for all the references you list. Any false information given or references that cannot be verified will automatically result in disapproval. Be sure to sign and date the application at the bottom of the page.

(3) Provide written proof of both income and social security number.
Income proof must be less than 30 days old and it must substantiate the amount shown on your application form. Do not claim that you make more money than you are able to prove with written documentation because it cannot be used for verification purposes. Rent cannot exceed 30% of your verifiable monthly income.

(4) Provide copies of picture identifications such as driver's license.
Copies are needed for all persons over 18 years of age who will be living in the property. Anyone over the age of 18 must also provide social security card.

(5) Pay a $40 processing fee.   *(CASH ONLY!)*
This fee is **non-refundable** and is used to cover staff time needed to review your application and the cost of the credit report. A credit report will be run on each applicant.

My signature(s) below acknowledges that I have read the information provided on this sheet, and I understand the instructions on submitting an application to rent a property.

Signed: _____ (applicant)

Date: _____

_____ (co-applicant)

Date: _____

Verify income requirement: $ _____ (*income must be 3 times the amount of the rental you are applying for)*

Have you viewed the property you are applying for? _____

<u>Items needed to turn in application for processing:</u>
We do not accept any applications without the following provided.

_____current picture ID (anyone over the age of 18)

_____proof of social security number (anyone over the age of 18)

_____proof of income (2 current paycheck stubs)

_____$40 application fee

THE REAL ESTATE CENTRE

1435 Augusta Street   Greenville, SC   29605

Phone: (864) 271-1950   Fax: (864) 271-9145   **Email:** recinc@earthlink.net

ADDRESS APPLYING FOR_____ AMT RENT_____ DEPOSIT_____

Pets to consider: _____

<u>NAME OF APPLICANT</u> _____ EMAIL:_____

BIRTHDATE: _____ SOCIAL SECURITY #: _____

<u>CO-APPLICANT</u> _____ EMAIL:_____

BIRTHDATE: _____ SOCIAL SECURITY #: _____

<u>CONTACT INFORMATION:</u>   <u>EMERGENCY CONTACT NAME/NUMBER:</u>

APPLICANTS PHONE: _____   APPLICANT_____

CO-APPLICANT PHONE: _____   CO-APPLICANT_____

_____

OTHER OCCUPANTS THAT WOULD LIVE AT THIS ADDRESS ARE:

(***Anyone over the age of 18 – must provide a *picture ID and social security card*)**

NAME_____ AGE_____ RELATIONSHIP TO APPLICANT_____

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NAME_____AGE_____ RELATIONSHIP TO APPLICANT _____

<u>VEHICLES:</u>

APPLICANT:
MAKE: _____ MODEL: _____ TAG: _____

CO-APPLICANT:
MAKE: _____ MODEL: _____ TAG: _____
_____

RENTAL HISTORY:

APPLICANT: (Need current and previous history)

CURRENT ADDRESS_____CITY/STATE/ZIP_____ HOW LONG HERE_____

LANDLORD FOR ABOVE ADDRESS _____LANDLORD PHONE_____

RENT AMOUNT (PRESENT ADDRESS) _____REASON FOR MOVING _____

PREVIOUS ADDRESS_____CITY/STATE/ZIP_____HOW LONG HERE_____

RENT AMOUNT (PREVIOUS ADDRESS) _____LANDLORD _____LANDLORD PHONE_____

HAVE YOU EVER BEEN EVICTED? IF SO, BY WHOM, WHERE, AND WHEN? _____

_____

CO-APPLICANT: (*need current and previous rental history*)

CURRENT ADDRESS: _____CITY/STATE/ZIP_____ HOW LONG HERE_____

LANDLORD FOR ABOVE ADDRESS _____LANDLORD PHONE_____

RENT AMOUNT (PRESENT ADDRESS) _____REASON FOR MOVING _____

PREVIOUS ADDRESS: _____CITY/STATE/ZIP_____HOW LONG HERE_____

RENT AMOUNT (PREVIOUS ADDRESS) _____LANDLORD _____LANDLORD PHONE_____

HAVE YOU EVER BEEN EVICTED? IF SO, BY WHOM, WHERE, AND WHEN?_____

_____

EMPLOYMENT: (must provide two current check stubs)

APPLICANT'S EMPLOYMENT _____EMPLOYER'S PHONE NO._____

POSITION _____HOW LONG EMPLOYED HERE _____ INCOME _____

CO-APPLICANT'S EMPLOYMENT _____EMPLOYER'S PHONE NO._____

POSITION _____HOW LONG EMPLOYED HERE _____ INCOME_____

DO YOU HAVE SOURCES ADDITIONAL INCOME? ____ YES ____ NO. IF YES, SOURCES & AMOUNTS ARE_____

CREDIT REFERENCES (LOANS, INSTALLMENT PAYMENTS, ETC.)

(1) _____ OPEN _____ CLOSED _____ PMT AMT _____PHONE _____

(2) _____ OPEN _____ CLOSED _____ PMT AMT _____PHONE _____

(3) _____ OPEN _____ CLOSED _____ PMT AMT _____PHONE_____

DESCRIBE THE CONDITION OF THE PROPERTY THAT YOU ARE APPLYING TO RENT:
_____

By signing below, I give the Real Estate Centre permission to check and verify all information given on this application to determine my eligibility to rent this property. I understand that: I must pay a non-refundable application fee, there may be other persons applying to rent this property, proof of employment, and a picture ID are required to for the application to be processed, rental and credit references are necessary. The Real Estate Centre adheres to certain rental guidelines. **Maximum occupancy is listed by the size of the unit.** *Monthly rent cannot exceed 30% of your monthly income.*

<u>Co-signers are not allowed</u>. Pets are not permitted. Any security deposits paid belong to the applicant, and are non-refundable until the end of the lease term. Deposits may be placed in an interest-bearing bank trust account, but no interest is paid to the renter.

I certify that the information provided to The Real Estate Centre on this application is true and accurate, and I acknowledge that any misrepresentation can be cause for rejection or eviction.

By signing I certify that I have read and understand the guidelines described above.

APPLICANT'S SIGNATURE _____ DATE _____

CO-APPLICANT'S SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY (**DO NOT WRITE HERE**)

ATTACHMENTS: ID _____   PAY STUB _____   ARREST RECORD _____

LEAD DISCLOSURE SIGNED _____   RENT RULES GIVEN _____

DISPOSITION OF APPLICATION

a) APPROVED _____   *Security deposit: $ _____*   *Pet deposit: $ _____*

Total amount to move-in: $_____

b) DISAPPROVED_____

REASON: _____

_____

Additional information needed: _____