

APPLICATION FOR TENANCY

Application is hereby made to lease the premises at _____
_____ beginning on the _____ day of _____ (month).

Lease term requested: _____ Pet Fee: \$ _____ Monthly Rent: \$ _____

APPLICANT INFORMATION

Name: _____ SS#: _____

Date of Birth: _____

Address: _____

Current Phone #: _____ How long at current address: _____

Cell Phone #: _____ E-mail: _____

If applicable, relationship to co-applicant: _____

Rent or Own Monthly Rent: \$ _____ Do you have a lease: Yes No

Expiration Date: _____ Notice Given: Yes No

Name of current landlord: _____

Phone#: _____ Fax#: _____

Former Address: _____

Name of former landlord: _____

Phone#: _____ Fax#: _____

Do you own real estate: Yes No If yes, where: _____

In case of emergency, notify: Name: (not co-applicant) _____

Relationship: _____ Phone #: _____

Address: _____

List all persons who will occupy the rental premises:

Name	Relationship	Date of Birth	SS#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT INFORMATION

Employer: _____

Employer's Address: _____

Occupation: _____ Length of Employment: _____

Supervisor: _____ Telephone #: _____

Salary: \$ _____ per _____ (week/month/year)

Additional income* amount \$ _____ Source _____

**Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy.*

If military, complete the following (attach copy of orders/LES):

Duty Station: _____ Rank/Rate: _____

Report Date: _____ End of current enlistment: _____

CREDIT INFORMATION

Do you have any judgments and/or collections? Yes No

Have you ever filed for Bankruptcy? Yes No If yes, provide discharge date: _____

Have you ever been sued or evicted for nonpayment of rent? Yes No

Have you ever been subject to a foreclosure? Yes No Do you have any liens? Yes No

If you have answered yes to any of the above, please explain in detail: _____

Outstanding Debts	Payment	Outstanding Debts	Payment
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

BANKING & INSURANCE INFORMATION

Bank: _____ Account #: _____

Address: _____

Bank: _____ Account #: _____

Address: _____

Do you have renters insurance? Yes No

Do you have a waterbed? Yes No Insurance for waterbed? Yes No Copy of policy? Yes No

Do you have any pets? Yes No How many? _____ Spayed/Neutered? Yes No

Type(s)/Weight(s): _____ Age(s) of pets: _____

FEES/DEPOSITS

Applicant will submit an application fee in the amount of \$_____ for the purpose of being considered as a tenant. The application fee is non-refundable, whether or not the applicant becomes a tenant in the premises.

Applicant shall submit an application deposit in the amount of \$_____ along with this signed Application for Tenancy. If the applicant does not become a tenant in the premises, the application deposit, less the amount of the Owner's actual expenses and damages, shall be refunded to the applicant.

Each applicant certifies information provided in this application is true and accurate to the best of their knowledge. The Owner of the premises and the Owner's Agent have each applicant's permission to obtain credit history and criminal background information, and verify any information provided. Each applicant also authorizes any current or prior landlords or their agents to release information about each applicant to the Owner and Agent. If any applicant withholds or gives false information, this application is considered void and the owner may terminate the lease agreement.

The Owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your own household goods. Neither the agent nor owner of the property is responsible for damages to your personal property.

Agent must receive full Security Deposit in certified funds within 24 hours after application approval. Property remains on the market until deposit is received in certified funds along with the signed lease.

Owner and Agent are pledged by the letter and spirit of the U.S. policy for achievement of equal housing opportunity. We encourage and support affirmative advertising and marketing programs in which there are not barriers to obtaining housing because of race, color religion, sex, handicap, familial status, elderliness or national origin.

Megan's Law Disclosure:

Applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sex offenders registered under Chapter 23 (19.2-387 et seq.) of Title 19.3. Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchange, at 804-674-2000 or on the Internet at <http://sex-offender.vsp.virginia.gov.sor/>.

Each applicant understands that the agent represents the Owner of the premises and acknowledges having received a copy of this application at the time it was submitted.

Applicant's Signature: _____

Applications submitted on: _____ at _____ a.m. p.m.
(Date) (Time)

THANK YOU!

FOR ADMINISTRATIVE USE ONLY:

Owner: _____

Tenant: _____

Agent (company): _____

Address: _____

Premises: _____

Term: _____

Starting Date: _____ Ending Date: _____

Renewal Period: _____ Renewal Notice Period: _____

Rent: \$ _____ per month

Initial Rent: \$ _____

Late Date: _____ (days after due date) Late Fee: \$ _____

Default Interest Rate: _____ % per annum (not to exceed 12%)

Returned Check Charge: \$ _____

Default Pet Rent: \$ _____

Security Deposit: \$ _____ to be held by ? Agent or ? Owner

Included Utilities: _____

Assignment Fee: \$ _____

Maximum Occupancy: _____

Noise Zone: _____

Accident Zone: _____

Notes:



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