

# Scott Properties of Charleston, LLC

The Property Management & Home Rental Experts  
Founded on Values – Built on Integrity

Thank you in advance for your rental application submission. Each applicant must provide the following information before we can start processing your application. This information can be scanned and sent back to Scott Properties of Charleston at [info@ScottRentsCharleston.com](mailto:info@ScottRentsCharleston.com). You can also fax the required information to us at (843) 972-9014. The required application fee per applicant must be paid before Scott Properties will begin the application process.

- Application Fee - The application fee can be paid on the Scott Properties of Charleston website. Follow the simple steps to make your application fee payment after the application form has been filled out.
- Sign & Date Attached Disclaimer Form
- Copy of Driver's License
- Proof of Employment & Income - We will ONLY accept the following as proof of employment & income. We will accept your last two (2) pay check stubs, current W-2 or last two years of tax returns.
- Self-Employed Applicants – Self-employed applicants must provide previous two (2) year's tax returns as proof of employment & income.

**RESTRICTION** - City ordinances and neighborhood Home Owners Associations sometimes prevent Scott Properties of Charleston from renting to multiple non-related people in the same dwelling UNLESS the dwelling is designated as student housing. If the dwelling is designated as student housing, all students MUST have a parent or other immediate family member co-sign the rental agreement on their behalf.

The application processing time will take approximately two (2) business days. There is no need to call Scott Properties to find out the outcome of your application. After the application is processed and Scott Properties has the opportunity to review the results, we will notify you on whether or not the application was approved or denied. If you don't hear back from us within two business days you are welcome to call us and we will provide you with an application update.

Keep in mind that the two-business day clock will begin after all the required documents are received by Scott Properties. We look forward to the opportunity to assist you and your family in your home search. Thanks in advance for your understanding of this application process and if you have any question, don't hesitate to call us at (843) 972-9008 Ext 2.

(843) 972-9008, Ext 2 or  
email  
info@ScottRentsCharleston.com

# Tenant Application Form

## Leasing Office Hours

Mon-Fri 8:30 to 5:30

## Scott Properties of Charleston, LLC

Thank you for choosing Scott Properties of Charleston. Please complete this on-line application to get started. After you submit the application to Scott Properties you will be prompted to pay a **\$50.00 application fee**. **Once you e-sign the application, you will be prompted to upload all the documents that we need to begin the application process.** If you have any questions after completing the application process, don't hesitate to call us at (843) 972-9008, Ext 2. All of us here at Scott Properties look forward to serving you.

### IMPORTANT NOTES:

Keep in mind that each applicant must qualify on their own in order for the application to be approved. Multiple applicants applying for the same home can't pool income, credit reports & rental history. The only exceptions to this rule would be for FULL time students & spouses. For student applicants, each student will have to have a parent or other immediate family member co-sign on their behalf.

We will do a background check, credit check, check previous rental history, verify employment and verify income. Your net income (after taxes) has to be three (3) times the monthly rent amount, for the home you are applying for, in order to meet the income requirements. In order for an application to be considered, an applicant MUST provide either TWO YEARS of rental history or provide proof of on time mortgage payments over the last two years. NO EXCEPTIONS! If an applicant does not have good rental history or has made late mortgage payments at any time over the last two years, the application will be denied. **APPLICANTS MUST ALSO HAVE RENTAL HISTORY PAYING A COMPARABLE RENT AMOUNT TO THE HOME THAT IS BEING APPLIED FOR. Applicants convicted of a felony will be denied. All applications submitted by prospective tenants that have filed for bankruptcy or foreclosed on a mortgage in the last five years will be denied.**

**RESTRICTION** - City ordinances and neighborhood Home Owners Associations prevent Scott Properties from renting to more than two unrelated people in the same dwelling UNLESS the dwelling is designated as student housing. If the dwelling is designated as student housing, all students MUST have a parent or other immediate family member co-sign the rental agreement on their behalf.

Scott Properties will only accept co-signers for FULL time students only. Each student applying for student housing will have to have a parent or other immediate family member co-sign on their behalf. Each student will need to complete a separate application with the co-signer as the co-applicant.

**PETS:** Pets are not allowed in all of our rental property locations. If you have a pet and are unsure on whether or not the home you are applying for allows pets, you will need to contact Scott Properties to verify before completing the application. If pets are allowed, NO pets weighting over 25 LBS, full grown, will be allowed or approved for any of our available rental properties. We must also receive, from your previous landlord, good rental history with the pet. A \$250.00 non-refundable pet deposit will be charged for each pet at the time the lease is signed by all parties.

\* Required Fields

### Personal Info

First Name *	<input type="text"/>	Current Address *	<input type="text"/>
Full Middle Name	<input type="text"/>	Address Cont.	<input type="text"/>
Last Name *	<input type="text"/>	City *	<input type="text"/>
Suffix	<input type="text"/>	State / Province *	<input type="text"/>
Maiden Name	<input type="text"/>	Zip / Postal Code *	<input type="text"/>
Gender *	<input type="text"/>	Rent or Own? *	<input type="text"/>
Home Phone *	<input type="text"/>	Landlord Name *	<input type="text"/>
Mobile Phone *	<input type="text"/>	Landlord Phone *	<input type="text"/>
Email *	<input type="text"/>	Rent Amount *	<input type="text"/>
SSN/SIN *	<input type="text"/>	Rent Period *	<input type="text"/>

Date of Birth \*   
 Driver's License # \*   
 Driver's License State \*   
 Do you or the other prospective tenant(s) smoke? \*  Yes  No

