

## THE RENTAL APPLICATION PROCESS

**Thank you for your interest in our rental property.** The following information is provided to assist you with the rental application process. Applicant acknowledges that **The Real Estate Group represents the Owner of this property.** (Please initial at the bottom of the page).

To obtain an application online, please visit: <http://www.treg-pm.com>

**Filling Out Your Application:** A separate application is required for each adult aged 18 years and older who will reside in the property. **Photo ID and proof of social security number is required for all applicants.** The application will be reviewed prior to processing. **Incomplete applications will not be accepted or processed.**

**The following must be submitted with your completed application:**

1. Application Fee of \$50 per adult. This fee is non-refundable and **must be in the form of a certified check or money order made payable to The Real Estate Group.** We **DO NOT** accept cash or personal checks for application fees.
2. Application Deposit equal to the rent amount in a separate certified check or money order made payable to "The Real Estate Group OR your name" (i.e. - The Real Estate Group OR John Smith). Both names must be on the certified check or money order. The application deposit will be refunded if your application is declined. However if the application is approved the Application Deposit is converted to Security Deposit when the lease is signed.
3. Pet Deposits are required at the time of application in certified funds or money order made payable to "The Real Estate Group OR your name" (i.e. - The Real Estate Group OR John Smith). Both names must be on the certified check or money order.

**Application Review:** In addition to the information on your application the following items will be verified:

1. Income (provide a copy of your LES, 2 most recent paystubs, or 2 most recent tax returns if self-employed)
2. Outstanding Debts
3. Credit Report
4. Rental History (we require current and previous landlord information)
5. Employment History (Active Duty Military required to provide a copy of orders.)
6. Criminal background check
7. Photo of pet(s) may be required
8. Other Documentation if requested for completion of the screening process.

**The property remains on the rental market and available to other prospective tenants until the lease is signed by all applicants and The Real Estate Group.**

**Application Processing:**

1. Gross monthly income should be at least three times the rent amount.
2. Credit information, criminal background information, employment, and any references will be verified.
3. The Real Estate Group will consult the property owner and contact you regarding the acceptance or rejection of your application.

**THE RENTAL APPLICATION MAY TAKE UP TO FIVE (5) BUSINESS DAYS TO PROCESS.**

**COMMITMENT TO FAIR HOUSING:**

The Real Estate Group adheres to all applicable Federal and State Fair Housing and Equal Housing Opportunity laws. Properties managed by The Real Estate Group are offered to all prospective tenants regardless of race, color, religion, sex, handicap, familial status, elderliness, or national origin.

INITIALS: \_\_\_\_\_ / \_\_\_\_\_



## VIRGINIA REALTORS® TENANT SELECTION CRITERIA



**APPLICATIONS:** All Applicants must meet the criteria for acceptance set forth in this Tenant Selection Criteria. All Applicants are required to provide either a social security number or individual taxpayer identification number issued by the U.S. Internal Revenue Service in accordance with Section 55-248.4 of the Virginia Residential Landlord and Tenant Act. In addition, all Applicants must sign the Agency Disclosure form as required by Virginia law. Supplying false, misleading, or inaccurate information, or omitting information may be grounds for disapproval.

Management complies with all federal, state and local laws including fair housing laws which prohibit discrimination based on any protected class under federal, state or local fair housing law or regulations, or the REALTOR® Code of Ethics.

**INCOME:** The following guidelines are used in determining sufficient income requirements for Applicants:

- A. Gross income for single persons should be at least three times the amount of the rent.
- B. Combined gross income for married persons should be at least three times the amount of the rent.

All income may be verified through Applicant's employer, and Applicant may be required to provide two recent pay stubs. A signed release from Applicant may be necessary to obtain this information.

**CREDIT:** A credit check through a local credit agency is performed on all Applicants. A history of good credit must be established. Evidence of a history of poor or delinquent credit, absence of credit, absence of gainful employment or income to meet income requirements may be grounds for disapproval. Judgments or collections that appear on the report may be cause for rejection of Applicant. Any Applicant with a bankruptcy must show a discharge more than one year ago and have established new credit with a positive rating with at least one account. In the discretion of the Managing Agent, hospital related debt may not disqualify you if you have entered into a written payment plan and you are current with your obligation under the payment plan.

