

REALTORS SINCE 1945

# Wolfe & Taylor

## Before you begin:

Please be prepared to pay the application fee (non-refundable) as outlined in the property listing. In addition to this rental application, **you will not be able to complete the application without uploading a copy of a valid form of identification and proof of income.** Please have those in hand before you start the application.

To complete this rental application, you must be prepared to provide 3 years of residential history as well as contact information for your rental references. You will also be asked to provide information on your monthly income, and please note that we require that applicant combined gross income is at least three (3) times the monthly rent amount.

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

1. Combined gross pay is not equal to or greater than (3) three times the monthly rent amount.
2. Any eviction filings within the past year.
3. Any unpaid balances due to previous landlords.
4. Unsatisfactory references.
5. Foreclosure of Bankruptcy within the last (2) two years.

Each resident over the age of 18 must submit a separate rental application.

Properties are REQUIRED to be seen by checking out a key from our office prior to submitting an application.

We approve the best qualified applicant - NOT first come, first served. We will do our best to process all applications if we received more than one for a property and make a decision based on the most qualified applicant. Once your application has been approved, a security deposit is required within 24 hours in order to reserve and have the property removed from the open market. Most properties can be held for up to (2) two weeks from your approval date. Some properties require move in as soon as the property is available. Please inquire before applying.

If the property allows a pet, they must meet the owner's requirements. A non-refundable pet fee will be assessed per pet. We do not allow the following breeds: Rottweilers, Doberman Pinschers, Staffordshire Terriers, German Shepherds, Presa Canarios, Chow Chows, Akitas, Wolf-Hybrids, Mastiffs, Cane Corsos, Great Danes, Alaskan Malamutes, Siberian Huskies, any dog known as "pitt bull" or any breed.

An Administrative Fee of \$100 per applicant will be required after application approval.

**Application fee: \$70.00**



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## RENTAL APPLICATION

A separate application is required from each applicant 18 years or older.

APPLICATION FEE: **\$70.00 via money order or cashier's check**

Address of property to be rented: \_\_\_\_\_

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THIS SECTION TO BE COMPLETED BY **WOLFE & TAYLOR**

### Amounts Due Prior to Occupancy

First month's rent	\$ _____
Security deposit	\$ _____
Application fee	\$ _____
Other: _____	\$ _____
TOTAL:	\$ _____

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THIS SECTION TO BE COMPLETED BY **APPLICANT**

### Applicant Contact Information

Legal First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number (SSN): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### Emergency Contact

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

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

Relationship: \_\_\_\_\_

Phone & Email: \_\_\_\_\_



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## Vehicle Information

Do you have a vehicle?  Yes  No

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Year: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ License Plate State: \_\_\_\_\_

## Where you've lived

**Current Address:** \_\_\_\_\_

Do you rent this unit?  Yes  No

Years Lived: \_\_\_\_\_ - \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord/Manager's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Previous Address (if less than a year at the current address):** \_\_\_\_\_

Years Lived: \_\_\_\_\_ - \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord/Manager's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Occupants

Co-Applicants & Other Occupants

I am applying with Co-Applicants who will be signing the lease

Names: \_\_\_\_\_

I will have other occupants living with me under the age of 18

Names & Ages: \_\_\_\_\_



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## Your Income

Current Employer: \_\_\_\_\_

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

Years Worked: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_ Position Held: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

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

Years Worked: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_ Position Held: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Additional Income: \_\_\_\_\_

Monthly Income: \_\_\_\_\_

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

## Gross Income

Gross Monthly Employment Income (before deductions): \$ \_\_\_\_\_

Average Monthly Amounts of Other Income (if any): \$ \_\_\_\_\_

Total Income: \$ \_\_\_\_\_

## Pets

Do you have any pets?  Yes  No

If Yes, enter the type, breed, age and weight: \_\_\_\_\_



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## Questions

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease?  Yes  No

If Yes, explain: \_\_\_\_\_

## Terms of Agreement

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information below may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. In order to continue with this online application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. Application Fee (nonrefundable).** You have delivered to our representative an application fee as outlined in the property listing, and this payment partially defrays the cost of administrative paperwork. It's nonrefundable.
- 2. Approval.** Once your application has been approved, a security deposit is required within 24 hours in order to reserve and have the property removed from the open market. After 24 hours, the property for which you applied may be rented to someone else without notice. In some cases, based on the results of your credit report, rental reference, income, eviction check, or criminal background check, a double security deposit (twice the monthly rent) may be required. The Applicant(s) will be required to submit the security deposit (amount agreed upon between Applicant and Landlord) in form of a money order or cashier's check made payable to Wolfe & Taylor at 1216 Pickens Street, Columbia, SC 29201.
- 3. If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person, by telephone or by email, or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the security deposit as liquidated damages, and terminate all further obligations under this Agreement.
- 4. If You Withdraw Before Approval.** If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application fees as liquidated damages, and the parties will then have no further obligation to each other.
- 5. If You Withdraw After Approval.** If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit and we've held the property for you along with your security deposit, we'll be entitled to retain all application fees and security deposit as liquidated damages, and the parties will then have no further obligation to each other.
- 6. Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us: a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; a security deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.
- 7. Nonapproval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval



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within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.

8. **Extension of Deadlines.** If the deadline for signing, approving, or re-funding under paragraphs 3 or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.

9. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

10. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; (2) all applicable rents and security deposits have been paid in full, and (3) all applicable utilities have been transferred into Tenant's name.

11. **Signature.** Our reception of this application is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## RENTAL VERIFICATION

**RENTAL COMPANY:** \_\_\_\_\_ **ATTN:** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **FAX #** \_\_\_\_\_

The tenant listed below have listed you as a rental reference. We would appreciate it if you would kindly complete the following questionnaire concerning their history with you company. Please call our office with any questions or concerns. Please fax back to our office at your earliest opportunity.  
I hereby authorize the following information be released to Wolfe and Taylor, Inc.

**NAME (Please Print)** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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Property Address rented through your company: \_\_\_\_\_

Was tenant listed as Lessee, Occupant or Co-signer? \_\_\_\_\_

Lease dates: \_\_\_\_\_ to \_\_\_\_\_ Lease term fulfilled? \_\_\_\_\_

Move-out date: \_\_\_\_\_ Was 30 day notice given? \_\_\_\_\_

Monthly payment amount \$ \_\_\_\_\_ Times late \_\_\_\_\_ NSF checks \_\_\_\_\_

Did tenant leave owing money? \_\_\_\_\_ If so, was tenant evicted? \_\_\_\_\_

Was deposit refunded? \_\_\_\_\_ If no, please comment (applied for damaged to property, late rents, etc....) \_\_\_\_\_

Any complaints? \_\_\_\_\_ If yes, please comment \_\_\_\_\_

Would you re-rent to tenant? \_\_\_\_\_

Verified by: \_\_\_\_\_ Date \_\_\_\_\_

Position: \_\_\_\_\_

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

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### Internal Office Use Only:

Property Manager: \_\_\_\_\_ Property Address: \_\_\_\_\_



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