



### **TENANT APPLICATION GUIDELINES**

Thank you for considering The Real Estate Group when choosing your next home. The following useful information and guidelines will allow us to process your application quicker.

#### **Items Needed At Time Of Application**

1. A \$50.00 **non-refundable** application fee, per applicant, **in certified funds or money order, made payable to The Real Estate Group**. Married applicants will be treated as one application, requiring one application fee.
2. The Application Deposit must be paid separately in the form of certified funds equal to one (1) month's rent. Please have the check or money order made payable to: "The Real Estate Group **OR** Your Name." (Example: The Real Estate Group or John Smith) **Both names have to be on the certified check or money order**. This application deposit will be refunded if your application is not accepted. However, if this application is approved the application deposit shall be retained as the security deposit. The application deposit must be received at the time of application.
3. Pet deposits are required at the time of application paid in certified funds or money order. Please have the check or money order made payable to: "The Real Estate Group **OR** Your Name." (Example: The Real Estate Group or John Smith) **Both names have to be on the certified check or money order**.
4. A picture ID and proof of social security number.
5. Proof of income, i.e. LES, pay stub, official letter from your employer.
6. Current Landlord and previous Landlord name, address and telephone number.
7. Additional information may be required to process your application. We appreciate your cooperation.

#### **The Application Process**

1. Each prospective tenant must complete a written rental application. Please ensure that the application is complete and accurate. Incomplete applications will not be processed.
2. Each unmarried co-applicant must fill out a separate application. Married couples may complete one joint application. Credit reports will be processed on each person.
3. The application will be reviewed and verified for accuracy.
4. Your gross monthly income should be at least 3 times your monthly rent. Married couples will be qualified jointly. Co-Applicants must income qualify individually for the home.
5. A written credit report will be obtained and used to verify credit worthiness. Items of a derogatory nature, such as, bankruptcies and unpaid judgments may be unacceptable and may result in disqualification.
6. Your rental history is extremely important to the approval process. Your current and previous landlords will be contacted.
7. Your current employer will be contacted to verify income, length of employment, and the likelihood of continued employment. If you are in the military, PCS orders may be required to process your application.
8. If approved, your lease must be executed within three (3) business days after the applicant is notified of approval. The applicant will be notified by telephone and/or in writing. Time is considered of the essence.
9. If the applicant fails to execute a lease for the subject property in the prescribed time frame after being notified of approval, the property will be placed back on the market and made available to other potential tenants. In which case, the application deposit, less the amount of the Owner's actual expenses and damages, shall be refunded to the applicant. The owner's actual expenses will include, but are not limited to a \$150 relisting and processing fee.

#### **COMMITMENT TO FAIR HOUSING**

The Real Estate Group, LLC, adheres to all applicable Federal and State Fair Housing and Equal Opportunity Laws. This property is offered without respect to race, color, religion, sex, handicap, familial status, elderliness or national origin.

Thank you for your cooperation. Your application will be evaluated and you will generally be notified within 48 to 72 hours. We will contact you immediately once the process is completed and a decision has been made. Again, thank you for choosing The Real Estate Group.



Application is hereby made to lease the premises at: \_\_\_\_\_  
Beginning on the \_\_\_\_\_ day of \_\_\_\_\_ (month) Lease term requested: \_\_\_\_\_  
Monthly Rent: \$ \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_  
Application Deposit Amount: \$ \_\_\_\_\_ Pet Deposit: \$ \_\_\_\_\_

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Please read the **TENANT APPLICATION GUIDELINES** before completing this application.  
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**APPLICANT INFORMATION**

NAME: \_\_\_\_\_  
(First) (Last) (M.I.)

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ D.O.B \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YEAR

SPOUSE: \_\_\_\_\_  
(First) (Last) (M.I.)

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ D.O.B \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YEAR

PHONE #: DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_ WORK: \_\_\_\_\_  
CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
(Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

HOW LONG AT CURRENT ADDRESS: \_\_\_\_\_

NAME OF CURRENT LANDLORD: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FORMER ADDRESS: \_\_\_\_\_  
(Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

HOW LONG AT FORMER ADDRESS: \_\_\_\_\_

NAME OF FORMER LANDLORD: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARE YOU CURRENTLY LEASING: \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, MONTHLY RENT: \_\_\_\_\_ LEASE EXPIRATION DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YEAR

DO YOU OWN YOUR OWN HOME? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, ADDRESS OF PROPERTY:

\_\_\_\_\_ (Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

IS THE PROPERTY YOU OWN CURRENTLY LEASED TO ANOTHER PARTY?: \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, a copy of your current lease may be required.



OTHERS TO OCCUPY PREMISES:

Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Relationship \_\_\_\_\_ DOB \_\_\_\_\_

**PETS**

DO YOU HAVE ANY PETS? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, NUMBER OF PETS: \_\_\_\_\_ TYPE OF PET(S): \_\_\_\_\_

BREED OF PET(S): \_\_\_\_\_ WEIGHT OF PET(S): \_\_\_\_\_

AGES: \_\_\_\_\_ PET DEPOSIT AMOUNT: \$ \_\_\_\_\_

\*Pit bulls, Rottweiler's, Chows, Dobermans or any strains thereof are not allowed due to owner insurance liability.

