

The Goldsmith Company

451 HAYWOOD ROAD GREENVILLE, SC 29607 297-4970/FAX 297-6207

RESIDENTIAL PROPERTY MANAGEMENT RENTAL APPLICATION

Non-Refundable Application Fee- \$50.00 Per Applicant
Security Deposit & 1st Month's Rent MUST BE PAID IN CASH OR CERTIFIED FUNDS

RENT \$ _____ Security Deposit \$ _____ Pet Deposit \$ _____ Move-In Date _____

PROPERTY APPLYING FOR:

How Did You Hear About This Property: () sign () web () newspaper ad

() other _____ () Realtor referral/ name _____

FULL NAME OF APPLICANT:

SOCIAL SECURITY # _____ BIRTH DATE: _____

DRIVERS LICENSE # & COPY OF: _____ TAG NUMBER: _____

TELEPHONE # WHERE YOU CAN BE CONTACTED: (Work) _____ (Home) _____

e-mail: _____ (Cell) _____

Name, Age, Relationship of other occupants: _____

of PETS: _____ TYPE: _____

Weight: _____

No pets of **any kind** shall be permitted in the leased premises without the consent of the property owner and agreed upon pet deposit(s) / fee(s).

CURRENT ADDRESS: _____

(STREET)

(CITY)

(STATE)

Move In Date: _____ RENT (____) or OWN (____) AMT \$ _____ per month

LANDLORD NAME: _____ PHONE: _____ FAX: _____

REASON FOR MOVING: _____

PREVIOUS ADDRESS: _____

LANDLORDS NAME: _____ PHONE: _____ FAX: _____

Month & Year Move In/Out: _____ Reason for moving: _____

APPLICANT'S EMPLOYER: _____

ADDRESS: _____

POSITION: _____ START DATE: _____ MONTHLY SALARY: _____

SUPERVISOR: _____ PHONE: _____ FAX: _____

SELF EMPLOYED: DOCUMENTATION OF INCOME (I.E. TAX RECORDS, BANK STATEMENTS, NOTARIZED ACCOUNTING STATEMENT) MUST ACCOMPANY APPLICATION

OTHER SOURCE OF INCOME: _____

AMOUNT: _____ How often: per month () OR week ()

*Submit proof of additional income with application

****Complete this section if employed by current employer less than six (6) months**

PREVIOUS EMPLOYER:

ADDRESS: _____

POSITION: _____ SALARY: _____ HOW LONG: _____

SUPERVISOR: _____ PHONE: _____ FAX: _____

(1) Have you ever been convicted of manufacture of drugs or illegal drug use? () YES () NO

(2) Have you ever been evicted from a property or refused to pay rent? () YES () NO

*A Public Record Report will be obtained through Greenville County Records

PERSONAL REFERENCES: (UNRELATED TO THE APPLICANT):

NAME

ADDRESS/PHONE

HOW ACQUAINTED

1. _____

2. _____

EMERGENCY CONTACT INFORMATION: NAME & ADDRESS OF NEAREST RELATIVE

RELATIVE'S TELEPHONE #: (Work) _____ (Home) _____

THE FOLLOWING REPORTS/INFORMATION WILL BE OBTAINED DURING YOUR APPLICATION PROCESS

CREDIT REFERENCES: A CREDIT REPORT WILL BE OBTAINED THROUGH EQUIFAX
PUBLIC RECORDS: Eviction & Criminal History
EMPLOYMENT: Income Verification
RENTAL REFERENCE: Rental History

NOTE: THIS IS AN APPLICATION ONLY AND IN NO WAY DOES IT ASSURE YOU POSSESSION OF THE PREMISES UNTIL YOU HAVE OBTAINED APPROVAL AND SIGNED THE LEASE.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND ANY FALSE INFORMATION PROVIDED WILL AUTOMATICALLY INVALIDATES THE APPLICATION.

I/WE HEREBY AUTHORIZE WM. GOLDSMITH INC., AND LANDLORD, TO PROCURE INFORMATION FROM CREDITORS (Credit History), PUBLIC RECORDS (Eviction & Criminal History), EMPLOYERS (Income Verification), AND LANDLORD'S (Rental Reference) REQUIRED TO EVALUATE THIS APPLICATION, AND TO HOLD HARMLESS ANY PERSON(S) PROVIDING TRUTHFUL INFORMATION NECESSARY FOR EVALUATION.

I HAVE READ AND UNDERSTAND THAT THIS APPLICATION WILL BE AN ATTACHED INTEGRAL PART OF A DULY EXECUTED RESIDENTIAL LEASE.

