

# 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 & 1<sup>st</sup> 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 \_\_\_\_\_ I HAVE VIEWED THE PROPERTY (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

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### 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) \_\_\_\_\_

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### Name, Date of Birth, Relationship of ALL other occupants:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# 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).

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CURRENT ADDRESS: \_\_\_\_\_

(STREET)

(CITY)

(STATE)

(ZIP)

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

LANDLORD NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

REASON FOR MOVING: \_\_\_\_\_

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PREVIOUS ADDRESS: \_\_\_\_\_

LANDLORDS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Month & Year Move In/Out: \_\_\_\_\_ Reason for moving: \_\_\_\_\_

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**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 or any of the listed occupants ever been convicted of manufacture of drugs or illegal drug use?  
( ) YES ( ) NO

(2) Have you or any of the listed occupants ever been evicted from a property or refused to pay rent? ( ) YES ( ) NO

\*A Public Record Report will be obtained through Greenville County Records for the applicant and listed occupants over the age of 18

**PERSONAL REFERENCES: (UNRELATED TO THE APPLICANT):**

NAME	ADDRESS/PHONE	HOW ACQUAINTED
1. _____	_____	_____
2. _____	_____	_____

**EMERGENCY CONTACT INFORMATON: 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 on applicant and listed occupants
- 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 GOLDSMITH COMPANY, AND LANDLORD, TO PROCURE INFORMATION FROM CREDITORS (Credit History), PUBLIC RECORDS (Eviction & Criminal History for applicant/s and listed occupants), 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: 3/2012

**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 \$500 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