**EMPLOYMENT INFORMATION**

FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ STUDENT \_\_\_\_\_ RETIRED \_\_\_\_\_ UNEMPLOYED \_\_\_\_\_

MILITARY (Please check branch.) NAVY \_\_\_\_\_ ARMY \_\_\_\_\_ MARINES \_\_\_\_\_

AIR FORCE \_\_\_\_\_ COAST GUARD \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

PHONE: ( ) \_\_\_\_\_ YOUR POSITION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ SUPERVISOR PHONE: \_\_\_\_\_

INCOME: \$ \_\_\_\_\_ PER \_\_\_\_\_ (week/month/year)

**SPOUSE'S EMPLOYMENT INFORMATION**

FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ STUDENT \_\_\_\_\_ RETIRED \_\_\_\_\_ UNEMPLOYED \_\_\_\_\_

MILITARY (Please check branch.) NAVY \_\_\_\_\_ ARMY \_\_\_\_\_ MARINES \_\_\_\_\_

AIR FORCE \_\_\_\_\_ COAST GUARD \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)



PHONE: ( ) \_\_\_\_\_ POSITION: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_ SUPERVISOR PHONE: \_\_\_\_\_  
INCOME: \$ \_\_\_\_\_ PER \_\_\_\_\_ (week/month/year)

**OTHER INCOME**

ADDITIONAL INCOME \*: \_\_\_\_\_ SOURCE: \_\_\_\_\_  
ADDITIONAL INCOME \*: \_\_\_\_\_ SOURCE: \_\_\_\_\_  
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\*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.

**BANKING AND INSURANCE INFORMATION**

BANK: \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_ TYPE: \_\_\_\_\_  
BANK: \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_ TYPE: \_\_\_\_\_

OUTSTANDING DEBTS: \_\_\_\_\_ PAYMENTS: \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

\*(If you need additional room please attach a separate list).

DO YOU HAVE OUTSTANDING JUDGEMENTS AND/OR COLLECTIONS? YES \_\_\_\_\_ NO \_\_\_\_\_  
HAVE YOU EVER FILED FOR BANKRUPTCY? YES \_\_\_\_\_ DATE (If YES): \_\_\_\_\_ NO \_\_\_\_\_  
HAVE YOU EVER BEEN SUED OR EVICTED FOR NONPAYMENT OF RENT? YES \_\_\_\_\_ NO \_\_\_\_\_  
HAVE YOU EVER BEEN SUBJECT TO A FORECLOSURE? YES \_\_\_\_\_ NO \_\_\_\_\_  
HAVE YOU EVER BEEN SUBJECT TO A SHORT SALE? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE, PLEASE EXPLAIN IN DETAIL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WILL YOU HAVE RENTERS INSURANCE? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_  
DO YOU HAVE A WATERBED? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

**IN CASE OF EMERGENCY CONTACT:**

NAME: \_\_\_\_\_  
PHONE: ( ) \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_



**Authorization to Verify Information**

Applicants hereby give permission for all information to be verified and authorize The Real Estate Group to order a full credit report for each applicant. Applicants certify that information given is true and accurate to the best of their knowledge. Each applicant also authorizes any current or prior landlords, their agents, or employers to release information about each applicant to the Owner and Agent. If a lease is entered into based on false or inaccurate information, the owner reserves the right to terminate said lease by written notice to the tenant.

Application fees are non-refundable, whether or not the applicant becomes a tenant in the premises.

The Real Estate Group, LLC, adheres to all applicable Federal and State Fair Housing Laws. All applicants will be considered in accordance with all fair housing laws without respect to their race, color, religion, sex, handicap, familial status, elderliness or national origin of the applicant(s).

The Owner of the premises you are applying for carries insurance on the dwelling only. Renter’s Insurance is required for your own household goods. Neither The Real Estate Group nor owner of the property is responsible for damages to your personal property.

**MEGAN’S LAW DISCLOSURE**

Applicant(s) should exercise whatever due diligence they deem necessary with respect to information regarding sexual 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 of the Virginia State Police, Central Criminal Records Exchange, at 804-674-2000, or on the Internet at <http://sex-offender.vsp.virginia.gov>

**APPLICATION COMPLETION AND DELIVERY INSTRUCTIONS**

For your convenience:

- 1. This application may be downloaded for printing purposes. Once completed, you must deliver an original, completed application, **including signature(s)**, to one of the locations listed below:

**The Real Estate Group  
1112-F Eden Way North  
Chesapeake, VA 23320  
757-410-8500**

**The Real Estate Group  
401 N Great Neck Rd Suite 126  
Virginia Beach, VA 23454  
757-961-9090**

- 2. Please address your application to the attention of the appropriate property manager responsible for managing the property to which you are applying and they will review and process your application.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_



**APPROVED: Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Date:** \_\_\_\_\_

Time: \_\_\_\_\_ Property: \_\_\_\_\_

\_\_\_\_\_ Application Fee \$ \_\_\_\_\_ Amount

\_\_\_\_\_ Proof of Income

\_\_\_\_\_ Picture ID

\_\_\_\_\_ Full Name(s)

\_\_\_\_\_ SSN(s)

\_\_\_\_\_ Complete Address

\_\_\_\_\_ Signature(s)

Application Deposit/Security Deposit \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Pet Deposit \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

AGENT WHO SHOWED PROPERTY:

\_\_\_\_\_  
FIRM NAME & ADDRESS:

\_\_\_\_\_  
AGENT ID#: \_\_\_\_\_ AGENT OFFICE ID#: \_\_\_\_\_

