



Welsford Property Management, LLC

www.welsford.com

4500 Fort Jackson Blvd. Columbia, South Carolina 29209

office: 803-782-0333 fax: 803-753-9202 e-mail: welsford@hotmail.com



Welcome to Welsford Property Management! **We ask that you review our criteria for approval prior to filling out the application.** We appreciate your interest in our company.

Application:

The **application fee** is **\$40.00** per applicant payable to Welsford Property Management (WPM) and must be submitted in the form of **cash or money order only**. This fee is non-refundable. Upon submitting the application, we will also need the following:

- Copy of Driver's license or photo identification for persons over 18 years of age
- Copy of social security card for *all persons* to live in the property
- Copy of 2 most recent pay stubs for persons over 18 years of age

Please allow 5-7 business days for us to process your application. It all depends on how easy it is to get in touch with your prior landlords and employers. The property will remain on the availability list until you are approved and put down a security deposit. **If the application can not be filled out to its entirety, it will be denied and application fee forfeited.**

Rental history:

Collections from prior rentals are automatically denied.

Employment verification:

If you have been at working less than 6 months, WPM requires prior employment references.

Credit history:

Judgments and/or liens on the credit report are unacceptable.

College students & others:

If you for some reason have no income, no rental history and no credit history and want to rent a property from us, a parent or guardian must submit a letter stating they will be responsible for the rent. We will contact them to verify any information needed.

If you have poor credit history, rental history, and income your application will be automatically denied regardless of any co-applicants.

Security Deposit & Lease:

Once you have been notified of approval from our office you will be asked to make an appointment to bring in the deposit and sign a lease agreement within 7 days. You can put a deposit down to hold the house until you rent it. It will hold it for 30 days and it is **non-refundable** at this time even if you change your mind about the property and must be submitted in the form of a money order or cashiers check. However, it will be refunded at the time your lease is up if you leave the house clean, without any damages, rent is all paid up and you have given a 30 day notice. **The deposit is equal to one month's rent.** All parties must be present. Please do not include rent monies with your security deposit.

Pets:

Some of our properties allow pets. If so, a **non-refundable pet fee of \$250.00** must be paid prior to your move in date. If pets are found, they will be asked to be removed. Eviction proceedings will begin if you fail to comply.

Rent: Once you have paid a security deposit and signed a lease agreement, WPM will take the property off the rental market. The property can only be held for less than 30 days. Your first month's rent (which may be pro-rated) will be due the day you pick up the keys to move in, after 12:00pm.



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Release of Information

Current Address 1: _____

Prior Address 2: _____

I hereby authorize the release of the following information:

Credit and Rental History, Employment and Student Status, Social Security, Criminal Background, Expenses (medical and childcare), Assets and any and all Household Income to Welsford Property Management LLC, the managing agent for the above listed management company / apartment community. Information obtained under this consent is limited for residency application purposes and valid for only ninety (90) days.

Welsford Property Management LLC will hold your business, any former employers, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to this verification process.

I have read the information above and fully understand its contents.

Signature: _____

Name (print): _____

Date: _____



Welsford Property Management, LLC

Rental Application

\$40.00 Non-Refundable Application Fee

Valid only for 7 days after acceptance.



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Columbia, SC 29209

Office: 803-782-0333

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Today's Date: _____

Prospective Move-In Date: _____

Prospective Address: _____

Personal Information

Date of Birth: _____ [] Single [] Married

Name: _____ Social Security # _____

Phone: Home: _____ Work: _____ Cell: _____

Driver's License #: _____ State: _____ Tag #: _____

Vehicle Model: _____ Year: _____ State: _____

Name/birth date/social security # of other persons to live in the property (over age 18):

Name/birth date/gender of other persons to live in the property (under age 18):

Emergency Information

Emergency Contact(s): _____

Relationship: _____

Address: _____

Phone: _____

Residential History

Current Address: _____ Apt/Unit#: _____

City: _____ State: _____ Zip Code: _____

Month/Year Moved In: _____ Reason for leaving: _____

Owner/Agency: _____ Phone: _____

Previous Address: _____ Apt/Unit#: _____

City: _____ State: _____ Zip Code: _____

Month/Year Moved In: _____ Reason for leaving: _____

Owner/Agency: _____ Phone: _____



Welsford Property Management, LLC
Rental Application



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Pets to accompany prospective tenant(s)

Pet(s) breed & weight:

Pet(s) breed & weight:

Employment Information

Full-Time Part-Time Student Retired Unemployed

Current Employer: _____ Dates Employed

from: _____ to _____

Address: _____

Position: _____

Supervisor: _____

Phone: _____

Annual Salary: _____ Additional Income: _____ from: _____

If you have been at your current employer for less than 6 months:

Previous Employer: _____ Dates Employed

from: _____ to _____

Address: _____

Position: _____

Supervisor: _____

Phone: _____

Annual Salary: _____ Additional Income: _____ from: _____

Other

Have you ever: filed for bankruptcy? _____ been convicted of a felony? _____

Been evicted from a tenancy? _____ refused to pay rent? _____

If yes, please specify: _____

How did you hear about us? _____

I certify that the above information is true and correct, to the best of my knowledge. I certify that I am over 18 years old. I am authorizing verification of information and references given (including but not limited to) the use of a credit reporting agency and check of public records, in addition to residential and employment references.

Applicant Signature

Co-Applicant Signature