

## RENTAL APPLICATION

This Rental Application ("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 as well as all classes protected by the laws of the United States, the Commonwealth of Virginia and applicable local jurisdictions, or by the REALTOR® Code of Ethics. 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 lease 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 \_\_\_\_\_ (the "Premises"), for \_\_\_\_\_ years/months beginning \_\_\_\_\_, 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 \$ \_\_\_\_\_ (the "Deposit") is included and will be held by \_\_\_\_\_. If this Application is accepted and a lease is signed, the Deposit will be credited to amounts owed to the Landlord. If this Application is not accepted, the Deposit will be returned to the Applicant(s) less any additional documented processing charges. Funds held by an escrow agent will be deposited no later than 5 business banking days after the lease has been ratified.

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

*CONTACT NUMBERS: APPLICANT 1*

*APPLICANT 2*

C: \_\_\_\_\_

C: \_\_\_\_\_

H: \_\_\_\_\_

H: \_\_\_\_\_

W: \_\_\_\_\_

W: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### OFFICE USE ONLY

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

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

Accepted ☐ Rejected ☐ Withdrawn ☐ Applicant or 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 Broker is obligated to present all Applications to the Landlord until the lease is signed.
3. Landlord and Listing Broker 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:
  - a. Latest Pay Statements/Stubs
  - b. Last 2 years' Form W-2 for hourly or weekly pay persons
  - c. Last 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income
  - d. 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(s) cannot agree on terms, the Deposit will be returned.
7. Applicant(s) must present valid photo identification or 2 forms of ID before signing the lease.
8. The Applicant(s) 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(s).
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(s) 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.**

Applicant 1 Signature

Date

Applicant 2 Signature

Date

**APPLICANT 1**

Full 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 #

Email

Reason for Moving

**APPLICANT 2**

Full 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 #

Email

Reason for Moving

**APPLICANT 1****APPLICANT 2****Previous Street Address**

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

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

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

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

**EMPLOYMENT**1. \_\_\_\_\_  
Current Company NameFrom: \_\_\_\_\_ To: \_\_\_\_\_  
Location \_\_\_\_\_ Dates of Employment \_\_\_\_\_\$ \_\_\_\_\_ /year  
Position/Rank \_\_\_\_\_ Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_  
Previous Company NameFrom: \_\_\_\_\_ To: \_\_\_\_\_  
Location \_\_\_\_\_ Dates of Employment \_\_\_\_\_\$ \_\_\_\_\_ /year  
Position/Rank \_\_\_\_\_ Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**ADDITIONAL INCOME**\$ \_\_\_\_\_ /year  
Source \_\_\_\_\_ Amount \_\_\_\_\_**Previous Street Address**

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

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

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

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

**EMPLOYMENT**1. \_\_\_\_\_  
Current Company NameFrom: \_\_\_\_\_ To: \_\_\_\_\_  
Location \_\_\_\_\_ Dates of Employment \_\_\_\_\_\$ \_\_\_\_\_ /year  
Position/Rank \_\_\_\_\_ Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_  
Previous Company NameFrom: \_\_\_\_\_ To: \_\_\_\_\_  
Location \_\_\_\_\_ Dates of Employment \_\_\_\_\_\$ \_\_\_\_\_ /year  
Position/Rank \_\_\_\_\_ Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**ADDITIONAL INCOME**\$ \_\_\_\_\_ /year  
Source \_\_\_\_\_ Amount \_\_\_\_\_**Do you have any animals?****LIABILITY COVERAGE IS REQUIRED FOR DOGS.**

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

VEHICLE: TYPE, MAKE, MODEL	STATE	VEHICLE: TYPE, MAKE, MODEL	STATE

**ADDITIONAL INFORMATION**

Do you plan to bring a waterbed or large aquarium into the Premises?

☐ Yes ☐ No

Do you intend to smoke or permit smoking in the Premises?

☐ Yes ☐ No**PLEASE ANSWER**

	<b>Applicant 1</b>	<b>Applicant 2</b>	<b>Explanation*</b>
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?	_____	_____	_____

\*Attach separate sheet if necessary.

**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	Value
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	Email		
	Telephone	Address	City	State	Zip
2.	_____				
	Name	Relationship	Email		

Telephone	Address	City	State	Zip
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