

**Thank you for inquiring about our rental properties. We are proud to represent some of the finest rental homes in the Low Country!**

In keeping with the goals and commitments made to the Owners we represent and in the spirit of fairness, see below for the application process.

1. This office is committed to providing equal professional service without regard to race, color, religion, sex, handicap, familial status, or national origin of any prospective client or customer. All adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity and, if not a citizen of the United States proof of State Department issued approved documentation.
2. A \$50 per adult occupant (cash, money order or certified check) non-refundable application fee is charged to process all applications. **If mailing send to P.O. Box 50487 Summerville, S.C. 29485.**
3. After an application is accepted, in order to secure a residence, the applicant must pay a non-refundable holding fee or good faith deposit in cash or certified funds within 24 hours of notification of approval. After 24 hours, the house will be placed back on the rental market. In the event the application is approved and the applicant fails to enter into a lease or occupy property, the applicant shall forfeit the holding fee/good faith. At time of occupancy, the holding fee will be transferred to a refundable security deposit. Lease date and rent will begin within two weeks of date property is taken off the market.
4. Any exceptions to our company's criteria will need to be submitted in writing to the Property Manager for presentation to the Owner for consideration.
5. The following criteria are used to qualify prospective Tenants:
  - A. A credit check from Equifax Corp. Items such as judgements, collections and slow payment are also considered. If there are derogatory marks or marginal credit compensating factors may be required.
  - B. Acceptable Landlord references for past three years. A mortgage on the credit report is considered a Landlord reference. Relatives are not accepted as a reference so would require a compensating factor.
  - C. Job Verification. Self-employed applications may be required to produce two years tax returns or 1099's.
  - D. Income Verification. Non employed individuals must provide proof of income.
  - E. Sufficient Income. Gross income must be at least three times the monthly rent.
  - F. How thoroughly application is completed.
6. Compensating factors can be: additional security deposits, prepaid rent, co-signors for lease.
7. A non refundable pet application fee, along with a pet application, and a picture of the pet must be submitted for each pet wishing to reside at the residence.
8. A \$50 documentation fee is charged at lease closing, A \$75 Document shredding fee is charged upon move out, and property preparation fee may be charged to the resident(s) at time of leasing the property.

If Mailing please send to: P.O. Box 50487 - Summerville - SC - 29485

RESIDENTIAL LEASE APPLICATION

A \$50.00 per adult (cash or money order) non-refundable processing fee must accompany this application

Today's Date: \_\_\_\_\_ Property Address: \_\_\_\_\_ Date Desired: \_\_\_\_\_

**Applicant #1:** Name: \_\_\_\_\_ SS#: \_\_\_\_\_

DL# & State: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Current Phone Home: \_\_\_\_\_ Wk: \_\_\_\_\_

Current Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_ \$ Rent: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Landlord/Mortg Co: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date From: \_\_\_\_\_ To: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date from: \_\_\_\_\_ To: \_\_\_\_\_

Have you ever been evicted or broken a lease: \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor involving sexual misconduct? \_\_\_\_\_

Why are you leaving your current address: \_\_\_\_\_

Do you have pets of any kind? \_\_\_\_\_ **A PET APPLICATION MUST BE SUBMITTED FOR EACH PET!**

Does any member of the household smoke? \_\_\_\_\_

*No trampolines or gymnastic equipment are allowed on premises*

**Applicant #2:** Name: \_\_\_\_\_ SS#: \_\_\_\_\_

DL# & State: \_\_\_\_\_ Birth date: \_\_\_\_\_ Current Phone Home: \_\_\_\_\_ Wk: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_ \$ Rent: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Landlord/MortgCo: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date from: \_\_\_\_\_ To: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date from: \_\_\_\_\_ To: \_\_\_\_\_

Have you ever been evicted or broken a lease: \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor involving sexual misconduct? \_\_\_\_\_

Why are you leaving your current address: \_\_\_\_\_

Number, kind, breed and size of pets: \_\_\_\_\_

**Below is for Charleston Area Employer: (If Military, please attach a current LES)**

**Applicant #1 Employer:** \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Supervisor \_\_\_\_\_

Other Income-Source: \_\_\_\_\_ Amount: \_\_\_\_\_

If Military, Name of Command in Charleston: \_\_\_\_\_ Department: \_\_\_\_\_

Monthly Income or Rank: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant #2 Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Supervisor \_\_\_\_\_

Other Income-Source: \_\_\_\_\_ Amount: \_\_\_\_\_

If Military, Name of Command in Charleston: \_\_\_\_\_ Department: \_\_\_\_\_

Monthly Income or Rank: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

List **ALL** persons to be occupying the premises<sup>1</sup>

Applt: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

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Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

