

Scott Properties of Charleston, LLC

(843) 972-9008, Ext 2

Tenant Application Form

Leasing Office Hours

Mon-Fri 8:30 to 5:30

Scott Properties of Charleston, LLC

We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.

Thank you for your interest in our rental property! Please read the instructions carefully and thoroughly complete the application. Make sure that you upload all required documents at the end of the application process or you can email the required documents to Applications@ScottRentsHomes.com. Applications will be processed in the order they are received and you will be contacted by our application department on the status of your application. Applications are generally completed within 2-3 days.

After you submit the application to Scott Properties you will be prompted to:

1. Pay a \$65.00 application fee. Keep in mind that we will not start the application process until this \$65.00 fee is paid. **IMPORTANT NOTES:** All adults, 18 years and older, intending to live in the property must submit an individual application and pay the \$65.00 application fee, this also includes each student in our student housing homes. Application Fees are NON-REFUNDABLE.
2. Upload or fax a copy of your Driver's License (Valid Gov't Issued Photo ID)
3. Upload or fax (1) month most recent pay check stubs. If you are self employed, instead of pay check stubs, you will need to upload your last two years of tax returns. **IMPORTANT NOTES:** In the event that you and your spouse have different last names listed on your Driver's Licenses, a copy of your marriage certificate will need to be provided in order to combine income, credit reports and rental history.

We will do a background check, credit check, check previous rental history, verify employment and verify income. **The criteria that would cause an application to be automatically declined are:**

1. Net income (after taxes) is less than three times (3X) the rental amount
2. Any eviction filings in the last 5 years
3. Any unpaid balances due to previous landlords
4. Credit score lower than 560
5. Unsatisfactory references
6. Felony convictions in the last 7 years
7. Foreclosure or Bankruptcy filings in the last 7 years
8. Less than two years of you paying a comparable rent amount or mortgage amount for the rental home you are applying for

If additional information is needed on our qualification criteria, you can visit our Frequently Asked Questions (FAQ's) web page at www.ScottRentsCharleston.com/faq

Scott Properties of Charleston, LLC

Scott Properties will only accept co-signers / guarantors for FULL time students only. Each student applying for student housing will have to have a parent ,or other immediate family member, co-sign on their behalf. Each student will need to complete a separate application with the co-signer as the co-applicant. Both the student and the co-signer / guarantor will go through the same qualification process before we make a yes or no decision on the application.

In the event that you and your spouse have different last names listed on your Driver's Licenses, a copy of your marriage certificate will need to be provided in order to combine income, credit reports and rental history.

ANIMALS: Pets are not allowed in all of our rental property locations. **Any animals not disclosed or misrepresented (weight and / or breed) on your application, assuming you are approved for the property you are applying for, is considered a lease violation and will result in an immediate eviction.** If you have a pet and are unsure on whether or not the home you are applying for allows pets, you will need to contact Scott Properties to verify before completing the application. If pets are allowed, **NO** pets weighing over 25 LBS, full grown, will be allowed or approved for any of our available rental properties. We must also receive, from your previous landlord, good rental history with the pet. A \$350.00 non-refundable pet fee will be charged at the time the lease is signed by all parties. If you have a registered service dog, you will need to provide us with the required registration forms which can be found on our website behind the tenant services tab. At the end of this application process all applicants, moving into one of our pet friendly homes, will be prompted to attach a picture of their pet in order to complete this application process. **Dog breeds that are RESTRICTED from all of our rental homes, that may not exceed our 25 LBS weight limit, are as follows: American Pit Bull, Bull Terrier, American Staffordshire Terrier, American Bully, Stafford Bull Terrier and American Bulldog.**

ADMINISTRATION FEE - Once your application is approved, and you sign your lease agreement, your account will be charged a **\$99.00 Administration Fee**. This fee must be paid before we release the keys on your move-in day. This administration fee covers the cost of your account set-up, preparation of your lease agreement and other cost associated with the move in process. **As a very small token of our appreciation for service to our country, we waive the administration fee for all ACTIVE military.**

Once you complete the on-line application, and send us all the required documents, we will have everything we need to begin the application process. If you have any questions after completing the application process, don't hesitate to **call us at (843) 972-9008, ext 2**. If you prefer to email the required documents versus attaching them, our email address is **Applications@ScottRentsHomes.com**. All of us here at Scott Properties look forward to serving you.

