



ANNUAL RENTALS TENANT POLICIES & RENTAL APPLICATION

App Fee Pd:	_____
Date Pd:	_____
Mgmt:	_____
Updated 6/16/17	

APPLICATION: There is a \$50.00 **non-refundable** application fee. (Married applicants = \$50 fee. Applicants who will share home but are not legally married = \$50 fee per person. Co-signers for lease = \$25)

DEPOSIT: Security deposit will vary, depending upon applicant(s) credit history. The minimum security deposit ranges from 1 month to 1 ½ month rent, plus \$250 cleaning deposit. The entire security deposit must be paid in full AND you must provide proof of electric and/or water service being in your name before you are given the keys. Security deposit is held in an interest bearing account with the interest payable to CCP Rentals, Inc. If you move out of the property before the lease is up, you will forfeit the security deposit. Please note: security deposits cannot be used to pay your last month’s rent.

Persons under the age of twenty-five (25) or persons or persons with little or no credit history may be required to pay an additional security deposit.

Once you have been approved, you must bring in a minimum non-refundable \$100 deposit to hold the property until your scheduled move in date. This deposit will be applied to the security deposit on the day of move in _____ <-- Initial Here

THE UNIT YOU ARE RENTING IS CLEAN, AND ALL APPLIANCES & EQUIPMENT ARE IN PROPER WORKING CONDITION. The unit must be left in the same condition when you leave; reasonable wear and tear is expected. Carpets, linoleum, tile floors or bare floors, walls, chair rail and baseboards, and ceilings are to be clean. Stove, refrigerator, toilets, sinks, faucets, ceiling fans, and other appliances and equipment are to be clean and in working order when you move out. The unit and yard, if applicable, should be empty of all furniture, personal property, and trash when you move out. Everything inside the unit should be clean and undamaged; any repairs or cleaning required after you move out will be deducted from your security deposit. **Notify our office of any maintenance issues, as they arise. In case of an EMERGENCY, please call the office at (843) 272-9947 and listen for the EMERGENCY Prompts.**

You will be provided a Move-In Inspection Report when you pick up the keys. The completed Move-In Inspection Report should be returned within forty-eight (48) hours of move-in. Failure to return the completed report within 48 hours may result in a loss of your security deposit at the time of move-out, as we will have no record of items that were damaged or non-working at the time you moved in. Any items, such as appliances, that are not in proper working condition and are noted on your inspection report will be corrected, for your protection. Please take your time and document any items that appear damaged or non-working, as this Move-In Inspection Report will be used by our office for the final walk through/inspection when you move out.

RENT IS DUE AND PAYABLE ON THE FIRST OF EACH MONTH. Rent payments can be paid by check or money order at our office: CENTURY 21 COASTAL LIFESTYLES, Rentals Office, 1908 Highway 17 South, North Myrtle Beach, SC 29582. Rent may also be paid online with our easy-to-use online system. Credit card and debit card are accepted, the tenant is responsible for all fees and charges associated with credit card/debit card payments. A late fee equal to 20% of your monthly rent amount will be added to unpaid balance on tenant accounts on the 6th of the month.

“Notice” PAY YOUR RENT ON TIME!

This is your notice. If you do not pay your rent within five (5) days of the due date, we can begin the eviction process on the sixth (6th) day of the month. You will get no other notice as long as you live in the rental property.

TRAMPOLINES & SWIMMING POOLS. Trampolines and above ground swimming pools are not allowed on any rental property, unless the tenant purchases (and provides to our office) a liability insurance policy covering these specific items.

PETS. Pets are not allowed without written permission from the Landlord and/or HOA. If pets are allowed, there will be a non-refundable pet deposit required. The minimum pet deposit is \$250, per pet. Pet deposits are required for all pets, including caged pets such as hamsters, lizards, etc. Failure to follow the “no pet” policy can result in HOA fines, loss of security deposit, and possible eviction.

RIGHT OF ACCESS. The Landlord or his agent(s) may enter the dwelling between the hours of 9 a.m. and 6 p.m. for the purpose of showing the dwelling to prospective or actual purchasers with a 24-hour notice. The Landlord requests permission to contact you by telephone for the purpose of giving notice. Please provide preferred telephone number here:

(work): _____ (cell): _____

INSURANCE. Tenant is responsible for insuring his own personal property. No insurance is provided by the Landlord.

