

BOLLIN LIGON WALKER
REALTORS, P.A.
Since 1932

**ADDENDUM TO LEASE
LETTER OF GUARANTEE**

I hereby acknowledge that _____ (tenant) will enter into a lease agreement with Bollin Ligon Walker Realtors, P.A. for property located at _____ (address). The term of the lease is from _____ to _____ and includes any automatic or written extensions of this period. The rent is _____ per month for this property. **The tenant/guarantor is responsible for the TOTAL RENTAL AMOUNT each month. "Tenant" refers to all individuals listed on the lease for this property under the joint responsibility clause.**

Due to the fact that the tenant(s) have insufficient credit or income to qualify for the lease, I agree to guarantee payment of all rent and security deposits. I also agree to guarantee payment of any and all expenditures for repairs, cleaning, utilities, etc., that are the responsibility of the tenant(s) even if the amount exceeds the security deposit. Bollin Ligon Walker Realtors, P.A. expects all payments to be made in full when due and no later than upon termination of the lease.

THIS ADDENDUM MUST BE WITNESSED AND NOTORIZED. This addendum authorizes Bollin Ligon Walker Realtors, P.A. to run a personal credit report.

Witness Signature

Signature of Guarantor

Notary

State

Print Name of Guarantor

Commission Expires

Please Print Name Below

Name _____

Driver License Number _____ SSN _____

Relationship to Tenant _____

Address _____ City _____ State _____ Zip _____

Phone Number (H) _____ (W) _____

(C) _____ (Fax) _____

PARENT LETTER GENERAL INFORMATION:

- Fill out all of the information, including property address and have your signature notarized.
- Every parent must guarantee the entire rent. The tenants are considered “One Tenant” under the South Carolina Landlord/Tenant Act. The rent is not divided among tenants. All tenants are on one lease, with one security deposit that equals one month’s rent, and the rent is to be paid in full each month.
- Security Deposit is never used for rental proceeds.
- The entire security deposit or portion thereof (less expenses for damages) is returned to tenant within 30 days of all keys being returned to our office. Bollin Ligon Walker Realtors, P.A. will forward security deposit to tenant that provides forwarding address. The security deposit is one check with all tenants name on the check.
- The applications are not complete and the processing cannot begin until all of the parent letters are received in our office.
- If the parent letters are not received within 24 hours (one business day) we will begin processing the next completed application.
- Once an application is approved and the perspective tenant is notified of that decision, the security deposit (in one check) must be paid before the end of the following business day.

When roommates sign a lease they need to understand that they are signing a legal binding contract. As the parents, you are agreeing to pay the entire rent for the length of the lease term. The rent is due on the first of each month and late after the fifth of each month. A late fee of \$40.00 will be automatically charged to the tenant’s account at midnight on the 5th and the tenant will incur an additional \$2.00 for every day after the fifth until full rent is received. If the rent is not paid on time, we will first contact the tenants in writing. If the tenants do not respond, we will then contact all parents.

If one of the tenants decides to move, the rental amount does not change. Often with college students, a situation will arise that causes a problem with the living arrangements. Those are personal problems and Bollin Ligon Walker Realtors will not get involved in roommate disputes. All of our leases are for twelve months. If students have summer plans, it does not change the lease term or rental amount. Subletting is not allowed.

Parent’s Signature

Date

BOLLIN LIGON WALKER REALTORS, P.A.
RENTAL APPLICATION

Non-Refundable Application Fee _____ Cash/Check DL # _____ (copy _____)

Name _____

Address of Property to be leased _____ Rental Amt _____

beginning _____ 20 _____ through _____ 20 _____

Personal Information:

SSN _____ Phone(H) _____ (W) _____ (C) _____

Email Address _____

Other Occupants _____

(Names, ages, and relationship)

Pets _____

(Type, Breed, age, weight)

Pet Deposit and Pet Addendum required if approved

Emergency Contact _____

(Full Name)

(Relationship)

(Complete Address including Zip Code) (Area Code and Phone Number)

Rental History (at least 2 years, attach separate sheet if necessary)

Current Address _____

City, State, Zip _____

Dates _____ to _____ Rent \$ _____ Landlord _____

(Name & Phone)

Employment History (at least 2 years, attach separate sheet if necessary):

Employer _____ Supervisor _____

(Name & Phone)

Dates _____ to _____ Position _____ Monthly Salary \$ _____

Previous Employer _____ Supervisor _____

(Name & Phone)

Dates _____ to _____ Position _____ Monthly Salary \$ _____

APPLICANT AUTHORIZES BOLLIN LIGON WALKER REALTORS, P.A. TO VERIFY THE FOREGOING INFORMATION AND TO MAKE CREDIT, EMPLOYMENT, AND RENTAL HISTORY AND REFERENCE INQUIRES DEEMED NECESSARY BY THEM, AND APPLICANT ALSO AUTHORIZES THE RELEASE OF INFORMATION

CONTAINED ON THIS APPLICATION OR SOUGHT BY SUCH INQUIRIES.

GROSS MONTHLY INCOME MUST EQUAL AT LEAST 3 TIMES THE RENTAL AMOUNT TO FINANCIALLY QUALIFY. AN ADDITIONAL DEPOSIT MAY BE REQUIRED IF CREDIT REFERENCES ARE NOT SATISFACTORY. BOLLIN LIGON WALKER REALTORS RETAINS THE RIGHT TO FORFEIT YOUR SECURITY DEPOSIT IF YOU CANCEL AFTER APPROVAL OF APPLICATION OF THIS PROPERTY. APPLICATION FEE IS NON-REFUNDABLE. IF THIS APPLICATION IS ACCEPTED BY BOLLIN LIGON WALKER, APPLICANT AGREES TO EXECUTE A RENTAL AGREEMENT OF THE ABOVE MENTIONED PROPERTY AND APPLICANT AGREES TO PAY A SECURITY DEPOSIT WITHIN 24 HOURS OF APPLICATION BEING APPROVED AND/OR PRIOR TO OCCUPYING 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.

APPLICANT AGREES THAT ALL PERSONAL INFORMATION ON THIS APPLICATION IS TRUE AND ACCURATE.

Signature of Applicant

Date

GENERAL INFORMATION FOR FILLING OUT AN APPLICATION

- When all keys are returned, an application may be completed and turned into our office.
- The application fee is \$20.00 per person and is non-refundable.
- Each prospective tenant over the age of 18, must fill out an application.
- Your application must be complete before we can begin to process it.
******A completed application includes employment verification, rental history, ALL parent letters (if applicable), application fee, and copy of driver's license.**
- If we cannot verify your employment or rental history within two days, you will need to help us with the process or we will have to move on to the next application. If the parent letters are not received within 24 hours (one business day), we will begin processing the next completed application. The first set of completed applications will be the first to be processed.
- Once an application is approved, security deposit is due within 24 hours.
- If an application is approved, we can hold a property for fourteen (14) days with a security deposit (one month's rent). If you decide you no longer want to rent the property after the security deposit has been submitted to Bollin Ligon Walker

Realtors, P.A., the security deposit will not be refunded to you. By submitting the security deposit, this is a good faith promise that you are committing to the rental of this unit within a 14-day period and the property is no longer being advertised for rental purposes.

- Pet Deposit is generally \$100.00 per pet, but owner can require an additional pet deposit. There is also a Pet Addendum that is required.
- **NO SMOKING IS ALLOWED IN ANY UNIT MANAGED BY BOLLIN LIGON WALKERS REALTORS, P.A.**

Tenant Signature

Date