APPLICANT SIGNATURE

DATE

Revised: 8/17/06

OFFICE USE ONLY Date/Time of Application _____/_____

Date Application Fee Paid: _____ Date Security Deposit Paid: _____

Proposed Move In Date _____ LENGTH OF LEASE: _____

APPROVED/ DENIED BY: _____ Date _____

Applicant Notified By: _____ Date: _____ Denial Letter Mailed _____ (date)

Appointment to sign lease: _____ Date _____ Time * Appt Confirmed By _____ Date _____

GOLDSMITH COMPANY
RESIDENTIAL PROPERTY MANAGEMENT POLICY
PROPERTY ADDRESS: _____

PLEASE READ CAREFULLY AND SIGN BELOW:

1. **APPLICATION FEE:** There is a \$50.00 non-refundable application fee for EACH applicant.
2. **SECURITY DEPOSIT:** In order to place an application on a property a security deposit must accompany the application. This Security Deposit must be paid in cash or certified funds. If the application is denied, the security deposit is refundable. A SECURITY DEPOSIT IS NON-REFUNDABLE AND FORFEITED TO THE PROPERTY OWNER, IF: (I) application is withdrawn prior to complete processing of the application, OR (II) approved applicant withdraws APPLICATION and/or DOES NOT execute the lease for any reason,
3. **LEASE TERM:** Applicant agrees that they are applying for a one year lease. Should applicant desire a different lease term, this must be approved by the owner and additional fees may added to the advertised rental rate. If you require a term other than one year, please indicate the desired lease term _____.
4. **APPLICATION APPROVAL:** Rent must not exceed 1/4 of gross income. Adverse credit history, insufficient credit history, negative employer or prior landlord reference may also be cause to decline this application.
5. **PET DEPOSIT:** Minimum is \$300 and up per pet. Prior approval is necessary from the property owner for pets. A pet deposit is required for caged birds. Upon vacating, premises will automatically be sprayed for fleas and carpet will be professionally cleaned (and deodorized as needed) as specified by GOLDSMITH COMPANY; cost of which will be deducted from pet deposit or regular deposit should cost exceed pet deposit funds.
6. **APPLICATION PROCESSING:** ONCE ALL INFORMATION IS RECEIVED FROM OUTSIDE REFERENCES. Lease application requires a **minimum of two working days to complete.** A credit report is obtained for each applicant.
7. A vacant property may be held (with deposit) for no more than 10 working days.
8. **All properties must be viewed before application will be accepted.** By viewing the referenced property and paying security deposit, property is being accepted "AS IS" unless previously discussed and determined changes and/or alterations are agreed upon by property owner in writing with property manager.
9. Additional rent, paid in advance, may be required under certain circumstances.
10. Applications from full time students living communally will not be accepted by this company. Exception: Students who have full time employment
11. Occupancy limit is 2 persons per bedroom.
12. In the event the applicant(s) has a concern about information contained in the official South Carolina Sex Offender Registry, it shall be the applicant's responsibility to obtain any information from the local Sheriff's Department or other appropriate law enforcement officials.
13. It is recommended that the tenant secure insurance against personal liability injury or loss of personal belongings and personal liability.

I have read and understand the Goldsmith Company Residential Property Management Policy

APPLICANT SIGNATURE

DATE

AGENCY RELATIONSHIP

An Agency relationship arises whenever two persons agree that one is to act on behalf of the other and in accordance with the others directions. The creation of Agency relationship imposes certain legal duties on the agent. They are fiduciary (trust) duties of loyalty, obedience, disclosure, confidentiality, reasonable care and diligence and accountability in dealings with the owner.

The GOLDSMITH COMPANY PROPERTY MANAGEMENT DEPARTMENT, by process of signed management agreements, perform as an agent for the property owners of residential rental properties.

You, as the applicant, have the right to obtain personal representation should you believe it to be in your own best interest. Compensation to a representative of your choosing is the responsibility of the obtaining party. Regardless of the agency relationship which may be established, you have the responsibility to protect your interest.

Once you have read and discussed this information with an agent, please acknowledge receipt of this information by signature below.

APPLICANT SIGNATURE

DATE

SECURITY DEPOSIT AGREEMENT (All deposits must be paid in cash or certified funds)

Note: In accordance with South Carolina Real Estate Law this security deposit belongs to you until the completion of your lease agreement and will be returned to you when the property is inspected and no damage has occurred, and rent and late charges have been paid.

The cost of accounting for relatively small amounts of interest earned on security deposits would be prohibitive. Therefore, GOLDSMITH COMPANY does not attempt to undertake this separate and expensive accounting procedure. We have two trust accounts. The bank pays no interest on one trust account and does pay interest on the other trust account. This form authorizes the bank to pay the interest earned on your security deposit to GOLDSMITH COMPANY. It is used to hold the application processing fee cost to a nominal \$50.00 fee.

I, the undersigned, understand that the rental deposits placed with GOLDSMITH COMPANY belong to me, however, it is agreed and I direct that all interest income from this deposit to the date of vacating or in the event of forfeiture shall accrue to the benefit of and belong to GOLDSMITH COMPANY.

APPLICANT SIGNATURE

DATE