No Property selected...

Application Fee: For Applicant/Co-applicant: \$ 65.00 For Other: \$ 65.00 For Guarantor: \$ 65.00

* Required Fields

Scott Properties of Charleston, LLC

Primary Applicant Personal Information

First Name *	<input type="text"/>	SSN/SIN *	<input type="text"/>
Full Middle Name *	<input type="text"/>	Date of Birth *	<input type="text"/>
Last Name *	<input type="text"/>	Home Phone *	<input type="text"/>
Maiden Name	<input type="text"/>	Mobile Phone *	<input type="text"/>
Driver License # *	<input type="text"/>	Email *	<input type="text"/>
Driver License State *	<input type="text"/>	Do you or any of the other prospective tenant(s) smoke? *	<input type="text"/>
		If YES, Where do they smoke? *	<input type="text"/>

Current Residence		Prior Residence	
Current Address *	<input type="text"/>	Prior Address *	<input type="text"/>
Address Cont.	<input type="text"/>	Address Cont.	<input type="text"/>
City *	<input type="text"/>	City *	<input type="text"/>
State / Province *	<input type="text"/>	State / Province *	<input type="text"/>
Zip / Postal Code *	<input type="text"/>	Zip / Postal Code *	<input type="text"/>
County	<input type="text"/>	County	<input type="text"/>
Country *	<input type="text"/>	Country *	<input type="text"/>
Rent or Own? *	<input type="text"/>	Rent or Own? *	<input type="text"/>
Landlord/Manager Name *	<input type="text"/>	Landlord/Manager Name *	<input type="text"/>
Landlord/Manager Email *	<input type="text"/>	Landlord/Manager Email *	<input type="text"/>
Landlord/Manager Phone *	<input type="text"/>	Landlord/Manager Phone *	<input type="text"/>
Rent Amount *	<input type="text"/>	Rent Amount *	<input type="text"/>
Rent Period *	<input type="text"/>	Rent Period *	<input type="text"/>
At this address since? *	<input type="text"/>	Move In Date *	<input type="text"/>
		Move Out Date *	<input type="text"/>

Income

Source *	Occupation *	Contact For Verification *	Phone Number *	Monthly Gross Income *	Employment Start Date *	Employment End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scott Properties of Charleston, LLC

Animals

Name *

Type *

Breed *

Color *

Weight *

Age *

Gender *

Neutered? * ☐ Yes ☐ No

Declawed? * ☐ Yes ☐ No

Rabies shot current? * ☐ Yes ☐ No

Where is this pet kept? *

Background

Have you ever filed for, or currently involved in a bankruptcy, been foreclosed on, or been a defendant in a civil suit? ☐ Yes ☐ No

If answering yes, describe the action and what year?

Have you (or any person you have named on this application) ever been evicted from a tenancy or left owing money? ☐ Yes ☐ No

If answering yes, explain:

Do you or any of the members of your household have pending criminal charges, or ever been convicted of, plead guilty or no contest to, any criminal offense(s) or had any criminal offense(s) other than traffic infractions that were disposed of other than by acquittal or a finding of "not guilty"? ☐ Yes ☐ No

If answering yes, provide the year, degree:

