



AUTHORIZATION FOR INFORMATION

Thank you for choosing our company for finding your new home. Before you submit your application for approval, please take time to read the following information to help you in making your decision. We have prepared a list of some of the more important policies that we feel you should understand. After reading, please put your initials beside each one in the space provided to state that you have read each item.

_____ **Application Fee:** This is a non-refundable processing fee.

_____ **Photo Identification:** At the time of application, you will need to show valid identification. This can be state or federally issued. Acceptable identification includes a driver's license, passport, and/or state-issued photo identification card. Applicants must be 18 years of age or older. You may require a co-applicant's signature.

_____ **Credit History:** Applicants are expected to have favorable credit ratings in order to be approved. An extensive negative credit history is grounds for the denial of an application. In addition, negative credit history from former landlords and /or past utility bills would also result in denial of application. Phillips Realty uses information obtained from a consumer credit reporting agency. We do not discuss or dispute anything in your credit report; you will need to contact the credit bureau that made the report. We will provide you with the name and address of that credit bureau.

_____ **Rental History:** Phillips Realty requires two years of favorable rental and /or mortgage history. Applicants must supply verifiable landlord or mortgage holder references. Negative rental history includes, but is not limited to the following: NSF checks, late payments, noise complaints, unfulfilled lease term, foreclosure, eviction, unpaid balances, and damages to the premises.

_____ **Income/Employment:** Applicants must provide proof of current employment as well as employment for the previous two years. Salary must be verified with each employer by copies of check stubs showing year-to-date salary and taxes, or by showing the last two (2) years of W-2's. All additional sources of income must be verified. If you are self-employed or rented, you must provide proof of income by furnishing copies of federal income tax returns for the previous two years and/or other verifiable documentation acceptable to us.

_____ **Mitigating Circumstances:** At times mitigating circumstances might allow an applicant that does not meet credit, rental or income criteria to be approved. Poorly rated accounts with zero balance, voluntary repossessions, and poorly rated accounts that are a result of a contested divorce are some examples of mitigating circumstances. A security deposit from \$200 up to two (2) month's rent or some portion thereof might be required.

_____ **Criminal History:** Applicant agrees to have a criminal background check performed. Phillips Realty uses information obtained from a consumer credit reporting agency.

If you have any questions regarding these or any other items about our procedures, please do not hesitate to contact one of our staff members and they will be happy to assist you. Again, thank you so much for choosing our company and we look forward to serving you.

By signing below, each applicant agrees to having read the aforementioned screening criteria and agrees to abide by Phillips Realty's requirements.

Applicant Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____



Application Fees:
\$50 - Primary Applicant
\$50 - Co-Applicant

Paid: _____ Yes _____ No

\$250 NON-REFUNDABLE PET DEPOSIT
SECURITY DEPOSIT IS EQUAL TO ONE MONTH'S RENT

RENTAL APPLICATION

Potential Property Address: _____

Applicant's Information:

Name of Primary Applicant: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number and State of Issue: _____

Home #: _____ Cell #: _____ Work #: _____

Email Address: _____

Other name(s) Applicant used within the last three (3) years:

Names and ages of occupants of the property (other than Applicant) and relationship to Applicant: _____

Number of vehicles: _____ Color: _____

Make/Model/State License Tag #: _____

Number of pets and type: _____

*****We DO NOT accept Rottweiler, Doberman Pinscher, Pit Bull or a mix breed with any of the above listed. Also, we DO NOT accept any puppies or kittens - they must be at least a year old.*****

Current address: _____ How long? _____

Reason for leaving: _____

Monthly rent: \$ _____ Name/Address/Phone # of previous owner

and/or Agent: _____

Previous Address for Primary Applicant (**within the last three (3) years**):

Address: _____
From: _____ To: _____ Monthly rent: \$ _____
Reason for leaving: _____
Name/Address/Phone # of previous owner and/or Agent: _____

Address: _____
From: _____ To: _____ Monthly rent: \$ _____
Reason for leaving: _____
Name/Address/Phone # of previous owner and/or Agent: _____

Employment Information:

Primary Applicant's Present Employer: _____
Date Hired: _____ How long? _____ Monthly net Income: \$ _____
Immediate Supervisor: _____ Telephone #: _____
Address: _____
Employed as: _____

*If employed for less than one year by present employer:

Primary Applicant's Past Employer: _____
Date Hired: _____ How long? _____ Monthly net Income: \$ _____
Immediate Supervisor: _____ Telephone #: _____
Address: _____
Employed as: _____

Other Income:

*Applicant need not disclose alimony, child support, or separate maintenance income or its source, unless Applicant wishes it to be considered for the purpose of this Application for Lease.