MAIL. Tenant is responsible for purchasing mail box keys from the post office. The postmaster will require a copy of the signed lease to verify your residency, and they will provide you with the proper mailing address or a post office box. North Myrtle Beach (843) 249-1023, Cherry Grove (843) 249-4451, Little River (843) 249-1260.

MAINTENANCE. The Tenant is required to keep the dwelling and the common area he uses safe and clean. Lawn care is part of this maintenance. Tenants who rent a single family home, duplex or townhouse are responsible for all lawn care. Apartment and condo associations provide landscaping and lawn maintenance as part of their HOA fees. Tenants are responsible for changing the AC/Heat filters once a month. Failure to perform required maintenance can result in fines, loss of security deposit, and possible eviction.

UTILITIES. Tenant is responsible for any and all utilities required, including but not limited to gas, oil, water, sewer, electricity, internet, cable and telephone service, and trash removal unless otherwise stated in writing in the lease. You will not be allowed to move into the property until you have furnished written proof of having all required utilities switched into your name. Proof of service can be emailed to CoastalLifestylesRentals@gmail.com or faxed to (843) 272-9948 attention: Melanie.

CABLE	Time Warner (843) 913-7941	Horry Telephone (843) 365-2154
ELECTRIC	Santee Cooper (843) 448-2411	Horry Electric (843) 369-2211
TELEPHONE	Horry Telephone (843) 365-2154	Verizon (800) 483-4300
WATER	North Myrtle Beach (843) 280-5550	Little River (843) 399-1888

RULES & REGULATIONS. Tenants are subject to applicable rules and regulations as posted by the Landlord, Homeowners Association, or the Property Management. Parking is provided in designated parking. Parking on grass is strictly prohibited at all properties. No trucks over ½ Ton GVWR, tractors, boats, trailers, motorcycles, etc. will be permitted to be parked at the property without written permission from the Landlord. The Landlord has the right to tow away and/or store, at the Tenant’s expense, any vehicles parked improperly, or abandoned which become a nuisance to other residents of the property such as wrecked or broken down vehicles, vehicles without current registration and licenses, under applicable law. The Tenant agrees to observe all rules and regulations that the Landlord has now or may hereafter adopt for the use of the premises. The term of the CCP Rentals lease is twelve (12) months. If you break the lease you will forfeit your security deposit, and be held liable for any damages and/or cleaning needed. You will also be held responsible for paying the rent on your lease until we can find a new tenant & the home is re-rented. If legal action is required to clear your account, you will be responsible for all attorney & court costs, and late fees, in addition to the balance on your account.

I have read, understand, and agree to and will abide by our policies, rules, and regulations.

SIGNED: _____

DATE: _____

DATE OF APPLICATION: _____

PROPERTY APPLIED FOR: _____

APPLICANT INFORMATION

APPLICANT NAME: _____ DATE OF BIRTH: _____

(PLEASE NOTE: A SEPARATE APPLICATION IS REQUIRED WHEN CO-APPLICANTS ARE NOT LEGALLY MARRIED)

SOCIAL SECURITY NUMBER: _____ CELL PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____ DRIVER LICENSE # and STATE OF ISSUE: _____

OTHER NAMES APPLICANT HAS USED WITHIN THE LAST THREE (3) YEARS: _____

NAME OF NEAREST RELATIVE (OTHER THAN SPOUSE): _____

RELATIONSHIP: _____ ADDRESS & PHONE NO: _____

NAMES OF OCCUPANTS OF THE PROPERTY, INCLUDING NAME & RELATIONSHIP TO APPLICANT:

VEHICLE MAKE/MODEL: _____

STATE & NUMBER OF TAG: _____

VEHICLE MAKE/MODEL: _____

STATE & NUMBER OF TAG: _____

NUMBER OF PETS (INCLUDE WEIGHT & BREED): _____

CURRENT ADDRESS

ADDRESS: _____ HOW LONG? _____

REASON FOR LEAVING: _____ MONTHLY RENT: \$ _____

NAME, ADDRESS, AND TELEPHONE NUMBER OF OWNER/AGENT: _____

COMMENTS: _____

PREVIOUS ADDRESS (LIST ALL PREVIOUS ADDRESSES WITHIN LAST 3 YEARS)

