

Application and Rental Acceptance Requirements

**Revised
June, 2016**

All applicants that are currently 18 years of age and older and will be living in the rental property being applied for must provide a valid identification such as a state driver's license, state identification, military identification or other recognized identification as well as a social security card, US work visa, green card or passport so that we may complete a Credit, Criminal and Renters History background check through Equifax.

The responsible prospective tenants must provide proof of verifiable income such as their last few pay stubs, offer of employment, or tax returns and bank statement showing they have an ample combined income totaling at least three times the monthly rent required for the rental property. Work history and length employment may be considered when determining a tenant's security deposit.

Credit requirements include a suitable credit score. To qualify for a single deposit your credit score must be greater than 580. If your credit score is between 550 and 580 you can be charged a deposit and one half. If your score is between 500 and 550 you can be charged a double security deposit. We do not accept Equifax credit scores less than 500. Security deposits may be higher or denied because of too many delinquent payments, non-payments of credit cards, auto repossessions, foreclosures or government tax liens / judgements or a history of not paying your debt. Credit Karma scores are not accepted due to their lack of up to date reporting.

Rental history requirements. If you have been previously evicted with in the last 10 years we can deny you a rental property. If you receive a bad rental history report from a previous landlord because of but not limited to, late payments, property neglect, frequent disturbances or cleanliness problems you may be charged a higher security deposit or denied the rental property

Criminal history requirements. Anderson Property Management may deny you a rental property because you were charged or convicted as a violent felony or sex offender. You may be denied because of drug manufacturing or drug trafficking charges or convictions. We strictly monitor cases of domestic violence as these are high risk factors for tenants. If you were charged or convicted of domestic violence you must show proof you have successfully complete the anger management program. Tenants may be charged a higher security deposit or denied based on their criminal charges and convictions.

All prospective tenants are evaluated on their risk factors as it pertain to the care of the rental property, rental contract requirements, tenant conduct and their ability to pay their rent in a timely manner. All factors are considered when determining a tenant's security deposit

Anderson Property Management Inc. strives to deliver higher quality rental properties to our tenants in turn we demand higher standards from our tenants as we have high expectations of our tenants to properly maintain and care for their rental property.

All application fees are non-refundable as we outsource our background checks to another business for processing.

All properties managed by Anderson Property Management Inc. are individually owned. Anderson Property Management Inc. does not own any of the rental properties offered for lease. All request for repairs, upgrades or other contingencies involving financial expenditure must be authorized and approved by the rental property owner.

Sincerely; Management of Anderson Property Management Inc.



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Tenant Application
Please read carefully before applying

Notice to all applicants: All application fees are non-refundable regardless of reason as these reports are outsourced to Equifax. All applicants are screened Nationwide through Equifax for Credit, Criminal, Rental History and Employment Verification and History. All applicants must have at least a 500 credit score or higher to qualify for acceptance. Security deposits are based on risk factors found in the background checks. They may range from a double deposit to a single deposit depending on risk factors. A security deposit is equal to one month's rent or higher based on risk factors. Any false reporting by an applicant can result in the applicant being denied consideration for tenancy acceptance. Anderson Property Management will not rent to persons charged or convicted in disruptive and disturbing criminal behavior to include, but not limited to sex offenders, violent felons, certain drug related crimes, crimes against persons, and crimes against property. Anderson Property Management Inc. will not rent to persons evicted within the last 10 years or have multiple evictions filed against them. An applicant's gross income must be at least three times the rental rate to qualify for a rental property. Anderson Property Management Inc. does not allow subleasing. All accepted applicants must obtain renters insurance to cover all perils and loss of use and Anderson Property Management must be named as other interested party. Pets are allowed on a case by case basis and aggressive breeds of dogs and all exotic animals are strictly prohibited. All rental units are non-smoking and no one not listed on the lease will be allowed to reside at the rental property without approval and a background check through APM and added to the lease as a tenant. All accepted applicants must transfer all utilities and pay all up-front fee before they will be allowed to take possession of the rental property. Application fees are as stated \$50.00 for individuals, married couples and a person with minor children. Each additional adult not meeting the before mentioned requirements 18 years and over must pay an additional \$25.00 each.

Please print in black or blue ink and please write legibly

Initial by each of the following that I understand the following:

1. My credit score, rental history and criminal history will affect whether or not I will be accepted and directly affect how much security deposit I will be charged.
2. APM does not rent to sex offenders, charged and convicted violent felons, and persons charged or convicted of drug manufacturing or distribution.
3. I understand my application fee is non-refundable.
4. I must pay all up front cost such as first month rent and security deposit, key fee, and pet fees before I can take possession of the rental.
5. There will be a \$75.00 security key fee that is used to rekey the rental before I take possession. The fee is non-refundable.
6. I will need renters insurance to cover all perils, loss of use and APM as other interested party before I take possession of the rental.
7. I know I will need to transfer all utilities into my name prior to taking possession of the rental.
8. I know that my security deposit will never count as last month's rent.
9. I know my security deposit will only hold the property 10 business days and will not be refundable if I decide not to take the property.
10. I understand the pet policy and pet fees for Anderson Property Management Inc.
11. I understand that I cannot have a trampoline or above ground pool at properties managed by APM.
12. If two qualified applicants have applied for the same rental the first to put up their security deposit will get the rental.

