



540 Park Crossing St
Charleston, SC 29492

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www.charlestonmetrohomes.com
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Rental Application and Policies:

Charleston Metro Homes is committed to treating all applicants equally. The following policies have been established to ensure compliance with applicable laws.

Perspective Tenants: Please read the following policies. We encourage all parties who feel they meet the guidelines to submit an application. An incomplete application will not be considered. Application for a property in no way implies that the applicant will be approved.

Applicants

- Each occupant 18 years of age or older must complete and sign an application.
- If a co-signer is necessary, the co-signer must also complete and sign an application. Acceptance of a co-signer is subject to individual consideration and approval by Charleston Metro Homes.
- To process the application, a \$60.00 non-refundable application fee per applicant or \$95.00 non-refundable application fee per married couple is required. Checks payable to Charleston Metro Homes.

Credit Criteria

- Charleston Metro Homes shall obtain a credit report for each applicant and co-signer 18 years of age or older. We will not accept reports supplied by any other party.
- If you are in bankruptcy, preparing for bankruptcy, or have been dismissed from bankruptcy, your application will not be considered.
- If you successfully completed bankruptcy and have been discharged, your application will be considered.
- If you have incurred a foreclosure or short-sale of your home, but credit history of other payments is positive, we will consider your application.
- If your credit score is below 650, you may be required to provide a higher security deposit or amounts for prepaid rent. This will be contingent upon rental history and credit payment history.

Income Criteria

- Applicant's gross monthly income should be at least three times the amount of monthly rent.
- Self-employed applicants must provide their most recent tax return and three months of bank statements.
- Unverifiable income will not be considered.

Visit our website at www.charlestonmetrohomes.com
Licensed by The S.C. Real Estate Commission



National Association of Residential Property Managers



EQUAL HOUSING
OPPORTUNITY



Identification

- All applicants must submit copies of two (2) forms of ID, including one government issued phot ID.

Criminal History

- Applicants with convictions for sexual offenses, drugs or felonies will not be considered.

Applicants that are accepted

- Lease documents must be signed and returned within 48 hours (two business days). The property will remain on the market until the documents are fully executed.
- A deposit equivalent to one month's rent and any pet fees shall be due at lease signing.
- At move-in, all funds will be required before keys can be released to the approved applicant.



RENTAL APPLICATION
Equal Housing Opportunity

The undersigned hereby makes an application to rent unit # _____ located at: _____, SC _____.

Anticipated move date of _____ at a monthly rent of \$ _____ and security deposit of \$ _____.

PLEASE TELL US ABOUT YOURSELF

Full Name _____ Home Phone () _____
Date of Birth _____ Social Security # _____
Email Address: _____ (optional) Other Phone () _____
Co-Applicant Name _____ Names of Dependents _____
Co-Applicant Date of Birth _____ Social Security # _____
Co-Applicant Email: _____ Co-Applicant Phone () _____
Dependents Date of Birth _____ List All Pets _____

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address _____ Apt# _____ City _____ State _____
Zip _____
Month/Year Moved In ____/____ Reasons for Leaving _____ Rent \$ _____
Owner/Agent _____ Phone () _____
Previous Address (last 3 years) _____ Rent \$ _____
Owner/Agent _____ Phone () _____

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes _____ No _____
Have you ever been evicted from a rental residence? Yes _____ No _____
Have you had two or more late rental payments in the past year? Yes _____ No _____
Have you ever willfully or intentionally refused to pay rent when due? Yes _____ No _____
Do you presently have utilities in your name? Yes _____ No _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION

Your Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed
Employer _____
Dates employed _____ Employed
as _____
Supervisor Name _____ Phone () _____
Salary \$ _____ per _____. (If employed by above less than 12 months, give name & phone of previous employer or school: _____.)
If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Source/Contact
Name _____

PLEASE LIST YOUR REFERENCES

Banking Accounts:

Bank Name _____ Type of Account _____
Account Number _____ How long has account been active? _____

Bank Name _____ Type of Account _____
Account Number _____ How long has account been active? _____



Personal Reference or Emergency Contact:

Name _____ Address _____
Phone _____ Relationship _____

Driver's License:

Your Driver's License Number _____ State _____

Driver's License:

Co-applicant Driver's License Number _____ State _____

Vehicle Information:

Vehicle 1

Make / Model _____ Year _____ License Plate State _____

Vehicle 2 Information:

Make / Model _____ Year _____ License Plate State _____

ADDITIONAL INFORMATION:

Have you been convicted of a felony, Drug or Sexual Offender Crime? Yes _____ No _____

Please give any additional information that might help owner/management evaluate this application?

