

PRIME APPLICATION

For Office Use ONLY

Date Received: _____

Income Review: _____

Employment Reviewed: _____

Approved **or** **Denied**

Property Address: _____

Please complete all requested information on this form. Thank you for your interest in our company.

Date of Application: _____ Desired Date of Occupancy: _____

I have \$ _____ to put down today in: Money Orders / Certified Funds ONLY

PERSONAL INFORMATION

APPLICANTS FULL NAME: _____

Date of Birth: _____ Social Security # : _____

Driver's License No. & State: _____

CO-APPLICANTS FULL NAME: _____

Date of Birth: _____ Social Security # : _____

Driver's License No. & State: _____

Have you or co-applicant ever filed for Bankruptcy? **YES** / **NO** (Circle One)

Do you have any family or friends that are customers of Prime? **YES** / **NO** (Circle One)

If so, who? : _____

Have you ever rented or leased a Prime house? **YES** / **NO** (Circle One)

If so, which one? : _____

Do you have any pets? _____ If so, how many? _____

What kind of pet, breed, weight and age? _____

How did you hear about the property? (newspaper, internet, sign, referral) _____

- **APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE APPLICATION FEE AND REQUESTED DOCUMENTS.**
- **YOU MUST BE ABLE TO PROVIDE PROOF OF RENTAL HISTORY PAYMENTS IN THE FORM OF MONEY ORDERS OR CLEARED CHECKS.**
- **YOU MUST HAVE A DEPOSIT IN THE FORM OF MONEY ORDER OR CERTIFIED**

RESIDENCE HISTORY

PRESENT ADDRESS: _____

Dates From: _____ to _____ Home #: _____

Applicant's Cell # : _____ Co-Applicant's Cell # : _____

Email Address: _____

Current Landlord or Mortgage: _____ Phone # : _____

Monthly Payment \$ _____ Reason for Moving: _____

PREVIOUS ADDRESS: _____

Current Landlord or Mortgage: _____ Phone # : _____

Monthly Payment \$ _____ Reason for Moving: _____

EMPLOYMENT INFORMATION

PRESENT EMPLOYER: _____ From: _____ To: _____

Employer's Address: _____ Phone # _____

Position: _____ Supervisor: _____ Gross Monthly Salary \$ _____

PREVIOUS EMPLOYER: _____ From: _____ To: _____

Employer's Address: _____ Phone # _____

Position: _____ Supervisor: _____ Gross Monthly Salary \$ _____

CO-APPLICANTS EMPLOYER: _____ From: _____ To: _____

Employer's Address: _____ Phone # _____

Position: _____ Supervisor: _____ Gross Monthly Salary \$ _____

***** **EMERGENCY CONTACT INFORMATION:** *****

Parents Contact Info - Name: _____

Address: _____ Phone # _____

Nearest Relative (Not living with you) Name: _____

Address: _____ Phone # _____

Verified by PFS _____



Established 1991

Prime Financial Services, LLC

Property & Homeowner's Association Management
Sales • Leasing
www.myprimefinancial.net



RENTAL/EMPLOYMENT VERIFICATION REQUEST FORM

Don Weaver
Founder and CEO
drw1220@aol.com

Name: _____

Tammy Moore
Property Manager in Charge
Office Manager
tdmoore@sc.rr.com

Present Address: _____

RENTAL VERIFICATION

Current Payment Amount \$ _____

Mary Ellen Perretta
Realtor
Assistant Manager
meperretta@gmail.com

Landlord Name: _____ Phone # _____

Number of late payments within the last twelve months (over 30 days) _____

How long at this current address? _____

Angie Spencer
Administrative Assistant
atsprime1@gmail.com

X _____

Landlord Signature

Date

EMPLOYMENT VERIFICATION

Sabrina Benzin
HOA Account Specialist
HOA.sabrinabenzin@yahoo.com

Name of Company _____ Phne # _____

How long employed here? _____ Monthly Salary \$ _____

Michelle Miller
HOA Account Specialist
mlmiller.hoa@gmail.com

X _____

Employer Signature

Date

I hereby authorize Prime Financial Services to verify my past and present employment. I further authorize Prime Financial Services to verify other information, including past and present mortgage and Landlord references.

Frances Browder
Administrative Assistant
francesbrowder@yahoo.com

SSN# _____

Anthony Whites
Account Services/Collections
whites_anthony@yahoo.com

Signature: _____ Date: _____

Delaney Provov
Executive Assistant
delaney.provov@gmail.com

** For Office Use Only **
Requested By: _____
Property Address: _____

Housing % Amt _____
(Current Pmt X 1.2)
Income % Amt _____
(Monthly Inc. X .30)
<i>*Managers initials if exceeds guidelines*</i>

4001 Rosewood Drive
Post Office Box 50799
Columbia, South Carolina 29250-0799
Phone: (803) 790-0093
Fax: (803) 790-1481



Equal Housing
Opportunity

Addendum to Deposit Agreement

Marriage Status: * Sign which one applies to you *

- I confirm that I have never been married.

Purchaser: _____ Date: _____

- I confirm that I am still currently married and my spouse will be living with me.

Purchaser: _____ Date: _____

- I confirm that I am legally separated or am divorced and *have court signed documentation to back this up.*
(You may be required to provide this if the tax assessor requests it.)

