



## **Guidelines for Accepting Application**

**GCRA is now accepting application for  
MILLER PLACE COURT  
301 University Ridge, Suite 2500 Greenville SC 29601**

### **PHASE ONE OF PROCESS:**

#### **1. Completed Application**

#### **2. ALL verifiable Income Documents that apply to you (COPIES ONLY)**

- a. 2 Most Recent Bank Statements (required)
- b. 2018 Tax Returns (required)
- c. 2 Most Recent Paystubs
- d. SSI Award Letter
- e. Court Ordered Child Support
- f. Housing Authority Voucher
- g. SSI Disability Award Letter
- h. Retirement Pension

\*\*\* NOT all Income Documents will apply for your situation.

#### **3. Citizenship Documents: (COPIES ONLY)**

- a. SC Driver's License (anyone that drives)
- b. Social Security Cards of all tenants in unit (adults & children)
- c. Birth Certificates (all children living in the unit & adults, if possible)

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### **PHASE TWO OF PROCESS:**

18 Applicants will be selected based on completed application, income documentation, residency status and citizenship. Property Coordinator will call applicants to return to the office to pay application fee:

#### **1. Application fee:**

- a. \$50 Application fee and \$25 for each person over the age of 18 that will be living in the unit to be paid at 301 University Ridge Suite 2500 Greenville SC 29601  
**(CASH, DEBIT CARD, OR MONEY ORDER)**

#### **2. MUST PASS BACKGROUND CHECK**

- Rental History required AFTER application has been approved
- Resident of Greenville, Laurens, Spartanburg County for at least 6 months
- Does not own a home, have ownership in a property or have a mortgage
- Units are **INCOME RESTRICTED**

\*\*\*SEE PAGE TWO FOR GCRA OCCUPANCY STANDARDS\*\*\*