

STONE PROPERTY MANAGEMENT LLC

RESIDENTIAL APPLICATION INFORMATION SHEET

- 1) \$35.00 Non-refundable Application Fee in the form of Cash, Check or Money Order made payable to Stone Property Mgmt. Again, the application fee is non-refundable.
- 2) Once your application with the \$35 non-refundable application fee is submitted, your application will be first in line for consideration, unless there is already an application ahead of you. If there is an application ahead of you and you choose to submit your application and non-refundable application fee, your application will be next in line if the property is still available.
- 3) If you turn in your application and you skipped over a section, missed a question, did not fill it out completely or did not provide the necessary documentation, you will have until 3:30pm the following business day to provide all missing information and attachments (ie. Social Security Card, Photo ID, Proof of Income). Failure to do so will allow another persons' application to be processed ahead of yours. Stone Property Management business days are Monday, Tuesdays, 1st Wednesday of each month, Thursdays and Fridays.
- 4) Again, it is very important that you fill out the application entirely. If a question does not apply to you then write N/A for not applicable.
- 5) All submitted applications **must** be signed, dated and include all necessary documentation to be considered complete. This includes, but is not limited to, a copy of your Driver's License or equivalent, Social Security Card and Proof of Income (*Check stubs: most recent 4 weeks, or if self-employed tax return and bank statement*)
- 6) Stone Property Management does **not** make the decision to approve or deny applications. A third party company processes applications and makes the final decision.
- 7) Please allow up to 10 business days for this process to be completed.
- 8) Once a decision has been made, you will be notified. If approved, you will have until 4pm the following business day to bring in the security deposit or someone else will be able to apply for the property.

Applicant Signature

Date

Please Read Carefully and initial to the right of each line:	Initial
I understand that the \$35.00 is Non-refundable	
I understand that my application and non-refundable fee holds my place in line for the property I'm applying for	
I understand that if my application is not completely filled out or if I am missing documents, I have until 3:30pm the following business day or I will lose my place in line	
I understand that if a question on the application does not apply to me, I am to fill in the blank with "N/A"	
I understand that my application must be signed, dated and include a copy of my photo ID, Social Security Card and Proof of Income	
I understand that Stone Property Management does not make the decision to approve or deny applications. This process is handled by a 3 rd party company.	
I understand that it can take up to 10 business days to process my application.	
I understand that once a decision is made, I will be notified and I will have until 4pm the following business day to bring in my security deposit or someone else will be able to apply for the property.	

Application Check List

Before turning in your application, please ask yourself the following questions:

- 1) Did I answer all the questions? If a question did not apply to me, did I write down N/A?
- 2) Did I include the \$35.00 Non-refundable application fee?
- 3) Do I have my Driver's License or equivalent with me?
- 4) Do I have my Social Security Card with me?
- 5) Do I have proof of my income? (This should be the most recent 4 weeks worth of check stubs or if you are self-employed, your tax return and bank statements.)

Stone Property Management LLC

13 N. Irvine Street * Greenville, SC 29601
(864) 271-4442 office / (864) 233-4440 fax

RENTAL APPLICATION

This application is for property located at _____

How did you hear about this property: banner/sign web other _____

Referred by: (Name and Address): _____

PERSONAL

Name: Last _____, First _____, Middle _____ Other/Maiden: _____

Date of Birth: _____ SSN: _____

Driver's License No.: _____ E-Mail: _____

Cell Phone No.: _____ Home Phone No.: _____

OTHERS TO LIVE WITH YOU AT THIS PROPERTY (If anyone will be on the lease with you, put a * by their name. Anyone 18 or older living at the property must complete their own Rental Application)

NAME: _____ RELATIONSHIP: _____ DOB: _____ AGE: _____

RESIDENTIAL HISTORY (go back at least 3 years – use back of application if necessary)

Present Address: _____ Apt. _____ City: _____ State: _____ Zip: _____

How long at this address?: _____ If leasing, lease expiration date: _____ Monthly Rent/Mortgage: \$ _____