HAVE YOU EVER BEEN EVICTED? Circle answer: YES NO

FROM: _____ TO: _____ MONTHLY RENT: \$ _____ ADDRESS: _____

NAME, ADDRESS, AND TELEPHONE NUMBER OF OWNER/AGENT: _____

REASON FOR LEAVING: _____

FROM: _____ TO: _____ MONTHLY RENT: \$ _____ ADDRESS: _____

NAME, ADDRESS, AND TELEPHONE NUMBER OF OWNER/AGENT: _____

REASON FOR LEAVING: _____

FROM: _____ TO: _____ MONTHLY RENT: \$ _____ ADDRESS: _____

NAME, ADDRESS, AND TELEPHONE NUMBER OF OWNER/AGENT: _____

REASON FOR LEAVING: _____

APPLICANT INITIAL: _____

SPOUSE INITIAL: _____

EMPLOYMENT

(PLEASE PROVIDE PAYROLL CHECK STUBS OR PREVIOUS 3-MONTHS BANK STATEMENTS FOR INCOME VERIFICATION)

CURRENT EMPLOYER: _____ SUPERVISOR NAME: _____
ADDRESS: _____ SUPERVISOR PHONE: _____
DATE HIRED: _____ JOB TITLE: _____ MONTHLY NET INCOME: \$ _____
IF LESS THAN ONE YEAR AT PRESENT EMPLOYER, LIST PREVIOUS EMPLOYER.

PREVIOUS EMPLOYER: _____ SUPERVISOR NAME: _____
ADDRESS: _____ SUPERVISOR PHONE: _____
DATE HIRED: _____ JOB TITLE: _____ MONTHLY NET INCOME: \$ _____
REASON FOR LEAVING: _____

PREVIOUS EMPLOYER: _____ SUPERVISOR NAME: _____
ADDRESS: _____ SUPERVISOR PHONE: _____
DATE HIRED: _____ JOB TITLE: _____ MONTHLY NET INCOME: \$ _____
REASON FOR LEAVING: _____

OTHER SOURCES OF INCOME

(alimony, child support, or separate maintenance income or it's source does not need to be disclosed unless applicant wishes it to be considered for the purpose of this application)

OTHER INCOME: \$ _____ SOURCE: _____
OTHER INCOME: \$ _____ SOURCE: _____

SPOUSE INFORMATION

SPOUSE NAME: _____ DATE OF BIRTH: _____
SOCIAL SECURITY NUMBER: _____ CELL PHONE: _____ WORK PHONE: _____
EMAIL ADDRESS: _____ DRIVER LICENSE # and STATE OF ISSUE: _____
OTHER NAMES SPOUSE HAS USED WITHIN THE LAST THREE (3) YEARS: _____
NAME OF NEAREST RELATIVE (OTHER THAN SPOUSE): _____
RELATIONSHIP: _____ ADDRESS & PHONE NO: _____

SPOUSE EMPLOYMENT

(PLEASE PROVIDE PAYROLL CHECK STUBS OR PREVIOUS 3-MONTHS BANK STATEMENTS FOR INCOME VERIFICATION)

CURRENT EMPLOYER: _____ SUPERVISOR NAME: _____
ADDRESS: _____ SUPERVISOR PHONE: _____
DATE HIRED: _____ JOB TITLE: _____ MONTHLY NET INCOME: \$ _____
IF LESS THAN ONE YEAR AT PRESENT EMPLOYER, LIST PREVIOUS EMPLOYER.

PREVIOUS EMPLOYER: _____ SUPERVISOR NAME: _____
ADDRESS: _____ SUPERVISOR PHONE: _____
DATE HIRED: _____ JOB TITLE: _____ MONTHLY NET INCOME: \$ _____
REASON FOR LEAVING: _____

APPLICANT INITIAL: _____ SPOUSE INITIAL: _____

SPOUSE: OTHER SOURCES OF INCOME

(alimony, child support, or separate maintenance income or it's source does not need to be disclosed unless applicant wishes it to be considered for the purpose of this application)

OTHER INCOME: \$ _____ SOURCE: _____

OTHER INCOME: \$ _____ SOURCE: _____

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 from the local sheriff's department or other appropriate law enforcement officials.

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

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF CO-APPLICANT: _____ DATE: _____