Other Income: \$ _____ Source: _____

Name of nearest relative (other than spouse): _____
Relationship: _____ Telephone #: _____
Address: _____

Co-Applicant's Information:

Name of Co-Applicant: _____
Date of Birth: _____ Social Security Number: _____
Driver's License Number and State of Issue: _____
Home #: _____ Cell #: _____ Work #: _____
Email Address: _____
Other name(s) Co-Applicant used within the last three (3) years:

Names and ages of occupants of the property (other than Co-Applicant) and relationship to Co-Applicant: _____

Number of vehicles: _____ Color: _____
Make/Model/State License Tag #: _____

Number of pets and type: _____

*****We DO NOT accept Rottweiler, Doberman Pinscher, Pit Bull or a mix breed with any of the above listed. Also, we DO NOT accept any puppies or kittens - they must be at least a year old.*****

Current address: _____ How long? _____
Reason for leaving: _____
Monthly rent: \$ _____ Name/Address/Phone # of previous owner and/or Agent: _____

Previous Address for Co Applicant (**within the last three (3) years**):

Address: _____
From: _____ To: _____ Monthly rent: \$ _____
Reason for leaving: _____
Name/Address/Phone # of previous owner and/or Agent: _____

Address: _____
From: _____ To: _____ Monthly rent: \$ _____
Reason for leaving: _____
Name/Address/Phone # of previous owner and/or Agent: _____

Employment Information:

Co-Applicant's Present Employer: _____
Date Hired: _____ How long? _____ Monthly net Income: \$ _____
Immediate Supervisor: _____ Telephone #: _____
Address: _____
Employed as: _____

*If employed for less than one year by present employer:

Co-Applicant's Past Employer: _____
Date Hired: _____ How long? _____ Monthly net Income: \$ _____
Immediate Supervisor: _____ Telephone #: _____
Address: _____
Employed as: _____

Other Income:

*Applicant need not disclose alimony, child support, or separate maintenance income or its source, unless Applicant wishes it to be considered for the purpose of this Application for Lease.

Other Income: \$ _____ Source: _____

Name of nearest relative (other than spouse): _____

Relationship: _____ Telephone #: _____

Address: _____



PHILLIPS REALTY PHONE **843-238-8664**
FAX **843-238-8634**

SANTEE COOPER

MB OFFICE 843-448-2411
NMB OFFICE..... 843-249-3505
SURFSIDE/GARDEN CITY 843-651-1598
PAWLEYS ISLAND..... 843-237-9222
EMERGENCY 24 HR LINE..... 800-769-7688
NEW SERVICE & DISCONNECTS 843-448-9975

HORRY ELECTRIC

CONWAY OFFICE 843-369-2211
SOCASTEE OFFICE..... 843-650-7207

GRAND STRAND WATER & SEWER

MAIN OFFICE 843-347-4641
MYRTLE BEACH OFFICE 843-443-1201
CUSTOMER SERVICE DEPT..... 843-443-8202

CONWAY WATER

CITY OF CONWAY 843-248-1780
FAX NUMBER..... 843-248-1718

HORRY TELEPHONE COOPERATIVE

CONWAY OFFICE 843-365-2151
MYRTLE BEACH OFFICE 843-650-2199

TIME WARNER

CUSTOMER SERVICE 843-913-7941
BUSINESS CLASS..... 877-892-2220

TRASH

WASTE INDUSTRIES..... 843-397-5586
WASTE MANAGEMENT 843-651-2075
ALL CYCLE 843-281-2888