Reference #1
Name *

Reference #1
Phone *

Reference #2
Name *

Reference #2
Phone *

Scott Properties of Charleston, LLC

CoApplicant Personal Information

First Name *	<input type="text"/>	SSN/SIN *	<input type="text"/>
Full Middle Name *	<input type="text"/>	Date of Birth *	<input type="text"/>
Last Name *	<input type="text"/>	Home Phone *	<input type="text"/>
Maiden Name	<input type="text"/>	Mobile Phone *	<input type="text"/>
Driver License # *	<input type="text"/>	Email *	<input type="text"/>
Driver License State *	<input type="text"/>	Do you or any of the other prospective tenant(s) smoke? *	<input type="text"/>
		If YES, Where do they smoke? *	<input type="text"/>

Current Residence		Prior Residence	
Current Address *	<input type="text"/>	Prior Address *	<input type="text"/>
Address Cont.	<input type="text"/>	Address Cont.	<input type="text"/>
City *	<input type="text"/>	City *	<input type="text"/>
State / Province *	<input type="text"/>	State / Province *	<input type="text"/>
Zip / Postal Code *	<input type="text"/>	Zip / Postal Code *	<input type="text"/>
County	<input type="text"/>	County	<input type="text"/>
Country *	<input type="text"/>	Country *	<input type="text"/>
Rent or Own? *	<input type="text"/>	Rent or Own? *	<input type="text"/>
Landlord/Manager Name *	<input type="text"/>	Landlord/Manager Name *	<input type="text"/>
Landlord/Manager Email *	<input type="text"/>	Landlord/Manager Email *	<input type="text"/>
Landlord/Manager Phone *	<input type="text"/>	Landlord/Manager Phone *	<input type="text"/>
Rent Amount *	<input type="text"/>	Rent Amount *	<input type="text"/>
Rent Period *	<input type="text"/>	Rent Period *	<input type="text"/>
At this address since? *	<input type="text"/>	Move In Date *	<input type="text"/>
		Move Out Date *	<input type="text"/>

Income

Source *	Occupation *	Contact For Verification *	Phone Number *	Monthly Gross Income *	Employment Start Date *	Employment End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scott Properties of Charleston, LLC

Animals

Name *	<input type="text"/>	Type *	<input type="text"/>
Breed *	<input type="text"/>	Color *	<input type="text"/>
Weight *	<input type="text"/>	Age *	<input type="text"/>
Gender *	<input type="text"/>	Neutered? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Declawed? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rabies shot current? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where is this pet kept? *	<input type="text"/>		

Background

Have you ever filed for, or currently involved in a bankruptcy, been foreclosed on, or been a defendant in a civil suit? ☐ Yes ☐ No

If answering yes, describe the action and what year?

Have you (or any person you have named on this application) ever been evicted from a tenancy or left owing money? ☐ Yes ☐ No

If answering yes, explain:

Do you or any of the members of your household have pending criminal charges, or ever been convicted of, plead guilty or no contest to, any criminal offense(s) or had any criminal offense(s) other than traffic infractions that were disposed of other than by acquittal or a finding of "not guilty"? ☐ Yes ☐ No

If answering yes, provide the year, degree:

Reference #1
Name *

Reference #1
Phone *

Reference #2
Name *

Reference #2
Phone *

Scott Properties of Charleston, LLC

Guarantor Personal Information

First Name *	<input type="text"/>	SSN/SIN *	<input type="text"/>
Full Middle Name *	<input type="text"/>	Date of Birth *	<input type="text"/>
Last Name *	<input type="text"/>	Home Phone *	<input type="text"/>
Maiden Name	<input type="text"/>	Mobile Phone *	<input type="text"/>
Driver License # *	<input type="text"/>	Email *	<input type="text"/>
Driver License State *	<input type="text"/>	Do you or any of the other prospective tenant(s) smoke? *	<input type="text"/>
		If YES, Where do they smoke? *	<input type="text"/>

