

Reeves Property Management, LLC

RENTAL APPLICATION CHECKLIST

To assist in speeding up the process of processing your application, the following must be followed:

1. Complete the ***entire*** Rental Application attached. This means each line completed. If something does not apply to you, kindly place n/a in the space. Please be sure to write legibly and write numbers clearly. Please be sure a contact number for you is also listed.
2. **The application fee is \$40 per applicant named on the lease.**
3. Be sure to ***print your entire name***. (First Middle Last)
4. Be sure to include full addresses including zip codes along with contact names and telephone numbers. We will not track down landlords and their telephone numbers. This is applicant's responsibility when turning in an application.
5. Should applicant not have a rental history, Management will need three (3) alternative forms of credit reference. These must be on company letterhead and indicate applicant (this must reference applicant's name...no one else's) has made twelve (12) consecutive months of payments without being late.
6. Employment ***must*** include employer contact name and telephone number. We will not track down employers and their telephone numbers. If employer requires payment for the release of verification information. It is applicant's responsibility to obtain this information from employer and provide it to Management. If applicant is self employed, a W2 or 1099 must be attached for verification of income.
7. Page 1 and 2 of application must be initialed at the bottom and page three must be signed.
8. Attach a copy of a valid picture ID.
9. Attach the application fee in certified check, money order, or cash. **This is NOT REFUNDABLE.**

Each application is processed in the order received. Please remember forms of payment must be in the form of cash, money order, or certified check made payable to Reeves Property Management.

Thank you so much for your cooperation and interest in our properties. We look forward to assisting you and in welcoming you to our family of satisfied tenants and owners!

Thank you,

Steve Reeves, Owner/Broker in Charge
Reeves Property Management, LLC
1462 Ebenezer Road, Suite 101
Rock Hill, SC 29732
Ph: 803-329-2152





RENTAL APPLICATION

Name(s) of Applicant(s) [A separate application form is to be completed when co-applicants are not married], (the "Applicant" whether one or more) hereby applies on _____, _____, to _____ (the Landlord) for rent of the following described property located in the City or County of _____ (the "Property") for occupancy beginning _____, _____, and ending on _____, _____, at a monthly rental of \$ _____.

Property address: _____ Date of birth: _____

Work Telephone: _____ Social Security No.: _____

Driver's license no. and State of issue: _____

Other name(s) of Applicant used within last 3 years _____

Names of occupants of the property other than Applicant and relationship to Applicant: _____

Number of vehicles: _____ Make/Model/State license tag#: _____

Number of pets (include weight and breed): _____

CURRENT ADDRESS:

Present address: _____ How long? _____

Reason for leaving: _____ Monthly rent: _____ Telephone: _____

Name and telephone of previous Owner or Agent: _____

PREVIOUS ADDRESS:

Previous address within last 3 years:

From _____ to _____ Monthly rent: _____ Address: _____

Reason for leaving: _____

Name, address, and telephone of Owner or Agent: _____

From _____ to _____ Monthly rent: _____ Address: _____

Reason for leaving: _____

Name, address, and telephone of Owner or Agent: _____

From _____ to _____ Monthly rent: _____ Address: _____

Reason for leaving: _____

Name, address, and telephone of Owner or Agent: _____

[] APPLICANT [] APPLICANT [] LANDLORD HAVE READ THIS PAGE

EMPLOYMENT INFORMATION:

Applicant's present employer: _____ Immediate supervisor: _____

How long? _____ Date hired? _____ Address: _____

Telephone: _____ Employed as: _____ Monthly net income: \$ _____

If employed less than one year by present employer, previous employer: _____ How long? _____

Date hired? _____ Immediate supervisor: _____

Address: _____ Telephone: _____

Employed as: _____ Monthly net income: \$ _____

Other sources of income to be considered (Applicant need not disclose alimony, child support, or separate maintenance income or its source, unless Applicant wishes to be considered for the purpose of this application for lease):

Other income: \$ _____ Source: _____

Other income: \$ _____ Source: _____

Other income: \$ _____ Source: _____

Name of nearest relative (other than spouse): _____ Relationship: _____

Address: _____ Telephone: _____

SPOUSE: Spouse name: _____ Telephone: _____ Social Security No.: _____

Address: _____ Date of birth: _____

Work telephone: _____ Driver's license no. and State of issue: _____

Other name(s) of Spouse (maiden name) used within last 3 years _____

SPOUSE'S EMPLOYMENT INFORMATION:

Spouse's present employer: _____

Immediate supervisor: _____ How long? _____ Date hired? _____

Address: _____ Telephone: _____

Employed as: _____ Monthly net income: \$ _____

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

How long? _____ Date hired? _____ Immediate supervisor: _____

Address: _____

Telephone: _____ Employed as: _____

Monthly net income: \$ _____

Other sources of income to be considered (**Spouse** need not disclose alimony, child support, or separate maintenance income or its source, unless Applicant wishes to be considered for the purpose of this rental application.):

Other income: \$ _____ Source: _____ Other income: \$ _____

Source: _____ Other income: \$ _____ Source: _____

Name of nearest relative (other than spouse): _____ Relationship: _____

Address: _____ Telephone: _____

[____] APPLICANT [____] APPLICANT [____] LANDLORD HAVE READ THIS PAGE

CREDIT REFERENCES:

Checking Account No. _____

Institution: _____

Savings Account No. _____

Institution: _____

Bank Loans/Credit Cards: Issuer: _____

Account No. _____

Bank Loans/Credit Cards: Issuer: _____

Account No. _____

Credit Cards: Issuer: _____

Account No. _____

Applicant authorizes Landlord to verify the foregoing information and to make credit, employment, rental history and reference inquiries deemed necessary by them, and Applicant also authorizes the release of information contained on this application or sought by such inquiries.

If this application is accepted by Landlord, Applicant agrees to execute a rental agreement of the Property in the form which has been exhibited to Applicant by Landlord, and agrees to pay the rental for one month before occupation of the Property.

The Applicant agrees that the Property Manager or Real Estate Broker representing Tenant or Landlord and all affiliated agents are not responsible for obtaining or disclosing any information contained in the South Carolina Sex Offender Registry. The Applicant agrees that no course of action may be brought against the Property Manager or Real Estate Broker representing Tenant or Landlord and all affiliated agents for failure to obtain or disclose any information contained in the South Carolina Sex Offender Registry. The Applicant agrees that the Applicant has the sole responsibility to obtain any such information. The Applicant understands that Sex Offender Registry information may be obtained from the local sheriff's department or other appropriate law enforcement officials.

Signature of Applicant

Signature of Applicant

The undersigned acknowledges receipt from Applicant(s) on _____, _____, of \$ _____ by cash or personal check payable to _____ as a security deposit on the Property, which shall be refunded if this application is not accepted. Applicant hereby pays \$ _____ nonrefundable application fee.

Signature of Recipient

This Rental Application is **ACCEPTED** on _____, _____.

Signature of Landlord

The foregoing form is available for use by the entire real estate industry. The use of the form is not intended to identify the user as a REALTOR®. REALTOR® is the registered collective membership mark which may be used only by real estate licensees who are members of the NATIONAL ASSOCIATION OF REALTORS® and who subscribe to its Code of Ethics. Expressly prohibited is the duplication or reproduction of such form or the use of the name "South Carolina Association of REALTORS®" in connection with any written form without the prior written consent of the South Carolina Association of REALTORS®. The foregoing form may not be edited, revised, or changed without the prior written consent of the South Carolina Association of REALTORS®.

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