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 or 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? : _____

Or other occupants own? _____ How many Pets? _____

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 <u>MUST</u> BE ABLE TO PROVIDE PROOF OF RENTAL HISTORY PAYMENTS IN THE FORM OF MONEY ORDERS OR CLEARED CHECKS.**
- **YOU <u>MUST</u> HAVE A DEPOSIT IN THE FORM OF MONEY ORDER OR CERTIFIED CHECK FOR US TO HOLD THE PROPERTY IN YOUR NAME UNTIL CLOSING.**

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: _____ Surpervisor: _____Gross Monthy Salary $_____

PREVIOUS EMPLOYER: _____ From:_____To:_____

Employer's Address: _____ Phone # _____

Position: _____ Surpervisor: _____Gross Monthy Salary $_____

CO-APPLICANTS EMPLOYER: _____ From:_____To:_____

Employer's Address: _____ Phone # _____

Position: _____ Surpervisor: _____Gross Monthy Salary $_____

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

Parents Contact Info - Name: _____

Address: _____ Phone # _____

Nearest Relative (Not living with you) Name:_____

Address: _____ Phone # _____

Verified by PFS _____

Prime
Financial Services, LLC

Established 1991

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

Don Weaver
Founder and CEO
drw1220@aol.com

Tammy Moore
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Office Manager
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Mary Ellen Perretta
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HOA Account Specialist
mlmiller.hoa@gmail.com

Frances Browder
Administrative Assistant
francesbrowder@yahoo.com

Anthony Whites
Account Services/Collections
whites_anthony@yahoo.com

Delaney Provow
Executive Assistant
delaney.provow@gmail.com

RENTAL/EMPLOYMENT VERIFICATION REQUEST FORM

Name:_____

Present Address:_____

****

RENTAL VERIFICATION Current Payment Amount $ _____

Landlord Name: _____ Phone # _____

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

How long at this current address? _____

X_____ _____
Landlord Signature Date

EMPLOYMENT VERIFICATION

Name of Company _____ Phne # _____

How long employed here? _____ Monthly Salary $ _____

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.

SSN# _____

Signature: _____ Date:_____

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

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

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

Equal Housing Opportunity

POWER, WATER/SEWER AND LEGAL RESIDENCY REQUIREMENTS

Your property will be located at : _____

_____

_____ Richland County _____ Lexington County

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.

****Please be advised that *prior to signing your lease*, YOU must do the following:**

Power Company:

- Contact the power company and put in an order to transfer power into your name at your new address.
- Obtain the Address and Service Verification Letter from the power company.

Signature: _____ Date : _____

Signature: _____ Date : _____

PRIME FINANCIAL SERVICES

Property & Homeowner's Association Management

Sales ~ Leasing

www.myprimefinancial.net

TO NEW PRIME FINANCIAL CUSTOMERS:

*** 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 Department ……803-359-2434

_____ 6. Lexington Joint Water & Sewer ……..….. 803-359-8373

SEWER:

_____ 1. City of Columbia …….……..…803-545-3300

_____ 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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Mary Ellen Perretta
Realtor
Assistant Manager
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Angie Spencer
Administrative Assistant
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Sabrina Benzin
HOA Account Specialist
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Michelle Miller
HOA Account Specialist
mlmiller.hoa@gmail.com

Frances Browder
Administrative Assistant
francesbrowder@yahoo.com

Anthony Whites
Account Services/Collections
whites_anthony@yahoo.com

Delaney Provow
Executive Assistant
delaney.provow@gmail.com

RENTAL DEPOSIT AGREEMENT

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

_____, as deposit. I _____ agree to provide all requested items to complete my application within 3 days or my deposit will not be refunded. Requests for a refund must be made in writing within 3 days from the date of this agreement.

***Please Note:**
Signings must be no later than 3 weeks from date of initial deposit unless otherwise noted. _____**(Initials)**

Deposit Date: _____ Expected Date of Signing: _____

***Deposits will be 100% refunded in cases where a credit applications has been denied, unless the applicant provided false information.**

Rental Amount of Property: _____

Security Deposit: _____

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

Amount Paid: _____ Date: _____

Payment to Begin On: _____

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.

Buyers Contact Information:

Cell: _____ Home: _____

Work: _____ Email: _____

_____ _____
Buyer's Signature Witness

_____ _____
Date Date

Equal Housing Opportunity

APPROVED BY:

_____

Date: _____

4001 Rosewood Drive
Post Office Box 50799
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Completed by:
_____ (initials)