

PROPERTY MANAGEMENT OF VIRGINIA

42 Stoneridge Drive

Waynesboro, Virginia 22980

(540) 949-4900

(540) 949-4909 Fax

www.property-management-va.com

APPLICATION APPROVAL PROCESS

1. Prospective resident must complete and sign the application for residency distributed by Property Management of Virginia. The application must be accompanied by payment in the amount of twenty dollars (\$20.00) per adult for the application processing fees, and the appropriate payment of deposit for reservation of the apartment.
2. The application must be completed in its entirety including: present and previous physical address (no P.O. boxes), current landlord phone number, social security number, birthdate, place of employment, employer's phone number, salary, etc.
3. Applicant must provide evidence of secure income equivalent to double the monthly rent (i.e. if monthly rent is \$500, applicant must provide evidence of income equal to or exceeding \$1000 per month). Circumstances may require a co-signer, but *cosigners are only allowed for financial reasons, NOT for applications rejected due to a poor credit history or poor rental history. No exception can be made.*
4. Applicants receiving poor credit references will be rejected. Any credit ratings higher than a one (1) must be brought current showing a zero balance past due. In addition, any judgements or collections must be paid in full, or evidence of a *previously established* payment plan must be provided. The applicant will be solely responsible for providing any evidence of payment plans or paid balances and evidence must be provided in writing. Agent will not place phone calls to establish credit history.
5. Bankruptcies must be reflect on the credit report and will be accepted providing the applicant has re-established current credit accounts and those accounts have been kept in good standing. *An additional deposit equivalent to one month's rent will be required for all applicants claiming a bankruptcy in the past four years.*
6. Applicant must provide appropriate phone numbers required to contact previous landlords for rental references. The most current landlord will be contacted first and if questionable circumstances surround that reference, the previous landlord will be contacted. *If a poor payment history occurred with a previous rental arrangement, applicant will be asked to provide an additional deposit equivalent to one month's rent. If cases of previous eviction, unlawful detainers, destruction of property of delinquent accounts, applicant will be rejected.*
7. Pets are allowed only if designated by the owner and Property Management of Virginia. Properties that allow dogs will require an additional deposit of \$250 dollars (per dog), \$100 of which is non-refundable, and an additional \$25 per month (per dog) pet fee. Properties that allow cats will require an additional deposit of \$100 dollars (per cat), all of which is non-refundable, and an additional \$10 per month (per cat). In all properties, no more than two dogs or two cats will be allowed.

APPLICATION FOR LEASE

APPLICANT 1

Personal Information

Applicant Name: _____
Birthdate: _____
SSN: _____
Drivers License
State Issued By: ____ # _____
Automobile Make: _____
License Plate #: _____

Residency Information

Current Address _____ Previous Address _____
City, State, Zip _____ City, State, Zip _____
Applicant Phone # _____ Move-In Date _____ Move-Out _____
Move-In Date _____ Move-Out _____ Previous Landlord _____
Was Proper Notice Given _____ Landlord Phone # _____
Present Landlord _____ Rental Amount \$ _____
Landlord Phone # _____ Applicant Email: _____
Rental Amount \$ _____

Employment Information

Employer _____ Since _____
Street/City _____
Job Title _____ Hours per Week _____
Supervisor _____ Phone # _____
Current Income \$ _____ Per _____

APPLICANT 2

Personal Information

Applicant Name: _____
Birthdate: _____
SSN: _____
Drivers License
State Issued By: ____ # _____
Automobile Make: _____
License Plate #: _____

Residency Information

Co-Applicant:	If less than one year:
Present Address _____	Previous Address _____
City, State, Zip _____	City, State, Zip _____
Applicant Phone # _____	Move-In Date _____ Move-Out _____
Move-In Date _____ Move-Out _____	Previous Landlord _____
Was Proper Notice Given _____	Landlord Phone # _____
Present Landlord _____	Rental Amount \$ _____
Landlord Phone # _____	
Rental Amount \$ _____	Applicant Email: _____

