



RENTAL APPLICANT REQUIREMENTS

For Mark A Rusnak @ RE/MAX Allegiance
& Property Management Professionals, LLC

- 1) Applications are to be Submit to the office address listed above, or to PMP, LLC @ **828 Greenbrier Parkway # 100 Chesapeake VA 23320**. We look for a good rental history, decent credit and employment history for a minimum of two years. We do not have a set income requirement, however we look at the income as it compares to your debt ratio.
- 2) Applications may be submitted during the office hours of *9-5 Monday through Friday*, or you may submit applications after hours and on weekends in the night drop off box at the office main entrance. Leave all information in a sealed envelope, and to the attention of **Mark Rusnak, Property Manager**. It will be received & logged in the next business day.
- 3) A \$35.00 application / processing fee **per person** must be included.
 - a. Application fees are to be paid by **money order or certified funds, payable to Mark Rusnak**
 - b. **No cash will be accepted by front desk**. All Application fees are non-refundable.
- 4) Application must be completed in full. The Application, Rental Application Authorization form, Agency Disclosure and the Disclosure of Agency Relationship **must also be Signed and Dated**.
- 5) Additional items to be submitted with the application:
 - a. Copy of a recent pay-stub and W-2, or Leave and Earnings Statement (if military)
 - b. A copy of Military orders may also be required – if transferring in.
 - c. A copy of your most recent pay stub or 1099 if self employed
 - d. Photocopy of the Applicant's & Co-Applicants Driver's License, Military or other Photo Identification Card.
 - e. Current or past rental references from landlord or property manager.
- 6) **Security Deposits** are due within 24 hours of application acceptance. Payable by cashier's check or money order only & Payable to **PMP, LLC**. No property will be held past 24 hours without a signed lease and the required security deposit. Vacant Properties will not be held for more than 30 Days.
- 7) All Pets are taken on a case-by-case basis. **Some properties do not allow any pets**. If this property allows pets, and your pet is approved, an additional **\$300.00 non refundable** pet fee is due at lease execution along with the required security deposits. **No aggressive breeds are ever considered**.
- 8) Please remember that you are asking us to make a rental decision based on the information you have provided to us on the application, any omitted or missing information may have an adverse affect on our final decision.
- 9) The property owner will make the final approval or disapproval of this application, based on our findings, **and the information you have provided** in this attached application.
- 10) All Rents are payable to the property management company = **Property Management Professionals, LLC @ 828 Greenbrier Parkway # 100 Chesapeake VA 23320**.

All Applications will be processed within three business days

**Mark A Rusnak "The Satisfaction Specialist" @ RE/MAX Allegiance
& Property Manager @ Property Management Professionals, LLC
4000 Virginia Beach Blvd # 164 Virginia Beach, VA 23452
(757) 718-8865 * (757) 490-7300 x 305 * Fax (757) 233-1536
www.marksold.com e-mail MarkRusnak@ReMax.net**



VIRGINIA ASSOCIATION OF REALTORS®
APPLICATION FOR RESIDENTIAL LEASE

(This is a legally binding contact. If not understood, seek competent advice before signing.)

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.

This Application for Residential Lease (the "Application") is made as of the ____ day of _____, _____ by and between _____ ("Applicant", individually and collectively) and _____ ("Landlord") through RE/MAX Allegiance & PMP, LLC _____ ("Listing Broker" or "Agent," who represents Landlord), and _____ ("Leasing Broker," who does _____ or does not _____ represent Applicant). If Listing Broker is engaging in dual or designated agency, a separate consent agreement has been entered into by Listing Broker and Applicant.

Applicant hereby applies for a residential dwelling unit (the "Dwelling Unit") located at _____, Virginia, in the City/County of _____, for occupancy commencing on _____, at an initial monthly rent payment of _____ Dollars (\$_____). All persons over the age of 18 who will reside in the Dwelling Unit must complete this Application.

