

# Rental Application Tips & Guidelines

- After your application is approved, you must place your security deposit with us to reserve a specific unit. We will only hold a property for up to 14 days, after which you will forfeit that deposit if you have not signed your lease.
- You must have your entire security deposit before holding a property, unless otherwise advertised.
- In order to sign your lease, you must set up a lease appointment. If you have an appointment and are more than 10 minutes late, you will have to reschedule your appointment.
- Your first month's rent in full is required at the time of move in, unless otherwise advertised.
- Please ensure that you fill out your payment properly. Unsigned checks/money orders, incomplete or illegible addresses cannot be processed. Late fees will be assessed if we cannot deposit your funds.

Thank you for choosing Moore Company Rentals as your premiere rental property provider.

**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.

You will need to bring your driver's license and social security card. We will make a copy for you. In order to ensure you a prompt response on your rental status, please fill all portions of our application completely. An incomplete application will not be processed. The application fee is \$50. Only CHECKS, MONEY ORDERS, or CASHIER'S CHECKS are accepted.

## **Your application will be judged on the following:**

**Credit score** – Beacon scores of 700 and above will qualify for 1 month's security deposit. Scores between 650-700 will result in a security deposit of 2 month's security deposit. Scores below 650 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 3 business days to process your application. We will call you as soon as we get the outcome. We keep applications on file for ONE Month.

# THE MOORE COMPANY Rental Application

**\$50 Application fee - CHECK, MONEY ORDER, CASHIER CHECKS ONLY**

Please fill out this form completely and sign where indicated. Every occupant over the age of 18 must fill out a separate application. Submitted applications will only be valid for 30 days after processing. If you do not move in within 30 days of approval, you must resubmit your information for re-approval, and another application fee will be required. Information is securely shredded after five years in accordance with our brokerage policy, and therefore will no longer be available for your discovery requests.

Date: \_\_\_\_\_

Address Applying for: \_\_\_\_\_

Full Name of Applicant/Cosigner (print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Have you ever rented from The Moore Company? YES / NO

If so, please provide address: \_\_\_\_\_

Applicant's Current Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Rent/Mortgage Amount: \$ \_\_\_\_\_ How long at current residence? \_\_\_\_\_

Rental Company/Owner's Name and Phone Number: \_\_\_\_\_

\_\_\_\_\_

Reason for Moving from Current Address (Not Applicable if Cosigner):

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Previous Address (last 3 years): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Rent/Mortgage Amount: \$ \_\_\_\_\_

Rental Company/Owner's Name and Phone Number: \_\_\_\_\_

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Reason for Moving from Previous Address (Not Applicable if Cosigner):

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Name and age of occupants of the property other than applicant:

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Do you have any pets? YES / NO

If so, please list breed and approximate age and weight:

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### The Moore Company Pet Policy

Please note, certain properties DO NOT allow pets. Please verify the restrictions on the property you are applying for before submitting your application. **Pet fees are required on ALL rental properties allowing pets. Please ask for more details.**

## EMPLOYMENT INFORMATION

**Please provide 2 current paycheck stubs to prove your income. If you do not have a job but receive other income such as retirement or social security, please provide a benefit letter or bank statement showing deposits from that income source.**

Applicant's Current Employer: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

How Long at Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Monthly Gross Income: \$ \_\_\_\_\_

Other Sources of Income (Child Support, Social Security, Disability, Retirement, Rental Inc., Etc.):

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

**Spouse's Information** (To be used in consideration for applications approval):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

## Spouse's Employment Information

(To be used in consideration for applications approval):

Spouse's Current Employer: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

How Long at Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Monthly Gross Income: \$\_\_\_\_\_

Other Sources of Income (Child Support, Social Security, Disability, Retirement, Rental Inc., Etc.):

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Physical Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

I, \_\_\_\_\_, hereby known as “Applicant” authorizes The Moore Company, hereby known as “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 the Landlord accepts this application, Applicant agrees to execute a rental agreement of the property in the form, which has been exhibited to Applicant by the 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 they have 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.

The Applicant also understands that it is their responsibility to contact local law enforcement to obtain any criminal activity information about the prospective rental unit and the surrounding area. 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 regarding the criminal activity in the area at or near the prospective rental property.

By signing below, I acknowledge that I have read and understand the information mentioned above, and that the personal information provided on the pages of the application is accurate.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse’s Signature (if applicable)

\_\_\_\_\_  
Date

# THE MOORE COMPANY - 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 650 will result in an automatic denial for any rental. Any Beacon score between 650- 700 will result in a required deposit of two months rent. Any Beacon score of 700 or more will result in deposit equal to one month's rent.**

I also understand that I am responsible for a **\$50.00** processing fee for running the credit report regardless of whether or not I am accepted as a tenant of Moore Company Rentals.

If there is no verifiable rental history, The Moore Company could require a deposit of up to two months 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.

Information is securely shredded after five years in accordance with our brokerage policy, and therefore will no longer available for your discovery requests.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Moore Company Witness

\_\_\_\_\_  
Date