Employment Information

Co-Applicant:	
Employer _____	Since _____
Street/City _____	
Job Title _____	Hours per Week _____
Supervisor _____	Phone # _____
Current Income \$ _____ Per _____	

ADDITIONAL INFORMATION

Other Occupants:

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

Total Number to Occupy Apartment: _____

Pets:
Number and Type of Pet _____

In Case of Emergency, Please Notify:

1. Name _____	Address _____
	Phone # _____
	Relation _____
2. Name _____	Address _____
	Phone # _____
	Relation _____

Rental Reference Request

TO: _____

FROM: Property Management of Virginia
42 Stoneridge Drive
Waynesboro, VA 22980
Phone: 540 949 4900
Fax : 540 949 4909

RE: _____(Your Name)
RENTAL OF: _____(Your Address)

The Tenant(s) named above have applied to us for a rental unit and authorized disclosure of information pursuant to *Virginia Code 55-248 9.1*. We understand you may have rented to them in the past. Please furnish the information requested and FAX or mail your reply to us. Thank you for your help.

TENANT'S AUTHORIZATION PURSUANT TO VIRGINIA CODE 55-248.9:1
I authorize the free and complete release of all information about my tenancy at ANY rental unit, and agree to hold harmless anyone who so responds in good faith. A copy or fax of this authorization shall be accepted as if original.
Date: _____ **Tenant Signature:** _____

1. When did the Tenant rent from you? From _____ To _____
2. Most recent monthly rent was _____ Were utilities included? _____
3. Rent was received more than 5 days late _____ times (please indicate 0 or number of times)
4. Did tenant damage the rental unit or common areas of the property? _____
5. Tenant was sent _____ notices of rental or lease violations (please indicate 0 or number)
6. Did/will Tenant receive the full security deposit refund? _____
7. Are you owed money by Tenant? _____
8. Were there any Court actions involving Tenant? _____
9. Would you lease to Tenant again? _____
10. Are you related to Tenant by family or marriage? _____
11. Please explain any positive answers to questions 3,4,5,7,8 or 10 and feel free to add any comments you think may be of interest.

To be dated Date _____ *Signed* _____
And signed
By person Print Name and Title _____
Completing form

Application Agreement

A non-refundable fee of \$20.00 is charged on all rental applicants for the purpose of verifying the information included in this application. I understand this fee will under no circumstances be returned to me. Keys will be furnished only after contemplated lease and other rental documents have been thoroughly executed by all parties and only after applicable rentals and deposits have been paid. This application is preliminary only and does not obligate the owner, or his agent, to execute a lease or deliver possession of the proposed premises. I hereby authorize owner, and his agent, to make inquiries that they deem proper and necessary regarding my qualifications as a tenant. I also authorize my employer, landlords and creditors to furnish owner or his agent such information as requested by them. I have reviewed, I agree, and understand this agreement.

Correct Information

Applicant represents that all the statements on this application are true and complete and hereby authorizes verification of the information, references and credit records.

Applicant acknowledges that false information herein may constitute a criminal offense under laws of this state.

Disclosure of Brokerage Relationship

Landlord and Applicant/Tenant confirm that in connection with the transaction contemplated by this application, the Listing Broker, the Leasing Broker and Salesperson have acted on behalf of Landlord as Landlord's representatives.

Equal Housing

The property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap, or elderliness in compliance with all applicable federal, state and local fair housing laws and regulations.

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____

OFFICE USE ONLY

Date received: _____ App Fee Received: _____

Property of Interest: _____

Desired Move In Date: _____

Credit Check Results: _____

Rental Reference:

Provided By: _____ Date: _____ Result: _____

Employment Reference:

Provided By: _____ Date: _____ Result: _____

Concerns: _____

Final Status: _____ Determined By: _____ Notified: _____ Date: _____
