

## RENTAL APPLICATION

This Rental Application is an offer to rent. The Deed of Lease is a legally binding contract.

It is unlawful to discriminate on the basis of race, color, religion, national origin, sex, elderliness, familial status or handicap. This application will be processed in accordance with all Fair Housing and occupancy laws.

### BROKERAGE DISCLOSURE

The applicants acknowledge by their initials that in this real estate leasing transaction the Listing Broker, \_\_\_\_\_, represents the Landlord and that the Leasing broker, \_\_\_\_\_, represents  the Landlord OR  the Tenant. (If the Broker is acting as a dual representative of both the Landlord and Tenant, then the appropriate disclosure form is attached to and made a part of this Application.

**Applicant/s Initials** \_\_\_\_\_ / \_\_\_\_\_ **Leasing Agent must attach a business card.**

**Applicant/s Identification Type & Expiration Date:** \_\_\_\_\_

### OFFER TO RENT

\_\_\_\_\_ (Applicant 1) and \_\_\_\_\_ (Applicant 2) offer to lease the property known as \_\_\_\_\_, Virginia \_\_\_\_\_ ("Premises"), for \_\_\_\_\_ years/months beginning \_\_\_\_\_, 20\_\_\_\_, for the monthly rent of \$ \_\_\_\_\_ payable in advance on the first day of each month.

### CONDITIONS

**A NON-REFUNDABLE PROCESSING FEE OF \$ \_\_\_\_\_ per Applicant** is included with this application. Processing may take up to 5 business days to complete. **AN EARNEST MONEY DEPOSIT OF \$ \_\_\_\_\_ ("Deposit")** is included and will be held by \_\_\_\_\_. If this Application is accepted, the Deposit will be credited to amounts owed to the Landlord. If this Application is not accepted, the Deposit will be refunded to the Applicant(s) less any additional documented processing charges.

Occupancy is subject to possession being delivered by the present occupant. **The property is accepted "As Is" unless otherwise noted below or by attachment.**

#### CONTACT NUMBERS: APPLICANT 1

C: \_\_\_\_\_  
 H: \_\_\_\_\_  
 W: \_\_\_\_\_  
 Email: \_\_\_\_\_

#### APPLICANT 2

C: \_\_\_\_\_  
 H: \_\_\_\_\_  
 W: \_\_\_\_\_  
 Email: \_\_\_\_\_

### OFFICE USE ONLY

Application Received Date \_\_\_\_\_ Time \_\_\_\_\_

Application Reviewed By \_\_\_\_\_

Accepted  Rejected  Withdrawn  Applicant of Agent notified Date \_\_\_\_\_ Time \_\_\_\_\_



**APPLICANTS AGREE AND UNDERSTAND THAT:**

1. This Application, each occupant and each pet are subject to acceptance and approval by the Landlord.
2. The Listing Company is obligated to present all Applications to the Landlord until the Lease is signed.
3. Landlord and Landlord's Agent may rescind acceptance and resume marketing the Premises at any time until the Lease is signed.
4. Proof of current income is required. For example:
  - Latest Pay Statements/Stubs
  - Last 2 years' Form W-2 for hourly or weekly pay persons
  - Last 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income ③
 Copy of LES and orders for military
5. This Application consists of four pages which must be completed in full. Incomplete or missing information will result in delay of a decision. Willful misrepresentation may be grounds for invalidating a Lease.
6. A draft of the proposed Lease may be reviewed through the Listing Broker. If Landlord and Applicant cannot agree on terms, the deposit will be refunded.
7. Applicant must present valid photo identification or 2 forms of ID before signing the Lease.
8. The Applicant is responsible for obtaining property and liability insurance (Renter's Insurance) and assuming utility accounts where required before occupying the Premises.
9. Any move-in fees and utility deposits are the responsibility of the Applicant.
10. Only those persons listed in the Application are to live in the premises.
11. The Premises are not to be used for business except with full knowledge and consent of the Landlord and in conformity with all applicable laws and regulations.
12. Applicant has no Leasehold interest until the Lease is signed.

