

Moore Company Rentals

Application Guidelines

Thank you for choosing Moore Company Rentals as your premiere rental property provider. Please refer to this cover page for guidance in filling out our application.

When filling out our application, ensure you **FULLY COMPLETE** the following:

- Name of Applicant(s)
- Date of application
- Property Address you are applying for
- Date of birth
- Social Security #
- Name of occupant(s) – This includes anyone living in the unit under the age of 18
- Number of vehicles
- Current Address – please include Street Address, City, State and Zip Code
- Previous Address – if applicable
- Spouse's Employment Information (if married)
- Employment Information
 - Length of employment
 - Date Hired
 - Job Title
 - Monthly Gross Income (before taxes)
- Sign the last page of the application
- Provide TWO (2) current paycheck stubs or have your employer fill out the page included to verify employment.
- Completely fill out the "Permission to Run Credit Report" with your name, sign and date.

For Cosigners:

If you are using a cosigner, we need **THEIR** information. They need to fill out the application, and put your name as the occupant. It is also critical that they sign the cosigner agreement, and have it notarized.

In order to ensure you a prompt response on your rental status, please fill these portions of our application completely. **An incomplete application will not be processed.**

The application fee is \$25.

Only CHECKS, MONEY ORDERS, or CASHIER'S CHECKS are accepted.

Your application will be judged on the following:

- **Credit score** – Beacon scores of 626 and above will qualify for 1 month's security deposit. Scores between 550-625 will result in a security deposit of 2 month's security deposit. **Scores below 550 will not be approved.**
- **Employment Income** – You must be able to show a gross income (amount before taxes) of **3 times** the rent of the property you are applying for to be approved.
- **Rental Verification** of previous residence (if applicable).

Also, please note the best contact number we can call to reach you. It can take up to 24 hours to process your application. We will call you as soon as we get the outcome. We keep applications on file for ONE Month.



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 Moore Company Rentals (the Landlord) for rent of the following described property located in the City or County of Orangeburg (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 inquires 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 Moore Company Rentals as a security deposit on the Property, which shall be refunded if this application is not accepted. Applicant hereby pays \$ 25.00 nonrefundable application fee.

Signature of Recipient

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

Signature of Landlord

Moore Company Rentals

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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**❖ IF YOU CANNOT PROVIDE (2) TWO CURRENT
PAYCHECK STUBS, PLEASE HAVE YOUR EMPLOYER
COMPLETE THE FOLLOWING:**

Moore Company Rentals would like to verify employment for:

Applicant Name (Please Print)

Applicant Signature

Employer : Please complete the following and return to us via fax
803-535-6213 or mail to:

Moore Company Rentals
1480 Sims Street
Orangeburg, SC 29115

Company Name: _____

Date of Hire: _____

How long employed: _____

Hourly wages/Monthly salary: _____

Average weekly hours worked: _____

Name/ Title of person completing the form: _____

Signature of person completing form

Date

Thank you,
Allison H. Strider
Property Manager

1480 SIMS ST. (29115)
P.O. BOX 321 (29116-0321)
ORANGEBURG, SC

Phone 803-536-1375
Fax 803-535-6213
Email: astrider@c21tmg.com





PERMISSION TO RUN CREDIT REPORT

I, _____, give Moore Company Rentals permission to run a credit report with Equifax. Once my credit report has been pulled, I also understand that my credit worthiness will be reviewed as a part of the qualifying process to rent an apartment or home.

❖ Any credit report resulting in a Beacon score of BELOW 550 will result in an automatic denial for any rental. Any Beacon score between 550- 625 will result in a required deposit of two month's rent. Any Beacon score above 625 will result in a deposit equal to one month's rent.

I also understand that I am responsible for a **\$25.00** processing fee for running the credit report regardless of whether or not I am approved as a tenant of Moore Company Rentals.

If there is no verifiable rental history, Moore Company Rentals could require a deposit of up to one and one half month's rent.

All applicants are entitled to a copy of their credit report if denied. Please call Equifax at 1-800-685-1111 to learn more about getting a copy of your credit report.

Applicant Signature

Date

Moore Company Rentals Witness

Date

1480 SIMS ST. (29115)
P.O. BOX 321 (29116-0321)
ORANGEBURG, SC

Phone 803-536-1375
Fax 803-535-6213
Email: astrider@c21tmg.com





CO-SIGNER AGREEMENT ADDENDUM

This addendum is attached to and made a part of the Residential Rental Agreement and all addendums dated _____ between Moore Company Rentals and _____ (tenant) and _____ (co-signer)

for the property located at:

_____.

I hereby acknowledge that I (initial ONE) will _____/ have _____ read the lease agreement and that I am fully aware of when rent is due, and all applicable fees and late charges.

As co-signer to the lease, in the event that the tenant does not comply with the lease agreement, I agree to accept total financial responsibility for the lease agreement.

This agreement is continuing and shall not be revoked or discharged by any extension, renewal, modification or assignment of the terms of the original lease agreement.

CO-SIGNER SIGNATURE

NOTARY:

Signed before me this _____ day of _____, 20__ at _____.

Notary Public, State of _____

My commission expires: _____

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