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)

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***