PLEASE FILL IN ALL INFORMATION COMPLETELY

1. Applicant Information.

	Applicant #1	Applicant #2	Applicant #3
Name			
SSN/ITIN			
Date of Birth			
Home #			
Work #			
Cell Phone #			
Present Address			
Years			
Landlord			
Landlord Address			
Landlord Phone			
Previous Address			
Years			
Landlord			
Landlord Address			
Landlord Phone			
Presently Employed By			

	Applicant #1	Applicant #2	Applicant #3
How long?			
Position			
Salary (Wk., Mo., Yr.)	\$	\$	\$
Supervisor			
Telephone			
Formerly Employed By			
How long?			
Supervisor			
Other Occupants: Name/Age/Relationship			
Email Address:			

2. Vehicle Information:

	<u>Applicant #1</u>	<u>Applicant #2</u>	<u>Applicant #3</u>
Number of Vehicles			
Make			
Model			
License #			

3. Pets:

	<u>Applicant #1</u>	<u>Applicant #2</u>	<u>Applicant #3</u>
Type			
Breed			
Color			
Weight			

4. If you are presently in the Armed Services, state:

	<u>Applicant #1</u>	<u>Applicant #2</u>	<u>Applicant #3</u>
Branch			
Rank			
Outfit			
Telephone			

5. Other Income You Would Like Landlord to Consider:

	Applicant #1	Applicant #2	Applicant #3
Amount (Wk., Mo., Yr.)	\$	\$	\$
Source			

6. Bank or Savings Accounts:

	Applicant #1	Applicant #2	Applicant #3
Bank Name/Address Account No. Type of Account			
Bank Name/Address Account No. Type of Account			
Bank Name/Address Account No. Type of Account			

7. In Case of Emergency Notify:

	Applicant #1	Applicant #2	Applicant #3
Name			
Address			
Phone			
Relationship			

8. Rental and Credit History:

a. Reason for leaving current residence:

Applicant #1	Applicant #2	Applicant #3

b. Have you ever been rejected for tenancy? If Yes, please explain:

Applicant #1	Applicant #2	Applicant #3
____ Yes / ____ No	____ Yes / ____ No	____ Yes / ____ No

c. Have you ever refused to pay rent when due, been a defendant in an unlawful detainer action or eviction, or otherwise been sued by a landlord for matters related to a tenancy? **If so, please give details, and the status of any pending actions:**

Applicant #1	Applicant #2	Applicant #3
____ Yes / ____ No	____ Yes / ____ No	____ Yes / ____ No

d. Have you ever filed for bankruptcy? If so, please give dates of filing and status of case:

Applicant #1	Applicant #2	Applicant #3
____ Yes / ____ No	____ Yes / ____ No	____ Yes / ____ No

e. Please give the names and phone numbers for three references:

Applicant #1	Applicant #2	Applicant #3
Name: _____ Phone #: _____	Name: _____ Phone #: _____	Name: _____ Phone #: _____
Name: _____ Phone #: _____	Name: _____ Phone #: _____	Name: _____ Phone #: _____
Name: _____ Phone #: _____	Name: _____ Phone #: _____	Name: _____ Phone #: _____

9. CRIMINAL HISTORY: Has any Applicant ever been convicted of, pleaded guilty to, or entered a plea of no contest to any felony, or to any misdemeanor for a crime that involved harm to any other person or property? **If the answer is Yes, please give all details, including the specific offense(s), date(s), sentence(s) and jurisdiction(s) in which the offenses occurred, as well as any information on the status of any current probation.**

Applicant #1	Applicant #2	Applicant #3
<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No

10. CHECK IF ANY APPLICANT OWNS: CAMPER MOTORCYCLE BOAT TRUCK TRAILER

11. APPLICATION FEE/THIRD PARTY COSTS/APPLICATION DEPOSIT: Each Applicant must pay at the time this Application is made the following, non-refundable amounts: i) an Application Fee in the amount of _____, and (ii) payment for third party costs incurred by Landlord in the amount of _____. In addition, the Applicant must pay an Application Deposit in the amount of _____ at the time this Application is made, which may be refundable to Applicant, in accordance with Section 12 of this Application. The Application Deposit will convert into the Security Deposit on the Commencement Date of the Lease Agreement.

12. OBLIGATION TO ENTER INTO LEASE AGREEMENT/ DAMAGES: Upon submission of this Application by Applicant, Agent reserves the right to remove the Dwelling Unit from the available rent list. If this Application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this Application is approved and Applicant fails to rent the Dwelling Unit, Landlord shall be entitled to retain that part of the Application Deposit equal to Landlord’s actual damages and expenses as provided in Section 55-248.6:1 of the Virginia Residential Landlord Tenant Act (“VRLTA”).

