

STRAND MANAGEMENT GROUP, LLC

GUIDELINES FOR APPLICATION PROCESS

**When you return your application, the following must be included for the application to be processed.
The approval or denial turn around time of the application is 24 to 48 hours:**

- 1—On the application (The property information you are applying for) must be filled out in detail. To process your application correctly, we need to know which unit you are applying for, how long of a lease you would like to sign for, and when you want to begin the lease. Please inquire to see if the unit you are applying for is offering a rental special. **REMEMBER** not all units offer a rental special!
- 2—A photo-copy of each lease holders drivers license must be attached when the application is returned.
- 3—A photo-copy of each lease holders social security card must be attached when the application is returned.
- 4—Each lease holder must turn in an employment verification form for each job held. Ask the leasing agent for employment verification forms. **Inquiry with the leasing agents for the proper documents needed if you are a business owner.**
- 5—Each lease holder must turn in a resident verification form. Ask the leasing agent for the residential forms. **If you live with parents, you must turn in a current utility bill verifying your residential address.**
- 6—Each individual over the age of 18 **must** fill out the application and pay the \$50.00 application fee with a debit card, credit card, money order, cash, or certified funds. *(Can not be paid with personal check)* **You can only have a co-signer if you are a student.** If you owe a utility bill or another company funds for a rental property you will be automatically denied until proof of payment is received.
- 7—If you are a student, the student and one (1) parent must fill out the application and both will be lease holders. The application fee will be \$50.00 per individual.
- 8—The application process could take up to 48 hours. Our office **will not** hold a unit for the application process. ***If you want to secure the unit you will need to turn in the security deposit when you turn in the application. The security deposit is equal to one month rent and can be paid with a money order or bank certified check. It can not be paid with cash or personal check.***
- 9—A departure cleaning fee of \$105 **is required before move in.** These funds will assist with any unit cleaning upon your departure. Anything over the \$105 will be deducted from the unit security deposit.
- 10—A document processing fee (which is separate from the application fee) of \$50.00 **is required before move in.** This is a one time fee per unit.
- 11—Once your application process is completed, you will be contacted and given the following information:
 1. Your move in address: _____
 2. Transfer electric with either Santee Cooper—843-448-2411 or Horry Electric—843-369-2211—**Must have** confirmation faxed to Strand Management before keys are handed out. Fax number is 843-236-1410.
- 12—Move In Funds Calculated—Payable with a money order or bank certified check only!
 - Security Deposit Due--\$ _____
 - 1st Month Rent Due--\$ _____
 - Departure Clean Fee Due--\$ _____
 - Lease Process Fee Due--\$ _____
 - Pet Fee Due--\$ _____
 - **TOTAL MOVE IN COST--\$ _____**
- 13—Your move in date will be: _____ . Your move in time will be: _____ .

****REMEMBER TO TAKE THIS FORM WITH YOU WHEN YOU TURN IN YOUR RENTAL APPLICATION****