Purchaser: _____ Date: _____

Home Ownership: * Sign which one applies to you *

- **I confirm I do NOT own a home.**

Purchaser: _____ Date: _____

- **I confirm that neither party has a home in their name (Whether Married, Divorced, or Separated)**

Purchaser: _____ Date: _____

- **I confirm that I am currently married/not legally separated or I/we currently owns another home. I understand that my taxes will be an additional \$150 per month, because I will not be able to claim the 4% legal residence, at the county Tax Assessors Office.**

Purchaser: _____ Date: _____

*** Please be advised that you may have to provide proof that you reside at the property. You may be asked to provide a letter from your electric company that service is in your name. **You are REQUIRED to change your Driver's License to the address you are purchasing before the day of signing.** You may be asked to change your vehicle information by the county. ***

I authorize Prime Financial Services to contact SCE&G or Mid-Carolina to obtain a written Address and Service Verification Letter that I/We have services in our name, after signing.

Property Address to be verified is: _____

Purchaser: _____ Date: _____

LEGAL RESIDENCY AND POWER, WATER/SEWER REQUIREMENTS

Your property will be located at: _____

Please be advised that ***PRIOR to signing***, YOU MUST do the following:

SC DMV:

- **BEFORE** signing, you must change your SC Driver's License, voters registration and vehicle registration to reflect the new address of the property you are purchasing. We must have this before you may sign your lease purchase.

Power Company:

- **BEFORE** signing contact the power company and put in an order to transfer power into your name at your new property address to coincide with your scheduled signing date.
- **BEFORE** signing obtain the **Address and Service Verification Letter** from the power company and have them fax a copy to our office #790-1481; **BEFORE SIGNING** or we will not be able to complete your signing as scheduled.

Water/Sewer Company:

- **AFTER** signing you will need to contact the water company to have water put into your name. You must provide a letter to Prime that water is active and in YOUR name.

(FOR RICHLAND COUNTY ONLY) Legal Residency:

- **BEFORE** signing Richland County Assessor requires that you submit an application for legal residency online at <https://www6.richlandcountysc.gov/assessorapps/>
The county will also require that you upload the following documents. SC Driver's License, Social Security Card, Voters Registration, Vehicle Registration and Tax returns. If not; the county will increase your property taxes causing your monthly payment to go up by \$150+ a month.

Signature: _____ Date : _____

Signature: _____ Date : _____

PRIME FINANCIAL SERVICES

Property & Homeowner's Association Management

Sales ~ Leasing

www.myprimefinancial.net

Property Address: _____

**** For the convenience, this is a list of company names **YOU** may have to contact to transfer your utilities into your name depending on your new address.*

WATER:

- _____ 1. City of Columbia..... 803-545-3300
- _____ 2. Carolina Water Services – Lexington 1-800-272-1919
- _____ 3. West Columbia Water Department 803-791-1880
- _____ 4. Richland County Finance 803-576-2099
- _____ 5. Town of Lexington Utility Department803-359-2434
- _____ 6. Lexington Joint Water & Sewer 803-359-8373

SEWER:

- _____ 1. City of Columbia803-545-3300
- _____ 2. Midlands Utilities 803-359-4803
- _____ 3. . Richland County Finance 803-576-2099
- _____ 4. Palmetto Utilities 803-699-2422
- _____ 5. Carolina Water 1-800-272-1919
- _____ 6. East Richland County 803-788-1570

POWER & GAS:

- _____ 1. SCE&G 1-800-251-7234
- _____ 2. Mid-Carolina 803-749-6400

MAILBOX KEYS ~ If you have a locking mailbox, YOU must get the key from your local post office.

***** YOU MUST HAVE WATER AND SEWER TRANSFERRED INTO YOUR NAME AFTER SIGNING THE LEASE OR IT WILL BE CUT OFF.**

REGIME: Company: _____
 Contact Person: _____
 Phone # _____

Signature: _____ Date: _____

Signature: _____ Date: _____



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PURCHASE AGREEMENT

Don Weaver
Founder and CEO
drw1220@aol.com

I hereby authorize Don Weaver/Prime Financial Services to hold funds on the property located at _____.

Tammy Moore
Property Manager in Charge
Office Manager
tdmoore@sc.rr.com

Request for a refund must be made in writing within (3) business days. There will be NO refunds issued after (3) business days.

***Please Note:**

Signings must be no later than 3 weeks from date of initial deposit unless otherwise noted. _____ (initials)

Mary Ellen Perretta
Realtor
Assistant Manager
meperratta@gmail.com

Deposit Date: _____ Expected Date to Sign: _____

***Deposits will be 100% refunded in cases where a credit applications has been denied.**

Angie Spencer
Administrative Assistant
atsprime1@gmail.com

Purchase Price of Property: _____

Amount of Payments: _____

Full Payment to Begin On: _____

Down Payment: _____

Sabrina Benzin
HOA Account Specialist
HOA.sabrinabenzin@yahoo.com

Application Fee: _____ ***Non-Refundable***

Pro-Rated/1st Month Due: _____

Signing Cost: _____

Michelle Miller
HOA Account Specialist
mlmiller.hoa@gmail.com

Total Amount of Loan: _____

Amount Paid: _____ Date: _____

Frances Browder
Administrative Assistant
francesbrowder@yahoo.com

Total Amount Due at Signing \$ _____

I understand Prime Financial Services will do a public index search online in order to verify that no "Rule to Vacate" actions have been filed on me in the past. If the verification reveals that actions have been filed and Prime Financial Services was not made aware of this prior to signing this agreement, a \$250 administrative fee will be taken out of my deposit.

Anthony Whites
Account Services/Collections
whites_anthony@yahoo.com

Buyers Contact: Cell: _____ Home: _____

Work: _____ Email: _____

Delaney Provow
Executive Assistant
delaney.provow@gmail.com

Buyer's Signature

Witness

Date

Date



**** Approved By ****

Date: _____

4001 Rosewood Drive
Post Office Box 50799
Columbia, South Carolina 29250-0'
Phone: (803) 790-0093
Fax: (803) 790-1481

**** For Office Use Only ****
Completed by:
_____ (initials)

Revised 11/9/2017