

# APPLICATION GUIDELINES – READ CAREFULLY

## Requirements:

- ❖ **Application Fee:** \$40 (**MUST be Cash or Money Order**)
  - A non-refundable application fee is required per applicant. 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.
- ❖ **Students:**
  - All students must have a parent or guardian co-signer who must also submit a fully executed application with all the same requirements for an applicant, including the \$40 application fee. **Students & their Co-Signers MUST pay the \$40 app fee.**
- ❖ **Income:**
  - Applicant(s) monthly gross income must be a minimum of three (**3**) times the monthly rental amount in order to qualify.
- ❖ **Evictions:**
  - Applicant(s) can have **NO** prior evictions within the past 7yrs.
- ❖ **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.
  - \*Note: poor credit or lack of established credit may require an increased security deposit amount. (Medical bills & Student loans are **NOT** considered as "Bad Credit" or factored into the evaluation of your credit history.)
  - 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. However, once your application has been approved, the security deposit **MUST** be paid before the lease signing can be scheduled.
- ❖ **Rental Insurance:**
  - All tenants **MUST** have an active rental insurance policy in place & provide proof to our office at or before lease signing.
- ❖ **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 lease signing of the property.

## What We Need:

- ❖ 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.

## What We Verify:

- ❖ Credit
- ❖ SC Judicial Court Records
- ❖ Rental History
- ❖ Employment
- ❖ Criminal Background Check
- ❖ Proof of Rental Insurance

## 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.  
**There will be No More than two (2) pets allowed per property.**

## Other Notations:

- ❖ There is a **"NO SMOKING"** policy in effect at all properties managed by Landmark Resources, LLC.
- ❖ **Automatic Denials Include:** Any applicant(s) with an eviction within the last 7 yrs &/or bankruptcies not discharged over 2 yrs ago. Any applicant(s) who owe money to another landlord/rental company are automatically denied until proof that the balance has been dropped to ZERO is provided.

**We will NEVER discuss application findings with anyone other than the applicant(s).**



**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 #: \_\_\_\_\_

Do you have Renters Insurance?: **Y** or **N** If yes, who are you insured with?: \_\_\_\_\_ (you will be required to provide proof of your current policy.)

**\*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 Landmark Resources, 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 \$40 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**

Landmark Resources, LLC  
1516 Richland Street  
Columbia, SC 29201

Phone (803) 988-0097  
Fax (803) 254-9658

[www.landmarkresources.biz](http://www.landmarkresources.biz)  
[rentals@landmarkresources.biz](mailto:rentals@landmarkresources.biz)

## 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 you on time?** \_\_\_\_\_ **Number of late payments?** \_\_\_\_\_

**Over 30 Days?** \_\_\_\_\_ **Did they give you any returned checks?** \_\_\_\_\_

**Any Magistrate Notices?** \_\_\_\_\_ **Eviction filed?(please give dates)** \_\_\_\_\_

**Any Pets?** \_\_\_\_\_ **With or without permission?** \_\_\_\_\_

**Any Complaints with tenant(s) or occupant(s)?** \_\_\_\_\_ (if yes, please explain)

**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 Landmark Resources, LLC to obtain a rental history from current and/or prior landlord(s).

**Fax number for the property Management Company (required):** \_\_\_\_\_

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