13. GUARANTY. Please provide the following information if the Lease Agreement will be guaranteed, in accordance with the Rental Selection Criteria of Listing Broker or Landlord.

Name of Guarantor : _____
 Relationship: _____
 SSN/ITIN: _____
 Date of Birth: _____
 Address: _____

 Phone Number: _____

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 Relationship: _____
 SSN/ITIN: _____
 Date of Birth: _____
 Address: _____

 Phone Number: _____

Name of Guarantor : _____
 Relationship: _____
 SSN/ITIN: _____
 Date of Birth: _____
 Address: _____

 Phone Number: _____

14. APPLICANT INVESTIGATION: Applicant should exercise whatever due diligence Applicant deems necessary with respect to information on the Dwelling Unit, including without limitation, mold, lead-based paint, pests or insects, and any sexual offenders registered under Chapter 23 (sec. 19.2-387 et seq.) of Title 19. Information regarding registered sex offenders may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674-2000 or www.vsp.state.va.us. Upon Applicant's request, Landlord will provide Applicant with a copy of the Lease Agreement for review.

15. INFORMATION CORRECT: Each Applicant hereby certifies that the information contained in this Application is true and correct to the best of Applicant's knowledge and belief. Each Applicant hereby authorizes Listing Broker to conduct a credit check on Applicant and such background checks as determined appropriate by Listing Broker to verify information provided herein by Applicant for approval or rejection of this Application.

16. OTHER PROVISIONS: _____

We have read the terms and conditions of this Application. We understand this is a binding contract separate and apart from the Lease Agreement.

 Applicant #1 Signature
 Date: _____
 Type of ID: _____
 Copy of Photo ID: Yes / No

 Applicant #2 Signature
 Date: _____
 Type of ID: _____
 Copy of Photo ID: Yes / No

 Applicant #3 Signature
 Date: _____
 Type of ID: _____
 Copy of Photo ID: Yes / No

SIGNATURE OF GUARANTOR: _____
 Date: ____/____/____

SIGNATURE OF GUARANTOR: _____
 Date: ____/____/____

SIGNATURE OF GUARANTOR: _____
 Date: ____/____/____

The undersigned acknowledges the receipt of the following fees and deposits:

Applicant #1	Applicant #2	Applicant #3
Application fee:\$ _____	Application fee:\$ _____	Application fee:\$ _____
Check No. _____ or Cash _____	Check No. _____ or Cash _____	Check No. _____ or Cash _____
Third Party Costs:\$ _____	Third Party Costs:\$ _____	Third Party Costs:\$ _____
Check No. _____ or Cash _____	Check No. _____ or Cash _____	Check No. _____ or Cash _____

An Application Deposit in the amount of \$ _____, paid by check number _____, or cash _____ which shall be deposited in the Landlord or Authorized Agent's escrow account within five (5) days after the Commencement Date of the Lease Agreement.

SIGNATURE OF Recipient: _____
Date: ____/____/____

Leasing Broker's Address: 4000 Virginia Beach Blvd # 164, Virginia Beach VA 23452
Phone number: 757-490-7300 Cell phone or pager number: 757-718-8865
Email: MarkRusnak@remax.net

OFFICE USE ONLY	
Application Received: Date _____	Time _____
Application Reviewed By _____	
Accepted <input type="checkbox"/>	Rejected <input type="checkbox"/> Withdrawn <input type="checkbox"/> Applicant notified; Date _____ Time _____
DISCLOSURES: If applicable, Applicant has been provided with the following disclosures	
_____ Military Air Installation	
_____ Defective Drywall	

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REAL ESTATE INFORMATION NETWORK, INC.
DISCLOSURE OF BROKERAGE RELATIONSHIP TO UNREPRESENTED PARTY

(USE ONLY WHEN BUYER, SELLER, LANDLORD OR TENANT IS **NOT** REPRESENTED BY LICENSEE)

DISCLOSURE OF BROKERAGE RELATIONSHIP: The Code of Virginia of 1950, as amended ("Code"), § 54.1-2100, et seq., sets forth the statutory framework which governs the obligations and responsibilities of real estate agents and brokers to the public, which framework is further supplemented by regulations issued by the Virginia Real Estate Board ("VREB"). The following is intended to give you a brief explanation of that framework. Real estate brokers and their agents are sometimes called "**licensees**" because they are required to obtain licenses from the VREB to sell real estate.