Where may we reach you to discuss this application?

Day Phone # () _____ Night Phone # () _____

Thank you!

Thank you for completing this application to rent from us. Please sign the authorization and consent form on the next page. Please note that a completed application requires submission of the following, which will be copied and attached to this application:

___ Driver's License / Picture ID for each Applicant.

___ Personal Check to verify bank

___ Last two pay stubs of each income source listed. If new employer, a letter of employment verification from the new employer on letterhead and confirming income.

___ If self-employed, most current Schedule C tax return and proof of current income.



Rental Verification and Consent to Release

A fee of **\$60.00 per applicant or \$95.00 per married couple applicants** is charged for the purpose of verifying the information furnished on this application. By signing below, applicant hereby represents all information on this application is true, complete, and hereby authorizes annual verification of information, references, and credit history for continual rental consideration or for collection purposes should that become necessary. This fee is nonrefundable/or only refundable if applicant meets our minimal criteria but is not selected because they were not the first qualified applicant.

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rent is to be payable the first day of each month in advance. I hereby deposit \$_____ as earnest money to be refunded to me if this application is not accepted in 3 business banking days. Upon acceptance, this deposit shall be retained as part of the security deposit. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

When so approved and accepted, I agree to execute a lease for _____ months before possession is given and to pay the balance of the security deposit prior to the move in date. I understand that should my application be approved and that I fail to execute a lease or to take possession of the property, that the deposit will be forfeited. If the application is not approved or accepted by the owner or agent, the deposit will be refunded, the application hereby waiving any claim for damages by reason off non-acceptance which the owner or agent may reject. I recognize that as a part of your procedure for processing my application, and investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living.

Upon acceptance of my application and execution of the lease, I agree to obtain a renter's insurance policy with liability coverage of not less than \$100,000.00 and to name landlord as an additional insured. A copy of the policy must be presented prior to taking possession of the property.

The above information, to the best of my knowledge, is true and correct.

Please sign: X _____
Name of Applicant Date

AUTHORIZATION Release of Information

I agree to permit an investigation of my credit, tenant history, banking and employment for the purposes of renting an apartment with this owner/manager.

Name (please print)

X _____
Signature Date

APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)

Deposit of \$ _____ Received by _____ Date _____
OFFICE NOTES:



Charleston Metro Homes, LLC
652 Coleman Blvd. Suite 102
Mt. Pleasant, SC 29464
P (843)-278-1600
F (843)-278-1602

Automatic Clearing House Authorization

Customer Information

NAME: _____

SSN: _____

I hereby authorize: **Charleston Metro Homes, LLC**

to initiate { } debit/ drafts { } credits/ payments
to my { } checking account { } savings account

I understand that, if necessary, an adjusting debit or credit entry may be made to correct an entry made in error. I also authorize the financial institution named below to credit and or debit the same such account for the correcting entries. I duly certify that I am an authorized signer of said account and have the right to enter into this agreement.

Account Information

NAME OF BANK: _____

CITY / STATE: _____

BANK ROUTING NUMBER: _____

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____

This authority will remain in full force and effect until such time as **Charleston Metro Homes, LLC** has received written notification from me, or my legal representative, of its' termination, or I have received from **Charleston Metro Homes, LLC** or its' legal representatives, that the plan has terminated. It is further provided that written notification of termination, by either party, shall be provided in such time and manner as to afford either party reasonable opportunity to act on it.

Signature of account owner

Date

Signature of joint owner if applicable

Date

Please attach a voided check here.



652 Coleman Boulevard, Suite 102, Mt. Pleasant, SC 29464

843-278-1600

Pet Policy and Application

Charleston Metro Homes Real Estate is proud to be a leader in Charleston, SC for pet friendly rentals. Pet owners have been pleased to find properties available that are comfortable for them and for their pet, as all too often pet owners are hard pressed to find a quality rental that is also pet friendly.

