



# Insigma Group, LLC

Property Management & Consulting

Residential-Multi-family-Commercial-Office/Retail-Warehouse

## Rental Application and Agreement

I am \_\_\_\_\_ hereby applies on \_\_\_\_\_, \_\_\_\_\_, to \_\_\_\_\_ (the Landlord) for rent of the following described property located in the City or County of \_\_\_\_\_ (the "Property") for occupancy beginning \_\_\_\_\_, \_\_\_\_\_, and ending on \_\_\_\_\_, \_\_\_\_\_, at a monthly rental of: \$ \_\_\_\_\_

Property address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Work telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's license number & State of issue: \_\_\_\_\_

Other name(s) of Applicant used within the last three years \_\_\_\_\_

Names of occupants of the property other than Applicant and relationship to Applicant: \_\_\_\_\_

Number of vehicles: \_\_\_\_\_ Make/Model/State license tag #: \_\_\_\_\_

Number of pets (include weight and breed): \_\_\_\_\_

### CURRENT ADDRESS:

Present address: \_\_\_\_\_ How long? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Monthly rent: \_\_\_\_\_

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

Names and telephone numbers of previous Owner / Agent: \_\_\_\_\_

### PREVIOUS ADDRESS:

Previous address(es) within last three years:

From \_\_\_\_\_ to \_\_\_\_\_ Monthly rent: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name, address and telephone of Owner or Agent: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Monthly rent: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name, address and telephone of Owner or Agent: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Monthly rent: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name, address and telephone of Owner or Agent: \_\_\_\_\_

[ \_\_\_\_\_ ] APPLICANT [ \_\_\_\_\_ ] APPLICANT [ \_\_\_\_\_ ] LANDLORD Have Read This EMPLOYMENT INFORMATION:

Applicant's present employer: \_\_\_\_\_ Immediate supervisor: \_\_\_\_\_  
How long? \_\_\_\_\_ Date hired? \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Employed as: \_\_\_\_\_ Monthly net income: \_\_\_\_\_  
If employed less than one year by present employer, name previous employer: \_\_\_\_\_

Monthly net income: \$ \_\_\_\_\_  
Other sources of income to be considered (Applicant need not disclose alimony, child support, or separate maintenance income or its' sources, unless Applicant wishes to be considered for the purpose of this application or lease):

Other income: \$ \_\_\_\_\_ Source: \_\_\_\_\_  
Other income: \$ \_\_\_\_\_ Source: \_\_\_\_\_  
Other income: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Name of nearest relative (other than spouse): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**SPOUSE:**

Spouse name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_ Driver's license no. & State of issue: \_\_\_\_\_  
Other name(s) of Spouse (maiden name) used within last three years \_\_\_\_\_

**SPOUSE'S EMPLOYMENT INFORMATION:**

Spouse's present employer: \_\_\_\_\_  
Immediate supervisor: \_\_\_\_\_ How long? \_\_\_\_\_  
Dated Hired ? \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_

Employed as: \_\_\_\_\_ Monthly net income: \$ \_\_\_\_\_  
If employed less than one year by present employer, previous employer: \_\_\_\_\_  
How long? \_\_\_\_\_ Date hired? \_\_\_\_\_ Immediate supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Employed as: \_\_\_\_\_  
Monthly net income: \$ \_\_\_\_\_

Other sources of income to be considered (Applicant need not disclose alimony, child support, or separate maintenance income or its' sources, unless Applicant wishes to be considered for the purpose of this application or lease):

Other income: \$ \_\_\_\_\_ Source: \_\_\_\_\_  
Other income: \$ \_\_\_\_\_ Source: \_\_\_\_\_  
Other income: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Name of nearest relative (other than spouse): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

[ \_\_\_\_\_ ] APPLICANT [ \_\_\_\_\_ ] APPLICANT [ \_\_\_\_\_ ] LANDLORD Have Read This  
**CREDIT REFERENCES:**

Checking Account No. \_\_\_\_\_ Institution: \_\_\_\_\_  
Savings Account No. \_\_\_\_\_ Institution: \_\_\_\_\_  
Bank Loans/Credit Cards: Issuer: \_\_\_\_\_ Account No. \_\_\_\_\_  
Bank Loans/Credit Cards: Issuer: \_\_\_\_\_ Account No. \_\_\_\_\_  
Credit Cards: Issuer: \_\_\_\_\_ Account No. \_\_\_\_\_

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

If this application is accepted by Landlord, Applicant agrees to execute a rental agreement of the Property in the form which has been exhibited to Applicant by Landlord, and agrees to pay the rental for one month before occupation of the Property.

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.

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

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

The undersigned acknowledges receipt from Applicant(s) on \_\_\_\_\_, \_\_\_\_\_, of  
\$ \_\_\_\_\_ by cash, personal check, or credit card\* payable to \_\_\_\_\_  
as a security deposit on the Property, which shall be refunded if this application is not accepted.  
Applicant hereby pays \$ \_\_\_\_\_ non-refundable application fee.

\_\_\_\_\_  
Signature of Recipient

This Rental Application is ACCEPTED on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Landlord