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Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Vehicles to be parked on premises:(Year, make/model, License Plate & State)

Vehicle #1: \_\_\_\_\_

Vehicle #2: \_\_\_\_\_

Vehicle #3: \_\_\_\_\_

What first brought your attention to this home? \_\_\_ Sign \_\_\_ Friend \_\_\_ Other Realtor \_\_\_ Internet \_\_\_

If Internet, which website: \_\_\_\_\_ Which Search Engine? \_\_\_\_\_

In case of emergency, **Name, phone number and address** of nearest relative not living with you: \_\_\_\_\_

I certify and contract to the following: the information in this application is true and correct and I offer this application to P&L Property Management & Leasing. (P&L). I authorize P&L or it's agents to conduct a thorough investigation about my credit, and character and direct those to whom this authorization is presented to fully disclose all information at their disposal concerning me that might be requested. I knowingly, intelligently and voluntarily submit to said investigation and credit report as a part of my application process or at anytime during my lease or contract with P&L. I acknowledge that I am entitled to know the name and address of such reporting agencies upon request, including all rights under the Fair Credit Reporting Act. This property is offered without respect to race, color, religion, sex, handicap, familial status or national origin. A holding fee, cash or certified funds, in an amount equal to one month's rent is being given with this application, which shall be transferred in to a security deposit upon occupancy. Lease date and rent will begin within two weeks of date property is taken off the market. In the event this application is approved and applicant fails to pay all monies due, sign the lease or occupy as agreed to, the holding fee shall be forfeited. **ALL APPLICANTS ACKNOWLEDGE EACH HAS READ AND FULLY UNDERSTANDS ALL IMPLICATIONS AND OBLIGATIONS OF THE APPLICATION.**

\_\_\_\_\_  
Agent for the Owner

\_\_\_\_\_  
Applicant #1

\_\_\_\_\_  
Applicant #2

*P & L Property Management, Inc.*

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Applicant-Complete all five starred (\*) items.

Employment/Income Verification

\*Company Name: \_\_\_\_\_ Fax # \_\_\_\_\_

\*Applicant's Name: \_\_\_\_\_

\*Property Address: \_\_\_\_\_

I/We authorize you to release my employment/income information to P & L. Please complete the information below and fax it back to Tenant Coordinator at 843-821-7561. If you have any questions, please call me at\* \_\_\_\_\_.

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

\_\_\_\_\_  
\* Print Name

.....  
**Below for Employer Completion Only**

Employer: The above named has applied to rent a home. Please complete the information requested below so this application can be processed. Thank You.  
~~The Staff and Management of P&L.~~

Length of ~~Employment~~ or Income Source: \_\_\_\_\_

Income Amount\$  
(weekly/monthly/yearly-circle one)

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Do you anticipate this employment/income to continue? \_\_\_yes \_\_\_no

\_\_\_\_\_  
Supervisor or Personnel Dept Signature

\_\_\_\_\_  
Please Print Name Here

*P & L Property Management, Inc.*

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Applicant-Complete all five starred (\*) items.

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Income Amount\$  
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Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Do you anticipate this employment/income to continue? \_\_\_yes \_\_\_no

\_\_\_\_\_  
Supervisor or Personnel Dept Signature

\_\_\_\_\_  
Please Print Name Here

*P & L Property Management, Inc*

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Applicant-Complete only starred (\*) items.

**LANDLORD REFERENCE**

\*Applicant's Name: \_\_\_\_\_

\*P&L Property Address: \_\_\_\_\_

\*Application Date \_\_\_\_\_ \* Past Address: \_\_\_\_\_

\*Dates Rented-From: \_\_\_\_\_ To: \_\_\_\_\_

\*Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax# \_\_\_\_\_

I/We authorize the above named Landlord to release my residential files to P & L. Please complete the form below and return by fax to P & L at 843-821-7561. If there are any questions, please call me at: \* \_\_\_\_\_

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

\_\_\_\_\_  
\*Print Name

.....  
**Below for Landlord completion only**

Has/Was proper notice to vacate given? \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Payment History: \_\_\_\_\_ On Time \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_ # of NSF checks

Comments on payment history: \_\_\_\_\_

\_\_\_\_\_  
Date of Occupancy-From: \_\_\_\_\_ To: \_\_\_\_\_

Lease terms filled? \_\_\_\_\_ Balance due? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Would you rent to this resident again? \_\_\_\_\_

Are you related to applicant? If so, what is the relationship: \_\_\_\_\_

General comments that may help us with this application \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

*P & L Property Management, Inc*

Applicant-Complete only starred (\*) items.