**EMPLOYMENT VERIFICATION:** Applicant must provide two years of employment history. If current employment history is less than 2 years, previous employment will be verified. Current and/or past employment will be verified, including salary, position, length of employment, and probability of continued employment (if employment history is not available, Applicant must have good credit history, rental reference, and current or new employment must be verifiable).

**RENTAL HISTORY:** Two references are obtained from previous landlords, if possible, relative to payment history, length of rental agreement, amount of rent, damages, and violation history. If Applicant is breaking an existing rental agreement, it must be determined what liability the Applicant has under the current rental agreement, which may affect the Applicant's ability to pay current rent. Any adverse information relating to these areas is grounds for rejection of Applicant.

- A. You will be denied if you have a record of being late in paying rent two or more consecutive times or more than four times collectively.
- B. You will be denied if you have a record of material noncompliances with the rental agreement, rules and regulations, or applicable local, state or federal laws.
- C. You will be denied if you have an unsatisfied collection and/or judgment with a previous landlord, or have any evictions from previous housing.

**AGE:** All persons age 18 and older must complete an Application for Residential Lease, and may be required to qualify individually as a Tenant. No person over age 18 may reside in the Dwelling Unit without being approved as a Tenant or Occupant.

**INFORMATION VERIFICATION:** Applicant will be asked to provide verifiable information or documentation to support application items. These may include, but are not limited to, "Leave & Earnings Statements", pay stubs, evidence of taxes paid in past years, personal identification, or notarized confirmation of employment. Failure to provide such documentation may be grounds to reject Applicant.

**CO-SIGNERS/GUARANTORS:** Co-signers/guarantors may be accepted for those applications where the Applicant has insufficient income or other credit deficiencies as determined by Managing Agent. All co-signers/guarantors must be residents of the Commonwealth of Virginia.

**PREPAID RENT:** If Applicant has insufficient income or other credit deficiencies, Landlord may offer Applicant a lease upon the condition Applicant pay prepaid rent.

**CRIMINAL HISTORY:** A criminal background check through a third party may be performed on all Applicants with approved credit. Evidence of a criminal conviction may be grounds for disapproval. All reports of criminal convictions will be evaluated with the opportunity for the Applicant to provide additional information about the facts and circumstances surrounding the conviction. Any conviction for manufacture and/or distribution of illegal drugs shall be grounds for disapproval.

**DISAPPROVAL:** The following actions by any occupant of a household may be grounds for disapproval of Applicant.

- A. Tenant Selection Criteria: Applicant's failure to meet any of the Tenant Selection Criteria may be cause for disapproval.
- B. Drug or Alcohol Use: Any current use of an illegal drug will be grounds for rejection of an Applicant. Any evidence of current alcohol abuse that manifests conduct that poses a threat to the health or safety of other residents will be grounds for rejection of application. Any report of having sold or used a controlled substance may result in disapproval.
- C. Inadequate Housekeeping: Any history of inadequate housekeeping may be cause for rejection of an Applicant, which generally includes any conduct, inaction, or neglect which could result in health or safety problems or in damage to the premises or any equipment, appliances, or other items therein.

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# Rental Application

Application is hereby made to Lease the Premises at: \_\_\_\_\_

Beginning on the \_\_\_\_ day of \_\_\_\_\_, 20 . Lease term requested: \_\_\_\_ (years) \_\_\_\_ (months)

Monthly rent: \$ \_\_\_\_\_

## Applicant Information

(please PRINT all information clearly)

NAME:		Married	Unmarried	Separated
Email:	Home Phone:	Mobile Ph:		
Date of birth:	SSN:	Work Ph:		

### CURRENT RESIDENCE

Street Address:			
City:	State:	ZIP Code:	
Own	Rent	Mo payment or rent:	How long?
Current Landlord:	Landlord Phone:	Fax/Email:	
Reason for leaving current residence:			
Are you currently in a lease?	NO	YES	Expiration Date:
		Notice Given: NO YES	

