

**HILTON HEAD LONG-TERM RENTALS, INC.**  
1000 MAIN STREET SUITE 100-C  
P. O. BOX 23528  
HILTON HEAD ISLAND, SC 29925-3528  
Telephone (843) 681-6800 Fax (843) 681-6815  
hhltr@hargray.com www.longtermrentals.com

**RESIDENTIAL RENTAL APPLICATION**

**TO THE APPLICANT:** We sincerely thank you for your application. Please help us promptly process this application by clearly completing all the required information.

DATE OF APPLICATION \_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_ DESIRED PROPERTY \_\_\_\_\_

**PERSONAL INFORMATION**

APPLICANT'S FULL NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME OF OTHER RESIDENTS: \_\_\_\_\_

PRESENT TELEPHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**RESIDENCE HISTORY**

PRESENT ADDRESS \_\_\_\_\_  
Street City State Zip

TIME AT PRESENT ADDRESS \_\_\_\_\_

PRESENT LANDLORD/MORTGAGE HOLDER \_\_\_\_\_ PHONE # \_\_\_\_\_

AMOUNT OF RENT/MORTGAGE \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_

PREVIOUS LANDLORD/MORTGAGE HOLDER \_\_\_\_\_ PHONE # \_\_\_\_\_

AMOUNT OF RENT/MORTGAGE \_\_\_\_\_

TIME AT PREVIOUS ADDRESS \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_

**EMPLOYMENT INFORMATION**

PRESENT STATUS:  EMPLOYED FULL-TIME  PART-TIME  UNEMPLOYED  RETIRED  STUDENT

EMPLOYED BY \_\_\_\_\_ HOW LONG \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_ EMPLOYER'S PHONE# \_\_\_\_\_

POSITION HELD \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PRESENT INCOME \$ \_\_\_\_\_ PER \_\_\_\_\_

**ADDITIONAL INFORMATION**

CO-RESIDENT's NAME: \_\_\_\_\_

CO-RESIDENT PRESENT ADDRESS \_\_\_\_\_  
Street City State Zip

CO-RESIDENT EMPLOYED BY \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

POSITION HELD \_\_\_\_\_ HOW LONG \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PRESENT INCOME \_\_\_\_\_ PER MONTH INCOME \_\_\_\_\_ NUMBER OF VEHICLES \_\_\_\_\_

MAKE/MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ TAG# \_\_\_\_\_ STATE \_\_\_\_\_

MAKE/MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ TAG# \_\_\_\_\_ STATE \_\_\_\_\_

APPLICANT'S DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

CO-RESIDENT'S DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

PETS? Y or N KIND and NUMBER OF PETS? \_\_\_\_\_

IN CASE OF PERSONAL EMERGENCY, NOTIFY \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_

TELEPHONE/S # \_\_\_\_\_

**AGENCY DISCLOSURE**

The purpose of this document is to notify the prospective Tenant(s) that generally, in a rental transaction, the rental agency is paid by and are agents for the Landlord/Owner.

In attempting to locate real property suitable for your rental needs, Hilton Head Long-Term Rentals, Inc. and its representatives will be acting as agent for the Landlord/Owner.

\_\_\_\_\_  
Licensee Date

\_\_\_\_\_  
Prospective Tenant Date

\_\_\_\_\_  
Prospective Tenant Date

IT IS THE INTENT OF HILTON HEAD LONG-TERM RENTALS, INC.  
NOT TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF  
RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN.





**ALL APPLICATIONS MUST MEET THE FOLLOWING QUALIFICATIONS TO SECURE RENTAL HOUSING FROM OUR COMPANY.**

- **Applicant must be a minimum of 18 years of age.**
- **Net income must be three and one-half ( 3 ½) times the rent.**
- **HHLTR must be able to verify applicant’s employment and salary. Self-employed or non-employed applicants will be required to provide their latest Federal Tax Return for income verification. An approved credit report, owner’s approval and approval of application by this office are all necessary to rent property.**

\* A security deposit equal to one month’s rent is required to “Hold” a property off the rental market. We can not hold a property for more than thirty (30) days. \* The security deposit is a damage deposit and is “NOT” considered a rental payment. Applicant must agree to abide by all rules and regulations imposed by the property’s regime or POA.

\* **A non-refundable APPLICATION FEE of \$35.00 per party to the lease (roommates fill out individual applications) and an APPLICATION FEE of \$50.00 for CORPORATE RENTALS must accompany the application. All checks will be verified for funds and deposited the day received.**

\* If a pet is approved by the owner of the property, the tenant will be required to supply a “PET DEPOSIT”. Additionally, the tenant will be required to sign a “PET AGREEMENT” which requires additional cleaning, flea treatments, a picture of the pet, a pet liability insurance policy, etc.

\*\* If verbal approval to rent the property is given by this office, but prior to the full execution of the Rental Agreement by all parties, NO REFUND OF THE SECURITY DEPOSIT WILL BE MADE if you elect not to rent the property. If owner denies the application, SECURITY DEPOSIT WILL BE REFUNDED.

\* **Rent is due on the first of each month. If rent is paid after the fifth of any month, a \$10.00 per day late fee will be charged. The rent due will be pro-rated if tenant is moving in mid-month.**

\* **Address rent checks to: Hilton Head Long-Term Rentals, Inc., P.O. Box 23528, HHI, SC. 29925.** Payment envelopes are available upon request. We CAN NOT accept cash.

\* Tenants are responsible for placing all utilities in their name and paying all appropriate utility deposits. WRITTEN VERIFICATION will be required from both the electric company and the water utility before any keys can be given out. There are NO EXCEPTIONS to this policy. We make no representation as to utility usage in any of our properties. We suggest that you contact the utility companies to get a yearly average usage figure.

***South Carolina Real Estate Law requires us to deposit your security deposit check within forty-eight hours of receipt. If the lease transaction is not approved and your deposit check must be refunded, it will only be refunded after verification is received from the bank indication that the monies have cleared our account.***

**By My/Our signature below, I/We hereby agree to the above terms and conditions.**

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**Tenant** **Date**

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**Tenant** **Date**

## REJECTION STANDARDS

**APPLICANTS MAY BE REJECTED FOR THE FOLLOWING REASONS:**

**\*CREDIT POLICY.**

**\*APPLICANT MAY BE REJECTED ONLY WHEN SAME INDICATES A CONTINUING OR CHRONIC CREDIT PROBLEM.**

- LIEN must be paid in full. Any JUDGEMENT OR COLLECTION must be paid in full or payment agreement has been established prior to application and all payments are current. UNPAID BALANCE to a Utility Co.(i.e. gas, electric, water/sewer, telephone or cable) is cause for rejection.
- BANKRUPTCY must have been discharged.

**LANDLORD POLICY**

References from all landlords for the past three years must be verified and satisfactory to be considered. A poor reference can be, but is not limited to the following:  
1.) Records of disturbance from neighbors, destruction of property, disruptive or dangerous behavior, conduct which adversely affects the safety or welfare of others, Eviction, History of frequent late payment of rent, Grossly unsanitary/hazardous housekeeping, Non-compliance of rental agreements. (Includes evidence of any failure to comply with the terms of rental agreement, such as providing housing to unauthorized persons, keeping pets or other acts in violation of rules and regulations)