How much rent are you able to afford \$ _____, Date needed? _____

Which property are you applying for? _____

APPLICANT 1

Personal information: Please use your full name

Applicants Name: _____
First Middle Last

Maiden Name / Jr, Sr, Etc. _____, DOB: ____/____/____, SSN: ____-____-____

State ID/DL: ____ / _____, Email: _____
State Driver's License Number Please list the email you most commonly view as this will be how we communicate with you.

Cell Phone Number (____)-(____)-(____), Business Phone Number (____)-(____)-(____)

Name of your nearest relative not living with you: _____, Phone#: (____)-(____)-(____)

Rental History

Current Address: _____ City _____ State _____ Zip _____
If you lived here less than 2 years please provide other address below

Landlord Name: _____, Ph# (____)-(____)-(____), How Long did you rent here: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Landlord Name: _____, Ph# (____)-(____)-(____), How long did you rent here: _____

Have you ever been evicted: _____, if "yes" Explain: _____.

Employment / Income Verification

Employer: _____ Supervisor: _____ Ph#: (____)-(____)-(____)

Length of employment: _____, are you continuing employment with this company: _____

If "No" explain: _____
If you are transitioning to new employment we will need an offer of employment and proposed salary from your new employer's HR Dept.

Amount of Income: \$ _____ (Circle one) Weekly/ Bi-weekly/Monthly/ Yearly. Other Income: \$ _____

Explain: _____

Criminal History

Have you been charged or convicted of any crimes: _____, If "Yes" Explain: _____
_____.

Have you had any civil judgements or liens filed against you in the last 10 years: _____, If "Yes" Explain: _____
_____.

Credit History

Do you know your Equifax Credit Score: _____, if "Yes" List your Score _____
Notice: Too many collections, charge off, liens, judgements, or foreclosures can greatly affect your score and risk factors causing your security deposit to be higher.

For issuance of vehicle identification sticker provide the following.

Your vehicles, Make/ Model/ Year /Tag/ Vin #/Color: _____
If you change vehicles it will be up to you to notify us for an additional sticker

APPLICANT 2

Personal information: Please use your full name

Applicants Name: _____
First Middle Last

Maiden Name / Jr, Sr, Etc. _____, DOB: ____/____/____, SSN: ____-____-____

State ID/DL: ____ / _____, Email: _____
State Driver's License Number Please list the email you most commonly view as this will be how we communicate with you.

Cell Phone Number (____)-(____)-(____), Business Phone Number (____)-(____)-(____)

Name of your nearest relative not living with you: _____, Phone#: (____)-(____)-(____)

Rental History

Current Address: _____ City _____ State _____ Zip _____
If you lived here less than 2 years please provide other address below

Landlord Name: _____, Ph# (____)-(____)-(____), How Long did you rent here: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Landlord Name: _____, Ph# (____)-(____)-(____), How Long did you rent here: _____

Have you ever evicted: _____, if "yes" Explain: _____

Employment / Income Verification

Employer: _____ Supervisor: _____ Ph#: (____)-(____)-(____)

Length of employment: _____, are you continuing employment with this company: _____

If "No" explain: _____
If you are transitioning to new employment we will need an offer of employment and proposed salary from your new employer's HR Dept.

Amount of Income: \$ _____ (Circle one) Weekly/ Bi-weekly/Monthly/ Yearly. Other Income: \$ _____

Explain: _____

Criminal History

Have you been charged or convicted of any crimes: _____, If "Yes" Explain: _____

Have you had any civil judgements or liens filed against you in the last 10 years: _____, If "Yes" Explain: _____

Credit History

Do you know your Equifax Credit Score: _____, if "Yes" List your Score _____
Notice: Too many collections, charge off, liens, judgements, or foreclosures can greatly affect your score and risk factors causing your security deposit to be higher.

For issuance of vehicle identification sticker provide the following.

Your vehicles, Make/ Model/ Year /Tag/ Vin #/Color: _____
If you change vehicles it will be up to you to notify us for an additional sticker

APPLICANT 3

Personal information: Please use your full name

Applicants Name: _____
First Middle Last

Maiden Name / Jr, Sr, Etc. _____, DOB: ____/____/____, SSN: ____-____-____

State ID/DL: ____ / _____, Email: _____
State Driver's License Number Please list the email you most commonly view as this will be how we communicate with you.

Cell Phone Number (____)-(____)-(____), Business Phone Number (____)-(____)-(____)

Name of your nearest relative not living with you: _____, Phone#: (____)-(____)-(____)

Rental History

Current Address: _____ City _____ State _____ Zip _____
If you lived here less than 2 years please provide other address below

Landlord Name: _____, Ph# (____)-(____)-(____), How Long did you rent here: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Landlord Name: _____, Ph# (____)-(____)-(____), How Long did you rent here: _____

Have you ever evicted: _____, if "yes" Explain: _____

Employment / Income Verification

Employer: _____ Supervisor: _____ Ph#: (____)-(____)-(____)

Length of employment: _____, are you continuing employment with this company: _____

If "No" explain: _____
If you are transitioning to new employment we will need an offer of employment and proposed salary from your new employer's HR Dept.

