

# DO YOU QUALIFY?

## The following criteria is necessary for approval



### **Age & Identity:**

Applicant must be of legal age, 18 years or older, and must be able to verify identity by providing both a valid driver's license or state-issued identification card and social security number. We are unable to accept identifications which have been issued outside of the U.S.A.

### **Occupancy:**

For reasons of health and safety, occupancy guidelines permit a maximum of four (4) people per household. Additionally, not more than one (1) of those maximum four (4) occupants is permitted as a roommate.

### **Pets:**

A limit of two pets are permitted per household - certain restrictions and charges apply.

### **Credit history:**

Items including, but not limited to, the following will adversely affect an overall credit payment performance: Late payments, bankruptcy, charged off accounts, collections, judgments, foreclosure, repossession, tax liens, length of credit history, number of credit inquiries, high credit balances/credit utilization, payday loans, pawn shop loans and auto title loans, and credit counseling debt management services. (An applicant with no credit history, or with a positive credit history that is limited, will require a qualified \*Co-Signor. Derogatory credit will disqualify.)

### **Income:**

Each applicant's gross income must be at least three (3) times the rental amount – not a combined income from more than one person. Applicant's Debt-to-Income ratio (DTI) must not exceed fifty percent (50%) of gross earnings. Income/Employment must be verifiable. Unreported income is not acceptable. Temporary income is not adequate. (College students excepted with a qualified \*Co-Signor.)

### **Residential History:**

Current/Previous residency must be verifiable with a positive reference. Applicants must have an excellent payment history and have fulfilled all terms of the lease agreement. If the applicant owns or has recently sold a residence, proof of ownership will be required, and if a mortgage was applicable then an excellent mortgage payment history is necessary. Current/Previous landlord references cannot be family members. (An applicant with no rental or mortgage payment history will require a qualified \*Co-Signor. Any history of an unsatisfied rental debt, record of lease violation, or eviction will disqualify.)

### **Deposit Against Damages:**

A deposit against damages equal to one month's rent is required.

### **Criminal History:**

Any Applicant found to be on a Sex Offender Registry or Terrorist database will automatically disqualify for residency. Additionally, a background check cannot suggest that any applicant may endanger the safety, security, or welfare of others.

\*Co-Signor Rental Application is available upon request

**All applications will be considered fairly and consistently. Information obtained through consumer data sources and credit bureau reporting files will be heavily relied upon. Please do not hesitate to ask us if you have any questions – we are here to assist you in any way that we can!**



**Habitat 2000**  
**838 South Parker Drive**  
**Florence, SC 29501**  
**(843) 669-2246**

We're so happy that you would like to make Habitat 2000 your home! Please complete the attached *Rental Application* in its entirety, and return with the required application fee, proof of income, and signed *Landlord Rental History Release* form. Your application will be processed and you will be notified of our determination as promptly as possible. Unfortunately, partially complete submissions will not be processed.

The application fee is non-refundable, even if the application is rejected. **Application fees must be made by money order or bank cashier's check.** Personal checks or credit/debit cards cannot be accepted.

As a potential Landlord, we must be able to verify your identity and review your detailed credit history report as part of our qualifying process. Applicants must provide both a valid driver's license or state-issued identification card and social security number. We are unable to accept identifications which have been issued outside of the U.S.A. If you have placed a Credit/Security Freeze or Fraud Alert with one or more of the Credit Reporting Agencies, you must request that your report is accessible to us. Please note that it may take the Credit Bureau(s) several days to process and complete your request. If we attempt to process your application but are unable to gain access to your credit history report due to a Credit/Security Freeze or Fraud Alert, your application will be rejected and you will be required to pay another application fee if you wish to resubmit.

**APPLICANT TAKE NOTICE:**

Each Tenant on the Lease will be held jointly and severally liable for all terms and obligations under a single written Lease. Joint and several liability means that each Tenant takes full financial responsibility and will be held solely liable for the entire amount of rent or other charges due, for fulfilling all conditions of the lease, and for any/all damages to the rental.

A Roommate is not named as the Tenant but has received the approval to reside in said apartment.

