

# RENTAL APPLICATION



RENTAL PROPERTY ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

AGENT _____	RENT: \$ _____	DEPOSIT: \$ _____	LEASE TERM: _____ MOS.	MOVE IN DATE: _____
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## PERSONAL

FULL NAME OF APPLICANT \_\_\_\_\_  
 SOCIAL SECURITY # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ DL# \_\_\_\_\_ STATE \_\_\_\_\_  
 PRESENT ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
 HOME # \_\_\_\_\_ WORK # \_\_\_\_\_ EXT \_\_\_\_\_ CELL \_\_\_\_\_  
 IF CURRENTLY RENTING, RENT AMOUNT \$ \_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 MANAGEMENT COMPANY \_\_\_\_\_ PHONE# \_\_\_\_\_  
 PREVIOUS ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

## CO-APPLICANT

NAME OF CO-APPLICANT \_\_\_\_\_  
 SOCIAL SECURITY # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ DL# \_\_\_\_\_ STATE \_\_\_\_\_  
 PRESENT ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
 HOME# \_\_\_\_\_ WORK# \_\_\_\_\_ EXT \_\_\_\_\_ CELL \_\_\_\_\_  
 IF CURRENTLY RENTING, RENT AMOUNT \$ \_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 MANAGEMENT COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_  
 PREVIOUS ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

**PETS** PLEASE LIST ALL (INCLUDE BREED, AGE, SIZE & SEX) \_\_\_\_\_  
 \_\_\_\_\_

## EMPLOYMENT

CURRENT EMPLOYER: \_\_\_\_\_ PHONE \_\_\_\_\_  
 POSITION \_\_\_\_\_ SALARY \$ \_\_\_\_\_ PER \_\_\_\_\_  
 IF EMPLOYED AT ABOVE FOR LESS THAN SIX (6) MONTHS, PLEASE GIVE PREVIOUS EMPLOYER INFORMATION \_\_\_\_\_

## CO-APPLICANT

CURRENT EMPLOYER: \_\_\_\_\_ PHONE \_\_\_\_\_  
 POSITION \_\_\_\_\_ SALARY \$ \_\_\_\_\_ PER \_\_\_\_\_  
 IF EMPLOYED AT ABOVE FOR LESS THAN SIX (6) MONTHS, PLEASE GIVE PREVIOUS EMPLOYER INFORMATION \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source, and person (banker, employer, etc.) who we could 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 the application.

AMOUNT \$ \_\_\_\_\_ SOURCE \_\_\_\_\_

## VEHICLE INFORMATION

list all vehicles that will be parked on the premises  
 (1) VEHICLE MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_  
 YEAR \_\_\_\_\_ TAG # \_\_\_\_\_ STATE \_\_\_\_\_  
 (2) VEHICLE MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_  
 YEAR \_\_\_\_\_ TAG# \_\_\_\_\_ STATE \_\_\_\_\_

In case of an emergency, please notify \_\_\_\_\_ phone \_\_\_\_\_  
 address \_\_\_\_\_ relationship \_\_\_\_\_

THE UNDERSIGNED PERSON(S) REPRESENTS THAT ALL THE ABOVE STATEMENTS ARE TRUE AND COMPLETE AND HEREBY AUTHORIZE VERIFICATION OF SUCH INFORMATION. FALSE INFORMATION GIVEN ABOVE SHALL ENTITLE OWNER TO (1) REJECT THIS APPLICATION, (2) RETAIN THE DEPOSITS AS LIQUIDATED DAMAGES FOR OWNER'S TIME AND EXPENSE OF PROCESSING THIS APPLICATION AND (3) TERMINATE RESIDENT'S RIGHT OF OCCUPANCY. FALSE INFORMATION MAY ALSO CONSTITUTE A SERIOUS CRIMINAL OFFENSE UNDER THE LAWS OF THIS STATE.

AT THE TIME OF SUBMITTING THIS APPLICATION, APPLICANT AGREES TO PAY THE NON-REFUNDABLE APPLICATION FEE OF \$50.00. APPLICANT HAS READ AND UNDERSTANDS APPLICATION AND LEASING POLICIES. AT TIME OF LEASE SIGNING, THERE IS A NON-REFUNDABLE ADMINISTRATIVE FEE OF \$100.00.

APPLICANT HEREBY DEPOSITS A SUM EQUAL TO ONE-MONTH'S RENT AS PROOF OF APPLICANTS GOOD FAITH INTENTION TO OCCUPY THE UNIT AS OF THE MOVE-IN DATE STATED ABOVE. FAILURE TO INFORM MANAGEMENT WITHIN THREE (3) DAYS FROM THE SUBMISSION OF THIS APPLICATION OF ANY INTENTION NOT TO OCCUPY THE UNIT AS AGREED HEREIN, SHALL ENTITLE MANAGEMENT THE RIGHT TO RETAIN THE FULL DEPOSIT AS LIQUIDATED DAMAGES.

BY SIGNING THIS APPLICATION, APPLICANTS AGREE TO HAVE THEIR CREDIT REPORT PULLED TO VERIFY CREDIT.

**X** \_\_\_\_\_ DATE \_\_\_\_\_  
 Signature  
 Applicant

**X** \_\_\_\_\_ DATE \_\_\_\_\_  
 Signature  
 Co-Applicant

Approved  
 Denied

BobCapesPropertyManagement, Inc.