Charleston Metro Homes Real Estate has a very basic pet policy. Most of our properties allow almost any pet you could imagine! We have had mastiffs and chihuahuas, cats and mice (not together of course), snakes, ferrets, birds and rabbits. We understand that a pet plays a significant part in many people's lives, so we strive to allow most animals in most of our rental properties. Please make sure to ask if the property that has caught your eye accepts pets.

The only general restriction we have is that your animal must be one year of age or older. We are willing to work with some puppies and kittens, depending on age and training and the general application information of their owners; however this is handled on a case by case basis and you can expect to submit a minimum \$250 deposit in addition to the pet rent you will pay on a monthly basis (pet rent will be charged according to the anticipated full grown weight of your animal). If you have several pets, please call to make sure that we have a property suitable for a large number of animals. Regardless of prior consent, Charleston Metro Homes Real Estate reserves the right to have any pet removed from the property if it is determined that the pet poses a threat to the safety or condition of the property or any people in the property or the community.

Charleston Metro Homes charges pet rent each month for each of your animals. The term "pet rent" is simply rent you will pay for the allowance of your pet to occupy the rental unit with you. Pet rent is charged on a monthly basis and is paid with your rent.

The charges for pet rent as follows for different types and sizes of animals:

Dogs under 40 pounds	\$30
Dogs 41-65 pounds	\$35
Dogs over 65 pounds	\$40
Cats	\$25
Birds	\$15
Caged animals (per cage)	\$10

Charleston Metro Homes Real Estate uses an online service to gather information and to screen your pet. You can apply directly online

<https://www.petscreening.com/referral/uSjMPOP84mlq> . Pet screening must be done for each pet.

Charleston Metro Homes
REAL ESTATE
Pet Addendum Agreement

Date:

Property:

Pet Description:

Kind	Type/Breed	Color	Name	Age	Weight

Applicant shall apply online at <https://www.pet screening.com/referral/uSjMPOP84mlq> for pet screening and approval.

Monthly pet rent of \$_____per animal for the privilege of having the pet (s). Any damage will be assessed separately. Tenant is responsible for scheduling and paying for having carpets professionally cleaned and enzyme flea treated upon vacating the property. A receipt for both services will be provided to Charleston Metro Homes Real Estate upon lease termination. In addition, an additional pet deposit of \$_____ may be required for pets under one year of age.

This agreement applies to all pets temporary or visiting that are at the property at any time. Any animals on the property not registered under this rental agreement will be presumed to be strays and will be disposed of, at the discretion of the landlord, according to the law.

Landlord reserves the right to revoke this consent on fourteen (14) days notice to tenant, if, in the opinion of the landlord's agents, the pet has been a nuisance or has not been maintained according to the rules. In the event consent is revoked, tenant agrees to immediately discontinue maintaining the pet on the premises, and failure to do so shall be a breach of the lease.

All pets must be approved by Charleston Metro Homes in advance. Charleston Metro Homes reserves the right to restrict and/or exclude certain breeds of animals, birds, and fish.

Pets will not cause danger, damage, nuisance, health hazard, or soil the property, premises, grounds, common areas, walks, parking areas, landscaping or gardens. Tenant agrees to clean up after the pet and agrees to accept full responsibility and liability for any damage, injury, or actions arising from or caused by his/her pet(s).

Tenant agrees to register and immunize the pet(s) in accordance with local laws and requirements.

Tenant warrants that the pet(s) is house broken. Tenant warrants that the pet(s) has no history of causing physical harm to persons or property, such as biting, scratching, chewing, etc., and further warrants **that the pet(s) has no vicious history or tendencies.**

Dogs and cats must be controlled at all times. They must be kept on a leash while in common areas or on the ground. Excessive barking will not be tolerated. Proper disposal of cat litter (securely bagged) will be done on a frequent basis. Odors arising from cat litter will not be tolerated.

Birds will be properly caged. Seeds and droppings will be shielded or caught to prevent accumulation and/or damages to flooring.

LITTER BOX TO BE KEPT IN THE GARAGE.

Tenant

Date

Tenant

Date