### PREVIOUS RESIDENCE

Street Address:			
City:	State:	ZIP Code:	
Owned	Rented	Mo payment or rent:	How long?
Previous Landlord:	Landlord Phone:		

### EMPLOYMENT INFORMATION (Applicant)

Current employer:		Length of employment?
Employer address:		
City:	State:	Zip Code:
Position:	Monthly Income: Hourly Salary	Annual income: Hourly Salary
Supervisor:	Phone:	Fax/E-Mail:

If current employment is less than 2 years: Formerly employed by: \_\_\_\_\_

How Long: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_

### Military Personnel (Applicant)

Current Duty Station:	Current Command Phone:	
New Duty Station Transferring to:	New Command Phone:	
Report Date:	Rank/Rate:	Total Time In Service:
End of Current Enlistment:	Projected Rotation Date (PRD):	

**Additional Income: Amount** \_\_\_\_\_ **Source:** \_\_\_\_\_  
**Applicant need not disclose alimony, child support or separate maintenance income or its source, unless he/she wishes it to be considered for the purpose of the application for tenancy.**

**CREDIT INFORMATION & HISTORY** If you answer "Yes" to any of these questions, please provide a detailed explanation

Does any applicant have any Judgments?    NO    YES    Explain:

Has any applicant ever filed for bankruptcy?    NO    YES    Date Discharged: \_\_\_\_\_    Explain:

Has any applicant ever been sued or evicted for nonpayment of rent?    NO    YES    Explain:

Has any applicant ever refused to pay rent or not have a lease renewed?    NO    YES    Explain:

Has any applicant ever been rejected for tenancy?    NO    YES    Explain:

Has any applicant ever been subject to a foreclosure or short sale?    NO    YES    Explain:

Does any applicant have any liens?    NO    YES    Explain:

**Please list in detail all your outstanding debt. (Monthly payments, child support & alimony.)**

Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$

**Bank Information**

Bank:	Acct#:	Type of Account(s):	Checking	Savings
Bank:	Acct#	Type of Account(s):	Checking	Savings

**Emergency Contact** (a person not residing with you)

Name \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Your Pets** (Photo of pet(s) may be required. Use separate piece of paper if additional space is needed)

Do You Have Any Pets?		How Many?		Has your pet(s) ever been vicious?			
No    Yes				Yes    No			
Pet Name	Species	Breed	Age	Weight	Color	Sex	Spayed/ Neutered
1.						Male Female	Yes No
2.						Male Female	Yes No
3.						Male Female	Yes No

Note: Owner / Agent reserves the right to refuse or prohibit certain breeds or types of pets due to insurance and/or safety considerations.

<b>Automobiles: Number of Automobiles /Trucks: _____</b>		
Type/Color:	Make/ Model:	License Plates:
Type/Color:	Make/ Model:	License Plates:
<b>CHECK ANY AND ALL THAT WILL BE STORED ON THE PREMISES:</b> CAMPER      BOAT      OVERSIZED TRUCK      TRAILER MOTORCYCLE      RECREATIONAL VEHICLE      COMMERCIAL VEHICLE		
<b>List All Persons who will occupy the rental premises including co-tenants.</b> <b>Total number of people who will occupy the property? _____</b>		
Name:	Relationship:	Date of Birth:
1.		
2.		
3.		
4.		
5.		
6.		
<b>Personal References</b>		
Name	Address:	Phone:
1.		
2.		

**ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO PROVIDE (derogatory credit, special accommodations, etc.):**

## DISCLOSURE OF BROKERAGE RELATIONSHIP TO UNREPRESENTED PARTY

**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 as an agent by express authority in a commercial or residential 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. Agency relationships must be formed by 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 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*. *Any real estate licensee who acts for or represents a client in an agency relationship in a residential real estate transaction shall either represent such client as a standard agent or a limited service agent.*

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 such as this one), 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.