**LANDLORD REFERENCE**

\*Applicant's Name: \_\_\_\_\_

\*P&L Property Address: \_\_\_\_\_

\*Application Date \_\_\_\_\_ \* Past Address: \_\_\_\_\_

\*Dates Rented-From: \_\_\_\_\_ To: \_\_\_\_\_

\*Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax# \_\_\_\_\_

I/We authorize the above named Landlord to release my residential files to P & L. Please complete the form below and return by fax to P & L at 843-821-7561. If there are any questions, please call me at: \* \_\_\_\_\_

\_\_\_\_\_  
\*Applicant Signature \_\_\_\_\_ \*Print Name \_\_\_\_\_

Below for Landlord completion only

Has/Was proper notice to vacate given? \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Payment History: \_\_\_\_\_ On Time \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_ # of NSF checks \_\_\_\_\_

Comments on payment history: \_\_\_\_\_

\_\_\_\_\_

Date of Occupancy-From: \_\_\_\_\_ To: \_\_\_\_\_

Lease terms filled? \_\_\_\_\_ Balance due? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Would you rent to this resident again? \_\_\_\_\_

Are you related to applicant? If so, what is the relationship: \_\_\_\_\_

General comments that may help us with this application \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

**LEASE APPLICATION PROCESSING/QUALIFIER**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Property Address: \_\_\_\_\_

QUALIFIER	ACCEPTABLE	UNACCEPTABLE	MARGINAL	OTHER
Application Filled Out Completely				
Credit Report Rating				
Job Verification/Length on Job				
Income Verification/Dependability				
Landlord Reference-Past year				
Landlord Reference-2-3 years past				
Income is three (3) times rent				
Rental Amount _____ Monthly Income _____				
Criminal Background Check				
Other _____				
Totals				
Applicant Acceptable w/o Compensation Factors	<b>Yes No</b>			

If any marginal ratings- Compensating Factors Offered\*<sup>1</sup>

Compensating Factor	Factor Offered	\$ Amount
Applicant Acceptable with Comp Factors	<b>Yes No</b>	

Final Decision	Accepted-Lease Closing Date Set	Rejected-1st Notif-Form Letter Sent
Accepted		
Rejected		

Processed By:		
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1. Additional Security Deposit, Advance Rent Collected, Additional Pet Fee/Deposit, Co-Signor on Lease, etc.

RESIDENTIAL PET APPLICATION

A \$75.00 (cash or money order) per pet non-refundable processing fee must accompany this application.

**The following breeds will not be accepted under any circumstances:** German Shepherd, Doberman Pinscher, Pit Bull, Chow, Rottweiler, Great Dane, St Bernard, large bird breeds.

Today's Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

This application is made as part of the rental application submitted for the property referenced above. For purposes of this application, pet is defined as any animal/reptile/fish/fowl of any kind.

I/We do request that my/our pet be approved to reside with me/us during the term of my/our tenancy. **A photograph of the pet must accompany this application.** (Kind i.e. cat, dog, fish or bird)

Kind: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Name: \_\_\_\_\_

Kind: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Name: \_\_\_\_\_

Kind: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Name: \_\_\_\_\_

I/We certify and contract to the following for the pet/pets listed above:

1. Each pet/animals/reptiles/fish/fowl is well trained, is not dangerous to others and does not have propensity to be vicious. Each pet has never bitten, clawed or caused harm to another person or property.
2. In the event the pet/animals/reptiles/fish/fowl produces a litter or offspring, I/We agree to keep than at the rental premises no longer than 9 weeks of age.
3. I/We shall not engage in any commercial pet/animal raising activities.
4. There shall be no other animals/reptiles/fish/fowl, other than listed above, on or about the premises without prior written application and approval from Management.
5. I/We agree to keep the pet from becoming a nuisance to neighbors. This includes, but is not limited to all forms of sound, behavior, bodily functions, and cleaning up animal waste.
6. In the event pet causes damage or destruction to the property, I/We agree to be financially responsible for any and all damage or destruction, and that all cost of damage or destruction shall be paid immediately upon demand.
7. In the event of a violation of any of the above, or of any terms and conditions outlined in the lease or Tenant Handbook, the owner/management shall have the right to immediately terminate consent for the pet occupancy, may require the Tenant to immediately remove the pet from the premises and for tenant to pay a fee from 1-10 times the amount of the pet fee. (Minimum pet fee is \$150.00).

I/We certify the information in this application is true and correct and no other pets will be kept on the premises except those listed above, and offer this application to P&L Property Management & Leasing. I authorize P&L, or it's agents, to conduct a thorough investigation in reference to the above information, and, if application and tenancy is approved, to verify the information during my/our tenancy.

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