While private agreements between Tenant and Roommate may avoid problems by specifying the financial obligations and personal responsibilities of each to the other, Tenant is strongly cautioned that such agreements are not binding on the Landlord. Tenant understands and agrees that any violations to the Rules & Regulations created by a Roommate and their guests/visitors may jeopardize the Tenant's tenancy, and further, Tenant will be held solely liable for any damages caused by the Roommate and their guests/visitors.

By placing my initials below, I acknowledge that I have read and understand the information as stated above.

(Initials) \_\_\_\_\_



We have the same standards for all applicants and do business in accordance with The Federal Fair Housing Law. It is illegal to discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.



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**RENTAL APPLICATION**

*A separate application must be completed for all persons 18 years of age or over.*

Today's Date: \_\_\_\_\_ Preferred move-in date: \_\_\_\_\_

**Applicant Name** (First, Middle, Last): \_\_\_\_\_

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

Telephone number (home): \_\_\_\_\_ (cellular): \_\_\_\_\_ (work): \_\_\_\_\_

Email address: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Have you ever used any other names/aliases? If yes, indicate here: \_\_\_\_\_

Are you a U.S. Citizen? (circle one) Yes No

Have you been convicted of any crime in the past ten(10) years? If yes, please list: \_\_\_\_\_

Name of present employer: \_\_\_\_\_

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

Supervisor's name: \_\_\_\_\_

Position held: \_\_\_\_\_ Date started: \_\_\_\_\_

Gross Income (circle one) weekly or bi-weekly: \_\_\_\_\_

Attach last two paystubs, if self-employed attach past year's tax return with Profit & Loss schedule

If date started is less than three (3) years, name of previous employer: \_\_\_\_\_

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

Supervisor's name: \_\_\_\_\_

Position held: \_\_\_\_\_ Date started: \_\_\_\_\_ Date ended: \_\_\_\_\_

Gross Income: \_\_\_\_\_ (circle one) weekly or bi-weekly

**Other income**

\*Source: \_\_\_\_\_ Duration: \_\_\_\_\_ Monthly Amount: \_\_\_\_\_

\* Income from SSI, retirement, disability, alimony, child support or separate maintenance agreement need not be disclosed if you do not wish to have it considered as a basis for paying rent

Present landlord or mortgage company name: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

Monthly rent or mortgage amount: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\*\*If less than three (3) years,

Previous landlord or mortgage company name: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

Monthly rent or mortgage amount: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

\*\*If more room is needed, please write on reverse side

Personal References, please provide two:

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

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

Telephone Number: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

List all occupants that will be residing in the apartment, either temporarily or permanently, including self:  
(Include Name, Relationship, and Date of Birth)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Have any of the occupants listed above ever: (If yes, indicate which occupant and explain)

Filed or in the process of filing a bankruptcy? No \_\_\_\_\_ Yes \_\_\_\_\_

Convicted of a felony or major misdemeanor? No \_\_\_\_\_ Yes \_\_\_\_\_

Received deferred adjudication for a felony? No \_\_\_\_\_ Yes \_\_\_\_\_

Been evicted or a defendant in an eviction action? No \_\_\_\_\_ Yes \_\_\_\_\_

Broken a lease? No \_\_\_\_\_ Yes \_\_\_\_\_

Owe any balance to any previous Landlord? No \_\_\_\_\_ Yes \_\_\_\_\_

List any/all pets, either permanent or temporary/visiting, that any household member either have or expects to have  
(Pet Name, Type of Pet, Breed, Weight, Age):

1. Pet Name: \_\_\_\_\_ Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Adult Weight: \_\_\_\_\_ Current Age: \_\_\_\_\_

2. Pet Name: \_\_\_\_\_ Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Adult Weight: \_\_\_\_\_ Current Age: \_\_\_\_\_

3. Pet Name: \_\_\_\_\_ Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Adult Weight: \_\_\_\_\_ Current Age: \_\_\_\_\_

4. Pet Name: \_\_\_\_\_ Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Adult Weight: \_\_\_\_\_ Current Age: \_\_\_\_\_

List all vehicles to be parked on Habitat 2000 premises (Year, Make, Model, Color, License plate number):

All vehicles must be legally licensed, registered, and insured

List all vehicles to be parked on Habitat 2000 premises (All vehicles must be legally licensed, registered, and insured):

1. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate No: \_\_\_\_\_

2. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate No: \_\_\_\_\_

3. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate No: \_\_\_\_\_

4. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate No: \_\_\_\_\_

In case of emergency, please contact (Name, Telephone Number, Address, Email Address, Relationship):

1. \_\_\_\_\_

2. \_\_\_\_\_

**In connection with my rental application with you, I hereby release and authorize Habitat 2000 LLC, its employees, officers, agents, and directors to make any credit, employment, current and former rental history, criminal background, and reference inquiries as deemed necessary by them, whether from private or public sources. I understand that this notice will also apply to any further update reports that may be requested. I hereby release Habitat 2000, LLC, its officers, members, agents, directors, and employees from any claim(s) that might arise in the future from this authorization.**

**Further, I certify that the information stated is true and complete, and has been furnished by me/us knowing that you intend to rely on it in considering my/our application. I also understand that any false or misleading information provided will be immediate cause for rejection of the applicant(s).**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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**Florence, SC 29501**  
**(843) 669-2246**

**LANDLORD RENTAL HISTORY RELEASE**

Applicant's Name(s): (please print) \_\_\_\_\_

In consideration of my rental application, I /We hereby release and authorize Habitat 2000, LLC, its employees, officers, agents and directors to contact and request information from any current or previous landlord for the purpose of gathering my rental history information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT, PLEASE DO NOT WRITE BELOW THIS LINE. (Complete top portion only)**

\*\*\*\*\*

The above named has applied for an apartment at Habitat 2000. To process their application, we would appreciate it if you would complete the information below and return it to us by fax at (843) 669-8645 or by Email at info@habitat2000.com. If you have additional information that may help in our decision, please feel free to add your comments or give us a call at (843) 669-2246. Thank you!

Landlord's Name: \_\_\_\_\_

Landlord's Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Apartment Community Name, if applicable: \_\_\_\_\_

Was the above named on the lease? YES / NO

How many household occupants resided? \_\_\_\_\_

Any household pets? YES / NO If yes, how many and what type? \_\_\_\_\_

Are you related to the above named or any of their household occupants? YES / NO

What were the start and end dates of the lease? From \_\_\_\_\_ to \_\_\_\_\_

What was the monthly rental amount? \$ \_\_\_\_\_

Is there any money owed? YES / NO

Were there any late payments? YES / NO If yes, number of late payments: \_\_\_\_\_

Were any checks returned as NSF? YES / NO If yes, number of NSF checks: \_\_\_\_\_

Did you or will you have to withhold part or all of the deposit because of damages? YES / NO If yes, why? \_\_\_\_\_

Have you had to give the tenant a notice at any time during their tenancy? YES / NO If yes, for what reason? \_\_\_\_\_

Have you ever received any complaints from neighbors of this tenant? YES / NO If yes, what kind? \_\_\_\_\_

Was the tenant asked to vacate? YES / NO If yes, why? \_\_\_\_\_

Would you rent to this/these person(s) again? YES / NO

Additional information/comments: \_\_\_\_\_

\_\_\_\_\_  
 Name of person providing information

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**THIS PAGE FOR OFFICE USE ONLY**

Processed By: \_\_\_\_\_

**Record of Payments**

DATE RECEIVED	AMOUNT	DESCRIPTION

**Preference**

\_\_\_ Ground Floor      \_\_\_ Second Floor      \_\_\_ Tile      \_\_\_ Carpet      Other \_\_\_\_\_

Move-In Date: \_\_\_\_\_

**Processed**

\_\_\_ Credit  
\_\_\_ Residential History  
\_\_\_ Income:

**Disposition**

\_\_\_ Approved

Rental Rate: _____	Apartment No: _____
Discount Eligibility:	
10% Senior or Law Enforcement	_____ \$800. discounted to \$720.
	_____ \$850. discounted to \$765.
5% Law Enforcement	_____ \$850. discounted to \$807.50
	_____ \$800. Discounted to \$760.

\_\_\_ Qualified Co-Signor Needed

\_\_\_ Insufficient income  
\_\_\_ No rental/mortgage/residential history

\_\_\_ Rejected  Adverse Action Notice Date Sent \_\_\_\_\_

\_\_\_ Derogatory credit history  
\_\_\_ Poor Landlord Reference  
\_\_\_ Incomplete, inaccurate, or false information provided

\_\_\_ Other \_\_\_\_\_