**The Owner of the Premises you are applying for carries insurance for the dwelling only. You are required to obtain renters insurance for your household goods and liability. Neither the Agent nor Owner of the property is responsible for damages to your personal property. You will be required to add The Real Estate Group as additional insured/interest under the liability section with a minimum liability of \$300,000 (\$500,000 for property with a pool or spa) or as required by your lease. A certificate of insurance must be provided to the Property Manager no later than the Start Date of the Lease.**

Each applicant certifies information provided in this application is true and accurate to the best of their knowledge. Owner and Agent have each applicant's permission to obtain credit history, public records, and verify any information provided for the purpose of this application process and in the future as long as Tenant has any outstanding balance due The Real Estate Group and/or Owner. If any applicant withholds or gives false information, the application is considered void and any Lease entered into based on that information may be terminated by The Real Estate Group on behalf of the Owner.

The lease must be executed within 24 hours after application approval unless otherwise agreed with The Real Estate Group.

Per the Virginia Residential Landlord Tenant Act "VRLTA", If the application is approved and the Applicants do not enter into a lease, the deposit will be returned less damages. Such damages may include but are not limited to re-listing fees and any other costs incurred as a result of applicant's failure to execute the lease. All application fees are non-refundable.

The application and leasing process are conducted in accordance with the Virginia Residential Landlord Tenant Act "VRLTA".

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. Prior to entering a Lease, Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchanged, at 804-674-2000 or on the internet at [www.vsp.state.va.us](http://www.vsp.state.va.us).

**DISCLOSURE OF BROKERAGE RELATIONSHIP TO UNREPRESENTED PARTY  
THE UNDERSIGNED ACKNOWLEDGES DISCLOSURE THAT THE REAL ESTATE GROUP  
REPRESENTS THE LANDLORD(S) IN THIS REAL ESTATE TRANSACTION.**

**If submitting this application by email, applicant(s) authorizes The Real Estate Group to obtain credit history and verify all information provided.**

<b>Print Name of Applicant</b>	<b>Date</b>
<b>Signature of Applicant</b>	

**Applications must be submitted with required application fee in the form of a certified check or money order.  
Payable to: THE REAL ESTATE GROUP (We Do Not Accept Cash)**





APPLICANT
RENTAL HISTORY VERIFICATION FORM

LANDLORD: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ ATTN: \_\_\_\_\_

Current rented Property: \_\_\_\_\_

I hereby authorize the release of the following requested information to: The Real Estate Group, LLC

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Dear Landlord,
Your previous tenant has applied to rent property we manage. Landlord references are an important part of our screening process. Please share your experience with this tenant. Thanks for your assistance and quick reply.

Property Manager \_\_\_\_\_ Date \_\_\_\_\_

Please enter dates or numeric responses as appropriate or circle yes/no.

Approx. move-in date: \_\_\_\_\_ Proper notice given? YES NO
Date lease ended/ends: \_\_\_\_\_ Eligible to rent again? YES NO
Number of late rental payments: \_\_\_\_\_ Any unpaid charges? YES NO
Number of NSF checks: \_\_\_\_\_ Did applicant have pets? YES NO #? \_\_\_\_\_
Approx. rent amount: \_\_\_\_\_ Any pet related damages? YES NO
Was deposit sufficient to pay any charges? YES NO Any pet related complaints? YES NO

Any additional information regarding your experience with this tenant, positive or negative: \_\_\_\_\_

Provided by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT  
INCOME VERIFICATION FORM**

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ ATTN: \_\_\_\_\_

APPLICANT'S SOCIAL SECURITY#: \_\_\_\_\_

**I hereby authorize the release of the following requested information to: The Real Estate Group, LLC**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

The applicant noted above has applied to lease property from The Real Estate Group, LLC. Employment verification is a critical part of our screening process. We appreciate your assistance and quick reply.

Sincerely,

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date

**EMPLOYMENT VERIFICATION:**

Length of Employment: From: \_\_\_\_\_ to \_\_\_\_\_ (mm/dd/yy)

Full Time / Part Time (circle one) Permanent / Temporary (circle one)

Salary: \$ \_\_\_\_\_ per hr / wk / mo / yr\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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