At this address since? \*

**Prior Residence(s)**

Address \*   
 Address Cont.   
 City \*   
 State / Province \*   
 Zip / Postal Code \*   
 Rent or Own? \*

Landlord/Manager Name \*   
 Landlord/Manager Phone \*   
 Rent Amount \*   
 Rent Period \*   
 Move in date \*   
 Move out date \*

**Employment**

Employment #1

Currently Employed? \*   
 Employer Name \*   
 Contact Name for Verification \*   
 Phone Number \*

Occupation \*   
 Monthly Gross Income \*   
 Employment Start \*   
 Employment End \*

**Other Applicants and Adult Household Members**

Other Applicants and Adult Household Members #1

Is Primary Contact Spouse?  Yes  No  
 Relationship \*   
 First Name \*   
 Full Middle Name   
 Last Name \*   
 Suffix   
 Maiden Name   
 Gender \*   
 Home Phone \*   
 Mobile Phone \*   
 Email \*   
 SSN/SIN \*   
 Date of Birth \*   
 Driver's License # \*   
 Driver's License State \*

Current Address \*   
 Address Cont.   
 City \*   
 State / Province \*   
 Zip / Postal Code \*   
 Rent or Own? \*   
 Landlord Name \*   
 Landlord Phone \*   
 Rent Amount \*   
 Rent Period \*   
 At this address since? \*

Prior Residence(s)

Address \*   
 Address Cont.   
 City \*

Landlord/Manager Name \*   
 Landlord/Manager Phone \*   
 Rent Amount \*

State / Province \*   
Zip / Postal Code \*   
Rent or Own? \*

Rent Period \*   
Move in date \*   
Move out date \*

Employment #1

Currently Employed? \*   
Employer Name \*   
Contact Name for Verification \*   
Phone Number \*

Occupation \*   
Monthly Gross Income \*   
Employment Start \*   
Employment End \*

**Lease Guarantor Applicants**

Lease Guarantor Applicants #1

First Name \*   
Full Middle Name   
Last Name \*   
Suffix   
Maiden Name   
Gender \*   
Home Phone \*   
Mobile Phone \*   
Email \*   
SSN/SIN \*   
Date of Birth \*   
Driver's License # \*   
Driver's License State \*

Current Address \*   
Address Cont.   
City \*   
State / Province \*   
Zip / Postal Code \*   
Rent or Own? \*   
Landlord Name \*   
Landlord Phone \*   
Rent Amount \*   
Rent Period \*   
At this address since? \*

Employment #1

Currently Employed? \*   
Employer Name \*   
Contact Name for Verification \*   
Phone Number \*

Occupation \*   
Monthly Gross Income \*   
Employment Start \*   
Employment End \*

**Pets**

Pets #1

Name \*   
Breed \*   
Weight \*   
Gender \*   
Declawed? \*  Yes  No  
Where is this pet kept? \*

Type \*   
Color \*   
Age \*   
Neutered? \*  Yes  No  
Current rabies shot? \*  Yes  No

**Background**

Have you (or any person you have named on this application) ever been evicted from a tenancy or left owing \*

money?

\*  Yes  No

If answering yes, explain: \*

\_\_\_\_\_

Do you or any of the members of your household have pending criminal charges, or ever been convicted of, plead guilty or no contest to, any criminal offense(s) or had any criminal offense(s) other than traffic infractions that were disposed of other than by acquittal or a finding of "not guilty"?

\*  Yes  No

If answering yes, provide the year, degree: \*

\_\_\_\_\_

Have you (or any person you have named on this application) ever filed for, or currently involved in a bankruptcy, been foreclosed on, or been a defendant in a civil suit?

\*  Yes  No

If answering yes, describe the action and what year? \*

\_\_\_\_\_

Reference #1 Name \* \_\_\_\_\_

Reference #1 Phone \* (\_\_\_\_) - \_\_\_\_\_

Reference #2 Name \_\_\_\_\_

Reference #2 Phone (\_\_\_\_) - \_\_\_\_\_

**Other Information**

Current Landlord Email or Fax # \_\_\_\_\_

Property of Interest \* \_\_\_\_\_

Previous Landlord Email or Fax # \_\_\_\_\_

Occupants - Under Age 18 \_\_\_\_\_

**Legal**

This is the last step that you need to complete in order to submit your application. Read the information contained in the below application disclaimer. The disclaimer certifies that all the information contained in your application is true and complete. The disclaimer also gives Scott Properties authorization to obtain the information necessary to approve or deny the submitted application.

If you agree with the disclaimer, click the below "I Agree and affirm all the above" button and e-sign the application. This is considered submitting & signing your application with an electronic signature. Once you click "I Agree and affirm all the above" button, your application is submitted and can not be changed. You will receive notification & verification that your application submission was received. You will also receive an email explaining next steps required to complete the application process.

I certify that all the information contained in the online application is true and complete to the best of my knowledge and belief. I understand that any misrepresentations or falsifications will result in application rejection. I am authorizing Scott Properties to verify all information on application to include running my credit report, running a background check & checking my past rental history. I understand that once my application is approved, a security deposit will have to be collected in order to hold the property. If an applicant decides for any reason not to rent the property, this security deposit is non-refundable. I also understand that in order to change any information on my application, I will need to contact Scott Properties at (843)972-9008, Ext 2 or by fax at (843)972-9014.

\* I Agree and affirm all of the above

All Applicants, co-applicants and guarantors (if any) must sign below:

.....  
Printed Name

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Signature

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Date

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Printed Name

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Signature

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Date

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Printed Name

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Signature

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Date

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Printed Name

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Signature

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Date