Amount of Income: \$ _____ (Circle one) Weekly/ Bi-weekly/Monthly/ Yearly. Other Income: \$ _____

Explain: _____

Criminal History

Have you been charged or convicted of any crimes: _____, If "Yes" Explain: _____

Have you had any civil judgements or liens filed against you in the last 10 years: _____, If "Yes" Explain: _____

Credit History

Do you know your Equifax Credit Score: _____, if "Yes" List your Score _____

Notice: Too many collections, charge off, liens, judgements, or foreclosures can greatly affect your score and risk factors causing your security deposit to be higher.

For issuance of vehicle identification sticker provide the following.

Your vehicles, Make/ Model/ Year /Tag/ Vin #/Color: _____
If you change vehicles it will be up to you to notify us for an additional sticker

Non Responsible Tenants under the Age of 18

List any minor children that will be living with any adult applicant.

- 1. Name: _____, DOB: _____ Age: _____
- 2. Name: _____, DOB: _____ Age: _____
- 3. Name: _____, DOB: _____ Age: _____
- 4. Name: _____, DOB: _____ Age: _____
- 5. Name: _____, DOB: _____ Age: _____

Pet Questioner

Pet Notice:

No pet will be accepted without the written expressed authorization of Anderson Property Management Inc. and the property owner. Pets will not be allowed to stay at the rental property without first paying the appropriate pet fees. Any unauthorized pet found to be at one of our rental properties will result in a demand for the immediate removal of the pet and fines for any found pet damages regardless of the reason or situation. Failure to comply will result in eviction being filed and loss of your security deposit.

All properties do not allow pets, it's based on a case by case basis and up to the property owner to decide if they will accept a pet. Anderson Property Management Inc. does not own any of the properties managed by our company and pets are accepted at the sole discretion of the property owner. We only set the pet fee amounts that will be collected per pet based on the pet's size and weight. At no time will exotic animals of any kind be accepted; to include, reptiles, fish, and insects,

Pets weighing under (25) Twenty-five pounds will be charged at a rate of \$300.00 per pet. Pets weighing more than (25) Twenty-five pounds will pay a rate of \$500.00 per pet. Pet owners are still held responsible for any pet damages the pet may cause during tenancy as these fees only cover the pets rent during tenancy.

When considering having a pet at a property managed by Anderson Property Management Inc. It is important to know when it comes to dogs, certain aggressive breed dogs as determined by the insurance institute will not be allowed due to their propensity to cause harm. We provide a list of dogs we do not accept.

SERVICE ANIMALS

Based on the specific need for a service animal (a dog only) will one be considered. Just as an emotional support animal only may not be reason alone to accept a service animal there must be a verifiable need for us to accept a service animal; such as blindness, disease symptom recognition (such as pre seizure onset), Post-traumatic stress disorders, These dogs will come with certain certifications and training certificates that must be presented when applying. The animal must present a certain level of obedience and discipline training. A person that qualifies as having need of a service animal may have only one service dog.

Pet Description

- 1. Type: _____, Breed: _____, Weight: _____, Age: _____.
- Disposition of the pet: _____ . In door or out door or both: _____.
- If indoor only is it kennel kept when away: _____ . It the pet potty trained: _____.
- Copy of current Vaccination provided: _____ . Pet Picture: _____.
- Treatment type for fleas & ticks: _____.
- Veterinarian Name: _____, Phone #: _____.

Pets Continued

2. Type: _____, Breed: _____, Weight: _____, Age: _____.
- Disposition of the pet: _____. In door or out door or both: _____.
- If indoor only is it kennel kept when away: _____. It the pet potty trained: _____.
- Copy of current Vaccination provided: _____. Pet Picture: _____.
- Treatment type for fleas & ticks: _____.
- Veterinarian Name: _____, Phone #: _____.

Service animal only

3. If your dog is a service animal please provide the following:
- A. Training certificate certifying the animal as a service animal. All three levels of training required or Government certification.
 - B. State specifically what the animal is certified for: PTSD, disease detection, blindness, etc.
 - C. Your specific requirement need for the service animal. (Some people own a service animal but have no specific need themselves for the animal this does not qualify the animal to us as a service animal but as a well trained pet.)

Signature of Applicants

Applicant #1: _____ Date: _____

Applicant #2: _____ Date: _____

Applicant #3: _____ Date: _____

I acknowledge by signing this application that I have been truthful and honest with all my answers and that if any of this information is found to be false or intentionally misleading to the reviewer from Anderson Property Management Inc. that I will be disqualified from further consideration of the rental property I am applying . Application fee are non-refundable for any reason. If at a later date following an acceptance for this rental property this information is found to be false or intentionally misleading we can evict you form the rental property for falsifying a rental property application.