

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: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**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 #: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Reviewed 7/2/2009

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