1. **AGENCY:** *Agency* is the relationship formed when a real estate licensee acts for or represents a person by express authority in a real estate transaction, unless a different relationship is intended. People whom licensees represent are called *clients*. People who receive services from licensees without being represented by licensees are called *customers*. A licensee does not necessarily represent the person who pays the licensee. As a result, a licensee may represent the buyer, but be paid by the seller. Although agency relationships may be formed without a written agreement, you should not assume that any person represents you unless you have a written agreement. The contractual relationship between the licensee and the client, whether verbal or in writing, defines the **brokerage relationship**. A licensee is required to treat all parties honestly and shall not knowingly give any party to the transaction false information. A licensee engaged by the seller shall disclose to prospective buyers all material adverse facts pertaining to the physical condition of the property which are actually known to the real estate agent. A licensee engaged by a buyer shall disclose to a buyer material facts related to the property or concerning the transaction of which the licensee has actual knowledge. A licensee engaged by a buyer shall also disclose to a seller the buyer's intent to occupy the property as a principal residence. A licensee may provide assistance to other parties by performing *ministerial acts*.

2. **CLIENT/ REPRESENTED PARTY STATUS:** A buyer or seller may enter into a brokerage relationship with a licensee for that licensee to represent such buyer or seller. For sellers, this agreement is usually called a *listing*. For buyers, this agreement is usually called a *buyer broker or exclusive right to represent buyer agreement*. The buyer or seller is then that licensee's *client*. If the agreement is an exclusive agreement, the client is required to work through that licensee. The licensee will generally be entitled to a commission if the buyer buys or seller sells property, even if they do not use the services of that licensee.

3. **CUSTOMER/UNREPRESENTED PARTY STATUS:** A buyer or seller may elect not to establish a brokerage relationship with a licensee (although they may be required to sign a disclosure form), but rather have the licensee perform **ministerial acts**. Ministerial acts are routine acts which a licensee can perform for a person which do not involve discretion or the exercise of the real estate agent's own judgment. The buyer or seller is then the real estate licensee's *customer*. The licensee may represent the other party in the transaction, who will be the licensee's client. The licensee may give the customer general advice and is required to treat the customer honestly and disclose material facts actually known to the licensee regarding the physical condition of the property, but the licensee generally may not give advice regarding price or assistance in negotiating favorable terms. The licensee is *required to disclose* to its client any information regarding the customer which might be helpful to the client. Another form of customer relationship arises when the seller does not offer a relationship to a selling firm. The selling firm would act only in the capacity of facilitating the transaction and would not represent either the seller or buyer. The buyer is not represented and would remain a customer of the selling firm. Selling firm responsibilities to the customer would remain the same as previously outlined in this paragraph.

4. **CHANGE IN STATUS:** If a licensee's relationship with a client or customer changes, the licensee shall disclose that fact in writing to all clients and customers already involved in the contemplated transaction.



REAL ESTATE INFORMATION NETWORK, INC.
DISCLOSURE OF BROKERAGE RELATIONSHIP TO UNREPRESENTED
PARTY



***** THIS IS NOT A CONTRACT *****

(USE ONLY WHEN BUYER, SELLER, LANDLORD OR TENANT IS **NOT** REPRESENTED BY LICENSEE)

DISCLOSURE OF BROKERAGE RELATIONSHIP

Prior to having substantive discussion about a specific property or properties, this Disclosure should be reviewed and signed by an unrepresented party who is not the client of the Licensee and who is not represented by another Licensee.

PRINTED NAME OF CUSTOMER / UNREPRESENTED PARTY: _____

PROPERTY ADDRESS (IF APPLICABLE): _____

The undersigned do hereby acknowledge that _____

_____ (Name of Firm & Licensee)

represent(s) the following party in a real estate transaction (Check One):

- SELLER(S) BUYER(S) LANDLORD(S) TENANT(S) OPTIONOR(S) OPTIONEE(S)

Signature of Customer / Unrepresented Party Date

Signature of Customer / Unrepresented Party Date

Signature of Licensee Date