If leasing, Landlord: _____ Phone: _____

Reason for moving: _____

Present Address: _____ Apt. _____ City: _____ State: _____ Zip: _____

How long at this address?: _____ If leasing, lease expiration date: _____ Monthly Rent/Mortgage: \$ _____

If leasing, Landlord: _____ Phone: _____

Reason for moving: _____

Present Address: _____ Apt. _____ City: _____ State: _____ Zip: _____

How long at this address?: _____ If leasing, lease expiration date: _____ Monthly Rent/Mortgage: \$ _____

If leasing, Landlord: _____ Phone: _____

Reason for moving: _____

Present Address: _____ Apt. _____ City: _____ State: _____ Zip: _____

How long at this address?: _____ If leasing, lease expiration date: _____ Monthly Rent/Mortgage: \$ _____

If leasing, Landlord: _____ Phone: _____

Reason for moving: _____

GENERAL INFORMATION

Any Pets: Yes _____ No _____ How many pets: _____ List all pet details below:

Type: _____ Breed: _____ Weight: _____ Age: _____
Type: _____ Breed: _____ Weight: _____ Age: _____

No pets of any kind shall be permitted without the consent of the property owner and agreed upon pet deposit(s) / fee(s)

VEHICLES: MAKE _____ MODEL _____ YEAR _____ COLOR _____ TAG NO.: _____
MAKE _____ MODEL _____ YEAR _____ COLOR _____ TAG NO.: _____

Do you smoke? Yes _____ No _____ Does anyone listed on this application to live with you smoke? Yes _____ No _____

Nearest relative not living with you: _____ Relationship: _____

Address: _____ Phone No.: _____

BACKGROUND INFORMATION

Have you ever been Served an Eviction Notice: Yes _____ No _____ If so, when and where? _____

Have you ever been Evicted? Yes _____ No _____ If so, when and where? _____

Have you ever been Convicted of a Crime? Yes _____ No _____ If so, when _____ explain _____

Are you a Registered Sex Offender? Yes _____ No _____ If so, explain: _____

Is there anything negative that will show up on your background check that you would like to comment on? Yes _____ No _____

If so, explain _____

EDUCATION

Highest Level of Education: _____

High School Attended: _____ Date of Graduation: _____

College Attended: _____ Date of Graduation: _____

Additional Education: _____

PERSONAL REFERENCES (Unrelated to the applicant)

Name _____ Address _____

Phone: _____ How Acquainted _____

Name _____ Address _____

Phone: _____ How Acquainted _____

CURRENT EMPLOYMENT/INCOME

Present Employer: _____ Address: _____

How Long? _____ Date Hired? _____ Title: _____ Monthly Net Income: \$ _____

Immediate Supervisor: _____ Telephone: _____ Fax: _____

2nd Present Employer: _____ Address: _____

How Long? _____ Date Hired? _____ Title: _____ Monthly Net Income: \$ _____

Immediate Supervisor: _____ Telephone: _____ Fax: _____

If employed for less than one year by present employer, provide previous employer:

Previous Employer: _____ Address: _____

How Long? _____ Date Hired? _____ Title: _____ Monthly Net Income: \$ _____

Immediate Supervisor: _____ Telephone: _____ Fax: _____

Reason for leaving: _____

If Self Employed, please provide documentation of income (ex. tax records, bank statements, notarized accounting statement)

Other sources of Income you wish to provide for the purpose of this application (Must submit proof thereof):

Other Income: \$ _____ per _____ Source: _____

Other Income: \$ _____ per _____ Source: _____

Other Income: \$ _____ per _____ Source: _____

NOTE: This is an application only and in no way does it assure you possession of the premises until you have obtained approval and signed the lease.

I certify that the information provided in this application is true, accurate, and complete to the best of my knowledge and belief.

Furthermore, I understand that if Stone Property Management rents a property to me based on this information, then this application becomes a legal binding part of any rental agreement therein after signed.

