

## RESIDENTIAL RENTAL CHECKLIST

**PLEASE NOTE: Your income in one week should be enough to pay your monthly rent!**

- \_\_\_\_ 1. Complete the application. Provide a copy of:
  - \_\_\_\_ your picture ID.
  - \_\_\_\_ your social security card. **We MUST have a SS card to rent any property!**
  - \_\_\_\_ your check stub, bank statement. **You should be employed for at least 6 Months.**  
(We will need this information on all applicants who are 18 or older.)
- \_\_\_\_ 2. There is a \$50 cash (plus \$50 for each additional adult), nonrefundable fee to process the application. ( We do run a credit report.)
- \_\_\_\_ 3. If the application is approved:
  - A. Pay the security deposit (usually the same as the rent). The deposit will hold the property for no longer than fifteen days.
  - B. Read carefully and sign all paperwork.
  - C. Use the security deposit receipt to have the power turned on in your name. We must have a receipt from CPW or Duke Power before we can give you the keys to the property.
    1. If the property is located in the city limits, go to CPW, located in front of the Court House. ( 942-8100). The fee is usually less than \$50.00.
    2. If the property is located outside the city limits, your electricity supplier is Duke Power. You can start service by visiting [www.duke-energy.com](http://www.duke-energy.com) or by calling 1-800-777-9898 or 864-227-3868 and following instructions given. You should receive an account number. Take this account number to the Saxon Center on East Cambridge in the furniture store.
- \_\_\_\_ 4. If you are interested in a telephone, call Century Link at 223-9011, they can also provide internet service.
- \_\_\_\_ 5. If you are interested in cable, call VYVE at 229-5421. The cable company is located off 25 North, near the Post Office and Crosscreek Mall.; the cable company can provide internet service, also. New company WCTEL 864-446-2111.
- \_\_\_\_ 6. It is not the property owner's responsibility to insure the contents of the property. You should insure your personal possessions. An insurance agent can discuss the cost of tenant's insurance with you. The price is very reasonable. The Owner is not responsible for any damages for any reason to your personal property.
- \_\_\_\_ 7. Keep the repair number, 223-4274, and repair information sheet in your phone book, for future reference.

**REMEMBER THAT YOU ARE ACCEPTING PREMISES  
"AS IS". DO NOT SIGN PAPERWORK IF YOU ARE  
NOT HAPPY WITH THE CONDITION OF THE  
PROPERTY!**