**I/we agree to the above conditions and authorize the firm processing this Application to verify any information contained herein and to perform any credit or investigative inquiries necessary in properly evaluating this Application, and any renewal. If any information is found to be false or misleading, the Application may be summarily rejected.**

Signed Applicant 1 \_\_\_\_\_ Date \_\_\_\_\_

Signed Applicant 2 \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT 1**

**APPLICANT 2**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date of Birth                      Social Security Number

\_\_\_\_\_  
Current Street Address

\_\_\_\_\_  
City                                  State                                  Zip

From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
Dates of Occupancy                      Rent  Mortgage

\_\_\_\_\_  
Landlord/Management/Mortgage Co. Name

\_\_\_\_\_  
Phone #                                  Fax #

\_\_\_\_\_  
Reason for Moving

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date of Birth                      Social Security Number

\_\_\_\_\_  
Current Street Address

\_\_\_\_\_  
City                                  State                                  Zip

From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
Dates of Occupancy                      Rent  Mortgage

\_\_\_\_\_  
Landlord/Management/Mortgage Co. Name

\_\_\_\_\_  
Phone #                                  Fax #

\_\_\_\_\_  
Reason for Moving



**APPLICANT 1**

**APPLICANT 2**

Previous Street Address

Previous Street Address

City State Zip

City State Zip

From: To: \$  
 Dates of Occupancy Rent  Mortgage

From: To: \$  
 Dates of Occupancy Rent  Mortgage

Landlord/Management/Mortgage Co. Name

Landlord/Management/Mortgage Co. Name

Phone # Fax #

Phone # Fax #

Reason for Moving

Reason for Moving

**EMPLOYMENT**

**EMPLOYMENT**

1. Current Company Name

1. Current Company Name

From: To:  
 Location Dates of Employment  
 \$ /year

From: To:  
 Location Dates of Employment  
 \$ /year

Position/Rank Income

Position/Rank Income

Supervisor Name Phone

Supervisor Name Phone

2. Previous Company Name

2. Previous Company Name

From: To:  
 Location Dates of Employment  
 \$ /year

From: To:  
 Location Dates of Employment  
 \$ /year

Position/Rank Income

Position/Rank Income

Supervisor Name Phone

Supervisor Name Phone

**ADDITIONAL INCOME**

**ADDITIONAL INCOME**

\$ /year  
 Source Amount

\$ /year  
 Source Amount

**Do you have any animals? LIABILITY COVERAGE IS REQUIRED FOR DOGS.**

TYPE	BREED	AGE	WEIGHT	M/F	NEUTURED/DECLAWED
	ggg				/
					/
					/

VEHICLE 1 TYPE, MAKE, MODEL	STATE	VEHICLE 2 TYPE, MAKE, MODEL	STATE



**ADDITIONAL INFORMATION**

Do you plan to bring a waterbed or large aquarium into the Premises?  
 Do you intend to smoke or permit smoking in the Premises?

YES       NO  
 YES       NO

**PLEASE ANSWER**

	<u>Applicant 1</u>		<u>Applicant 2</u>		
1. Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
2. Have you ever been evicted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
3. Do you have any judgments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
4. Have you had a foreclosure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
5. Are you party to a lawsuit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
6. Do you pay alimony or child support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
7. Are you a co-signer for a loan or another lease?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
8. Have you ever had a rental application rejected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
9. How would you rate your credit?	_____		_____		_____

**DEBTS (List major loans or credit card debt)**

	Type of Loan	Creditor	Balance	Monthly Payment
1.	_____			
2.	_____			

**ASSETS (Submit supporting documentation if necessary for qualification)**

	Type of Asset	Amount
1.	_____	
2.	_____	

**OTHER OCCUPANTS OF THE PREMISES**  
 (Occupants over 18 must submit separate applications)

LAST NAME	FIRST NAME AND M.I.	M/F	D.O.B.	RELATIONSHIP

**DESIGNATED CONTACTS (Someone who knows how to reach you) OR NEXT-OF-KIN**

1. \_\_\_\_\_  
 Name Relationship

Telephone Address City State Zip

2. \_\_\_\_\_  
 Name Relationship

Telephone Address City State Zip