Current Residence		Prior Residence	
Current Address *	<input type="text"/>	Prior Address *	<input type="text"/>
Address Cont.	<input type="text"/>	Address Cont.	<input type="text"/>
City *	<input type="text"/>	City *	<input type="text"/>
State / Province *	<input type="text"/>	State / Province *	<input type="text"/>
Zip / Postal Code *	<input type="text"/>	Zip / Postal Code *	<input type="text"/>
County	<input type="text"/>	County	<input type="text"/>
Country *	<input type="text"/>	Country *	<input type="text"/>
Rent or Own? *	<input type="text"/>	Rent or Own? *	<input type="text"/>
Landlord/Manager Name *	<input type="text"/>	Landlord/Manager Name *	<input type="text"/>
Landlord/Manager Email *	<input type="text"/>	Landlord/Manager Email *	<input type="text"/>
Landlord/Manager Phone *	<input type="text"/>	Landlord/Manager Phone *	<input type="text"/>
Rent Amount *	<input type="text"/>	Rent Amount *	<input type="text"/>
Rent Period *	<input type="text"/>	Rent Period *	<input type="text"/>
At this address since? *	<input type="text"/>	Move In Date *	<input type="text"/>
		Move Out Date *	<input type="text"/>

Income

Source *	Occupation *	Contact For Verification *	Phone Number *	Monthly Gross Income *	Employment Start Date *	Employment End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scott Properties of Charleston, LLC

Background

Have you ever filed for, or currently involved in a bankruptcy, been foreclosed on, or been a defendant in a civil suit?

☐ Yes ☐ No

If answering yes, describe the action and what year?

Have you (or any person you have named on this application) ever been evicted from a tenancy or left owing money?

☐ Yes ☐ No

If answering yes, explain:

Do you or any of the members of your household have pending criminal charges, or ever been convicted of, plead guilty or no contest to, any criminal offense(s) or had any criminal offense(s) other than traffic infractions that were disposed of other than by acquittal or a finding of "not guilty"?

☐ Yes ☐ No

If answering yes, provide the year, degree:

Reference #1
Name *

Reference #1
Phone *

Reference #2
Name *

Reference #2
Phone *

Other Information

Property Address of
Interest *

CURRENT Landlord Email
- REQUIRED TO
PROCESS *

CURRENT Landlord Fax -
REQUIRED TO PROCESS

PREVIOUS Landlord
Email - REQUIRED TO
PROCESS *

PREVIOUS Landlord Fax -
REQUIRED TO PROCESS

Occupants *

Are You Active Military? *

Desired Move-In Date *

Number of Vehicles *

Scott Properties of Charleston, LLC

Legal

This is the last step that you need to complete in order to submit your application. Read the information contained in the below application disclaimer. The disclaimer certifies that all the information contained in your application is true and complete. The disclaimer also gives Scott Properties authorization to obtain the information necessary to approve or deny the submitted application.

If you agree with the disclaimer, click the below "I Agree and affirm all the above" button and e-sign the application. This is considered submitting & signing your application with an electronic signature. Once you click "I Agree and affirm all the above" button, your application is submitted and can not be changed. You will receive notification & verification that your application submission was received. You will also receive an email explaining next steps required to complete the application process.

I certify that all the information contained in the online application is true and complete to the best of my knowledge and belief. I understand that any misrepresentations or falsifications will result in application rejection. I am authorizing Scott Properties to verify all information on application to include running my credit report, running a background check & checking my past rental history. I understand that once my application is approved, a security deposit will have to be collected in order to hold the property. If an applicant decides for any reason not to rent the property, this security deposit is non-refundable. I also understand that in order to change any information on my application, I will need to contact Scott Properties at (843) 972-9008, ext 2 or by fax at (843) 972-9014.

- ☐ * By checking this box and clicking Next, I acknowledge that I have read and agree to all of the above terms and this [Arbitration Agreement and Class Action Waiver](#).
- ☐ Request copy of screening report

All Applicants, co-applicants and guarantors (if any) must sign below:

.....

Printed Name

.....

Signature

.....

Date

.....

Printed Name

.....

Signature

.....

Date

.....

Printed Name

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Signature

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Date

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Printed Name

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Signature

.....

Date