**BOB CAPES PROPERTY MANAGEMENT, INC.**<sup>®</sup> LEASES RENTAL PROPERTIES IN THE GREATER COLUMBIA AREA. WE HAVE ESTABLISHED A REPUTATION IN COLUMBIA AND SURROUNDING AREAS OF PROVIDING FINE MANAGEMENT, LEASING, AND SALES SERVICES TO A WIDE RANGE OF CLIENTELE. OUR AVAILABILITIES ARE LISTED ON [WWW.RENTCOLUMBIA.COM](http://WWW.RENTCOLUMBIA.COM). WE APPRECIATE YOUR INTEREST IN OUR AFFORDABLE RENTAL PROPERTIES.

## APPLICATION AND LEASING POLICIES

### APPLICATIONS:

THERE IS A \$50.00 (NON-REFUNDABLE) APPLICATION PROCESSING FEE FOR EACH APPLICANT. WE RUN A CREDIT CHECK FOR EVERY APPLICANT NAMED. EMPLOYMENT VERIFICATION AND RENTAL HISTORY WILL BE CHECKED, PLEASE PROVIDE ACCURATE INFORMATION WHEN APPLYING TO EXPEDITE APPLICATION APPROVAL. CREDIT REPORTS SHOULD REFLECT CREDIT IN GOOD STANDING, UNLESS APPLICANT CAN PROVIDE PROOF OF EXTENUATING CIRCUMSTANCES AND SHOWS IMPROVAL OF CREDIT SCORE. IF YOU BELIEVE THAT YOU DO NOT HAVE SUFFICIENT CREDIT, YOU WILL NEED A CO-SIGNER ON THE LEASE OR A GUARANTOR AGREEMENT. ALL CO-SIGNERS OR GUARANTORS MUST FILL OUT A SEPARATE APPLICATION AND PAY AN ADDITIONAL \$50.00 APPLICATION FEE. SELF EMPLOYED APPLICANTS MUST SUPPLY DOCUMENTATION OF INCOME SUCH AS TAX RETURNS, BANK STATEMENTS OR NOTARIZED ACCOUNTING STATEMENTS.

SECTION 8 OR OTHER SUBSIDIZED HOUSING APPLICATIONS WILL NOT BE ACCEPTED.

### SECURITY DEPOSITS:

ONCE YOU HAVE FOUND ONE OF OUR RENTAL PROPERTIES AND DECIDE TO APPLY, YOU MUST PLACE A SECURITY DEPOSIT IN ORDER TO SECURE THE PROPERTY. THE SECURITY DEPOSIT IS EQUAL TO ONE MONTHS RENT. ALL SECURITY DEPOSITS ARE HELD IN EARNEST AND WILL BE RETURNED WITHIN THIRTY (30) DAYS OF MOVE-OUT, PENDING INSPECTION. ONCE YOUR APPLICATION IS APPROVED, YOU HAVE THREE BUSINESS DAYS TO REVOKE YOUR APPLICATION IF YOU SO CHOOSE, WITHOUT FORFEITURE OF SECURITY DEPOSITS.

### LEASING:

LEASES ARE FOR TWELVE (12) MONTHS, UNLESS VARIABLE LENGTH HAS BEEN NEGOTIATED WITH THE PROPERTY OWNER. LEASE RENEWALS ARE GENERALLY OFFERED AT THE END OF LEASE TERM, PENDING OWNER APPROVAL. MONTH-TO-MONTH LEASING IS ALSO ALLOWED AFTER THE COMPLETION OF LEASE TERM, AT AN ADDITIONAL COST OF \$50.00 PER MONTH. A NON-REFUNDABLE ADMINISTRATIVE FEE WILL BE CHARGED AT TIME OF LEASE SIGNING.

### RENT PAYMENTS:

RENTS ARE PAYABLE BY CHECKS, CERTIFIED FUNDS OR MONEY ORDERS ONLY TO **BOB CAPES PROPERTY MANAGEMENT, INC. (BCPM)** AT 2000 PARK STREET, SUITE 102. RENT IS CONSIDERED LATE IF NOT RECEIVED BEFORE 5PM ON THE 5<sup>TH</sup> DAY OF THE MONTH WHICH IT IS DUE. LATE FEES ARE 10% OF THE RENTAL AMOUNT PLUS \$5.00 FOR EACH DAY RENT IS NOT RECEIVED. RETURNED CHECK FEES ARE CHARGED FOR ANY CHECK RETURNED FOR ANY REASON BY BANKS. EVICTIONS MAY BE POSTED FOLLOWING THE GRACE PERIOD, AND MAY PROCEED REGARDLESS OF ACCOUNT BEING SATISFIED PER DISCRETION OF PROPERTY MANGER.

### PETS:

PETS ARE ALLOWED AT SELECT RENTAL PROPERTIES. IF YOU ARE A PET OWNER, MAKE SURE THAT THAT YOUR PET IS NOT RESTRICTED DUE TO SPECIES, AGE, SIZE OR BREED BEFORE COMPLETING AN APPLICATION. THERE IS A NON-REFUNDABLE PET FEE OF \$200.00; IN ADDITION, SOME OWNERS MAY REQUIRE PET RENT TO BE ADDED TO YOUR MONTHLY RENT.

### INSURANCE:

THERE IS NO COVERAGE FOR YOUR PERSONAL PROPERTY IN THE CASE OF FIRE, FLOOD, LEAKS, OR OTHER NATURAL DISASTERS. WE STRONGLY ENCOURAGE YOU AS A PROSPECTIVE RENTER TO APPLY FOR RENTER'S INSURANCE TO PROTECT YOUR PERSONAL PROPERTY. THE OWNER'S INSURANCE COVERS ONLY THE STRUCTURE, NOT CONTENTS.



2000 Park Street  
Suite 102  
Columbia, SC 29201

PHONE (803) 343.2700  
FAX (803) 255.2270  
E-MAIL [info@rentcolumbia.com](mailto:info@rentcolumbia.com)  
WEB SITE <http://www.rentcolumbia.com>