



Application Process, Requirements, & Criteria

Applications are not accepted on a “first-come, first-served” basis, but on a best-qualified basis. A property is considered unavailable to others only after a lease has been signed by all parties and twice the monthly rent is collected.

Application Requirements

ALL of the following are required **before** we will begin the screening process:

- **Completed application** for each occupant 18 years of age and older (excluding dependent children).
 - The information provided on the application provides the basis for selection. Please answer all questions as fully as possible (more is better than less)
- **Proof of income** such as pay stub, disability or social security letter, new hire letter or bank statements. If you are self-employed, you will be required to verify your income with copies of tax returns, 1099s, and/or other relevant data.
- **\$30 NON-REFUNDABLE application fee** per applicant

Process & Criteria

- Cope Property management **requires** that the property be viewed by at least one adult who will be residing in the property to ensure the property meets your expectations.
- Fill out the application, submit required documentation, and pay \$30 app fee per occupant 18 years or older. **Only** cash, money order or certified funds accepted for app fee. **NO CHECKS.**
- This page is required to be initialed and turned in with the application.
- Cope Property Management will perform a back ground check which will include credit report, evictions, bankruptcy, criminal records and contact your current and past landlords and employers.
- General criteria for selection:
 - Credit profile - Bad credit will generally disqualify you. A minimum 550 credit score is required; owners reserve the right to set a higher minimum for their property
 - Rent cannot exceed 33% of your income(s)
 - Eviction Screening – no evictions filed in the past 7 years. In the event that an eviction was wrongly filed against you, we will take into consideration written documentation from the landlord who filed the eviction stating the facts.
 - Criminal Background Check
 - Positive landlord reference (did you pay rent on time and did you treat the property respectfully during tenancy, etc)
 - Lying on application - automatic denial
- Lease Agreement is signed by all parties
- Twice the monthly rent is received
- A copy of photo ID is provided for each person 18 years of age and older (except dependent children)
- ****In order to take any property off the market, the lease agreement must be signed by all parties AND payment of 2 times the monthly rent is paid. Until BOTH have been provided, the property may be offered to another qualified tenant.**

Initials of Applicants: _____ Cope Property Management



Rental Application

****ALL BLANKS REQUIRED****

PROPERTY ADDRESS: _____

How did you hear about this property? _____

PLEASE NOTE: Separate applications are required for **each applicant** over the age of 18 (excluding dependent children) who will reside at the property. This guarantees our compliance with federal, state and local Fair Housing laws. **Incomplete applications will not be processed.**

NOTE: APPLICANTS WILL **NOT** BE ACCEPTED ON A "FIRST-COME, FIRST-SERVED BASIS, BUT ON A BEST QUALIFIED BASIS. LANDLORD WILL ASSIST ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP, OR FAMILIAL STATUS (FAMILIES WITH CHILDREN).

DESIRED MOVE IN DATE: _____

RENTAL RATE: \$ _____

FULL LEGAL NAME:	Social Security No:
	Cell Phone:
Other name(s) used:	Work Phone:
Date of Birth:	Email Address:

LIST YOUR LAST TWO ADDRESSES

CURRENT ADDRESS:		
City:	State:	Zip:
Occupancy Dates:	Type of property: house, duplex, apartment, condo, mobile home	
Landlord or Mortgage Company:	Landlord's Phone #	
Current Rent:\$	Rent Paid Through:	Current Lease Expires:
Why are you moving?		

FORMER ADDRESS:		
City:	State:	Zip:
Landlord or Mortgage Company::	Landlord's Phone #:	
How Long at Present Address:		
Reason For Leaving:		

OCCUPATION	PRESENT	PREVIOUS
Occupation/Job Title		
Company Name		
Name of Supervisor		
Business Phone		
How Long*		
Monthly Gross Income	\$	\$

OTHER INCOME

Source:	Amount:
Source:	Amount:
Source:	Amount:

Initials of Applicants: _____ Cope Property Management

List all vehicles that will be parked at the property

Vehicle Make and Model	Year	License Plate # and State
1.		
2.		
3.		
4.		

List all pets that you desire to have live on the premises

Pet's Name	Breed	Weight	Sex	Spayed/ Neutered	Indoor/Outdoor/Both

Nearest Relative		Phone:	Relationship:
Address		City:	

Have you ever been evicted or asked to move from any tenancy? ☐ Yes ☐ No
 Have you ever broken a rental agreement? ☐ Yes ☐ No
 Have you ever willfully and intentionally refused to pay rent when due? ☐ Yes ☐ No
 Do you know of anything that might interrupt your income or ability to pay rent? ☐ Yes ☐ No
 Are there any outstanding judgements against you? ☐ Yes ☐ No
 Have you ever filed for bankruptcy? ☐ Yes ☐ No
 Are you a named party to a criminal proceeding, lawsuit or unlawful detainer filing? ☐ Yes ☐ No
 Have you ever initiated or been the defendant in a lawsuit? ☐ Yes ☐ No
 Have you or anyone in your household ever been convicted of a felony? ☐ Yes ☐ No
 Do you plan to conduct any commercial business from the residence? ☐ Yes ☐ No

List any additional info you think will help us process your application (attach additional pages if necessary).

Applicant authorizes the agent of the Landlord to verify the foregoing information and to make credit, employment, rental history and reference inquiries deemed necessary by them. Applicant also authorizes the release of information contained on this application or sought by such inquiries to the Landlord or the agent of the Landlord.

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 the Applicant has the sole responsibility to obtain any such information. The Applicant understands that Sex Offender Registry information may be obtained for the local sheriff's department or other appropriate law enforcement officials.

I hereby authorize current and past landlords, current and past employers, financial institutions, Courts of law and any other person/entity to release information regarding my rental, employment, credit and/or criminal history. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request. This authorization shall survive the original application process and be valid during or subsequent to any lease term of a property through Cope Property Management, its successors and/or assigns. A copy of this authorization may be accepted as an original.

By signing below, you affirm that the information you have provided is accurate and true and agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

Applicant _____ Date _____ Print Name _____

Initials of Applicants: _____ Cope Property Management