I agree to give Stone Property Management LLC the authority to investigate my background, current and past rental records, my places of employment, and source of income listed above, as well as any other information they need in order to verify this application. This information obtained will be used by Stone Property Management LLC to determine my eligibility to rent this property and I agree to hold harmless any person(s) providing truthful information necessary for evaluation.

I also understand that the amount of any security deposit required to rent this property is determined by the monthly rental value of this property, as well as, by credit worthiness, employment stability, ability to pay rent, residence stability and the number and ages of household members. I also understand that the security deposit will be deposited into an interest bearing account in which Stone Property Management LLC will receive all interest on deposit as a cost of doing business. I further understand that should I fail to sign a lease or move in, that my security deposit shall be forfeited.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

NON-REFUNDABLE APPLICATION FEE PAID: Date: _____ AMOUNT:\$ _____

___ Copy of Driver's License ___ copy of Social Security Card ___ Proof of Income ___ Vehicle Inspection

APPROVED / DENIED BY: _____ Date: _____ Reasons Denied: _____

Applicant Notified by: _____ Date: _____ Denial Letter Mailed _____ (date)

Security Deposit Amount: \$ _____ Date paid: _____

Stone Property Management LLC

Property Address: _____

Please Read Carefully and Sign Below:

1. Application Fee: There is a \$35.00 non-refundable application fee for EACH applicant. Exception: Married couples applying for the same property only pay one application fee (\$35.00)
2. Applicant must be at least 18 years of age.
3. Stone Property Management LLC requires that all person(s) over the age of 18 apply, pay the application fee and be approved prior to being allowed to reside at any Stone Property Management LLC property.
4. A copy of applicant’s driver’s license, social security card and proof of income must accompany the application.
5. If applicant is approved, he or she must make all payments and sign the lease prior to moving in. Also, applicant must have all required utilities transferred into his/her name the same day the lease is signed.
6. Security Deposit: Upon approval, applicant must pay the security deposit by 4pm the following business day. Failure to sign a lease and move-in will result in applicant’s forfeiture of the security deposit.
7. A vacant property may be held, with Security Deposit paid, for no more than 15 days from the date of approval.
8. Pet Fees: Pet deposits are refundable, Pet Fees are non-refundable, and will be determined on an individual basis. Prior approval is necessary for any pets.
9. Additional rent, paid in advance, may be required under certain circumstances.
10. Occupancy limit is 2 persons per bedroom.
11. In the event the applicant(s) has a concern about information contained in the official South Carolina Sex Offender Registry, it shall be the applicant’s responsibility to obtain any information from the local Sheriff’s Department or other appropriate law enforcement officials.
12. It is recommended that the tenant secure insurance against personal liability injury or loss of personal belongings and personal liability.

I have read and understand the above this _____ day of _____, 20____.

Applicant Signature

Security Deposit Agreement:

Note: In accordance with South Carolina Real Estate Law, this security deposit belongs to you until the completion of your lease agreement and will be returned to you when the property is inspected and no damage has occurred, rent and late charges have been paid.

Security Deposit will also be forfeited if lease holder is in fails to sign a lease, move in or is violation of his/her lease agreement.

I, the undersigned, understand that should my application be approved, I will be required to pay a Security Deposit. I also understand that this security deposit belongs to me, however, it is agreed and I direct that all interest income from this deposit to the date of vacating or in the event of forfeiture shall accrue to the benefit of and belong to Stone Property Management LLC

Applicant Signature

Date

Stone Property Management, LLC

Authorization Form

Applicant's Full Name: _____, _____
(please print) (first) (middle) (last) (suff.)

Social Security Number: _____

Date of Birth: _____

I agree to give Stone Property Management LLC the authority to investigate my background, current and past rental records, my places of employment, and source of income listed above, as well as any other information they need in order to verify and process this application. This information obtained will be used by Stone Property Management LLC to determine my eligibility to rent this property and I agree to hold harmless any person(s) providing truthful information necessary for evaluation.

APPLICANT'S SIGNATURE: _____

DATE: _____