

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
- 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.

**You will also need to bring your driver's license and social security card.
We will make a copy for you.**

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 \$50.

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 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.

MCR

Important Tips

Lease terms are 12 months.

Shorter term leases are not available for every property.

***** Please inquire for details*****

- 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.

MOORE COMPANY RENTALS

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 reapproval, 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: _____

Intended Lease Term: Please circle one - 12 months 6 months Other

*****Shorter term leases are not available for every property, please inquire for details.*****

Full Name of Applicant/Cosigner (print): _____

Date of Birth: _____ SSN# _____

Home #: _____ Cell Phone #: _____

Email address: _____

Have you ever rented from Moore Company Rentals? 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):

Previous Address (last 3 years): _____

City, State, Zip Code: _____

Rent/Mortgage Amount: \$ _____

Rental Company/Owner's Name and Phone Number: _____

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

Name and age of occupants of the property other than applicant (Who will be living at the property?):

Do you have any pets? YES / NO

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

Moore Company Rentals Pet Policy

Please note, certain Moore Company Rentals 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: _____

_____, hereby known as "Applicant" authorizes Moore Company Rentals, 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 this application is accepted by the Landlord, 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

MOORE COMPANY RENTALS

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 months rent. Any Beacon score of 625 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, Moore Company Rentals 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 be available for your discovery requests.

Applicant Signature

Date

Applicant Signature

Date

1480 Sims Street
PO Box 321
Orangeburg, SC 29115
Phone 803-536-1375
Fax 803-535-6207
Email: rentals@c21themooregroup.com

MOORE COMPANY RENTALS

CO-SIGNER AGREEMENT ADDENDUM

This addendum is attached to and made a part of the Residential Agreement and addendums dated _____ between Moore Company Rentals and

_____ (tenant)

_____ (co-signer)

for the property located at:

I hereby acknowledge that I will _____ / have _____ read the lease agreement and that I am fully aware of when the 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 _____, 202__ at _____

NOTARY SIGNATURE

Notary Public, State of _____

My Commission expires: _____

1480 Sims St. (29115)
P.O. Box 321 (29116-0321)
Orangeburg, SC
Phone 803-536-1375
Fax 803-535-6207
Email: rentals@c21tmg.com

