



Thank for your interest in renting a property by Atkinson Realty ERA. Your application will be reviewed in a timely manner and if the application is approved, you will be asked to come into the office and sign the lease for the premises. If you have any questions concerning the Atkinson Realty ERA application process, please contact the agent handling the property for which you are making application.

In order to apply for occupancy for a property managed by Atkinson Realty ERA, please fill out the application below and turn it in to rental agent who is managing the property along with the following items:

- Non-refundable Application fee: There's a \$30 non-refundable per applicant or \$50 for a married couple. This application fee must be paid separately from the deposit. The application fee covers the cost of a credit check and background check.
- Security Deposit are required at the time of application and must be paid in cashier's check or money order (certified funds), payable to Atkinson Realty ERA.
- Pet Deposit can be included in the same payment as the security deposit. PET RESTRICTIONS IN ALL CASES: Pitbulls, Rottweilers, Chows, Dobermans, any strains thereof or family breed are not allowed due to owner's insurance liability.
- Picture I.D., i.e. DMV, Green card, Visa or Passport may be accepted.
- Proof of income - paystub, statement or official letter from your employer, or latest Leave and Earnings Statement (LES) is needed. They will be copied and attached to the application. For independent contractors, the last two (2) years tax returns are required. The general rule is that your income should be three times the rent.
- Rental History is required on the application. Atkinson Realty ERA contacts applicant's current and past landlord to verify their what is represented on the application.

Thank you for your interest in our properties. We strive for excellent customer service. We hope we'll be doing business with you soon!

Atkinson Realty ERA
Long-Term Rental Department
757.425.2500
www.AtkinsonRealty.com

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: _____



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