

RENTAL APPLICATION

NON-REFUNDABLE APPLICATION FEE: \$30 PER APPLICANT

Chandler Scarborough

The Seasoned Property Manager[®]

RENTAL ADDRESS

RENT

MOVE DATE

Name _____
 Last First Middle
 Soc. Sec. # _____ Birth Date: _____
 Current Phone Number: _____
 Current Address:* _____
 City/State/Zip: _____
 Current Landlord:* _____
 Landlord Phone: _____
 How Long At Above Address? _____
 Monthly Rent? _____ Do You Have A Lease? _____
 Expiration Date? _____ Notice Given? _____
 Reason for Moving? _____
 Former Address: _____
 City/State/Zip: _____
 Former Landlord:* _____
 Former Landlord Phone: _____
 Do You Own Real Estate Anywhere? _____
 If Yes, Where? _____

Name _____
 Last First Middle
 Soc. Sec. # _____ Birth Date: _____
 Relation to Applicant: _____
 Current Address:* _____
 City/State/Zip: _____
 Current Landlord:* _____
 Landlord Phone: _____
 How Long At Above Address? _____
 Monthly Rent? _____ Do You Have A Lease? _____
 Expiration Date? _____ Notice Given? _____
 Reason for Moving? _____
 Former Address: _____
 City/State/Zip: _____
 Former Landlord:* _____
 Former Landlord Phone: _____
 Do You Own Real Estate Anywhere? _____
 If Yes, Where? _____

EMPLOYMENT INFORMATION

Employer:* _____
 Address: _____
 Occupation: _____
 How Long Employed: _____
 Supervisor: _____ Phone: _____
 Salary: _____ Wk Mo Yr
 Add'l Income/Misc. Allowances _____
 Source: _____
 If Military, Complete Following: **(Attach copy of orders and LES)**
 Duty Station: _____
 Rank/Rate: _____ End current Enlist _____
 Commanding Officer: _____
 Phone: _____
 Next Rotation Date: _____

EMPLOYMENT INFORMATION

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 Address: _____
 Occupation: _____
 How Long Employed: _____
 Supervisor: _____ Phone: _____
 Salary: _____ Wk Mo Yr
 Add'l Income/Misc. Allowances _____
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 Phone: _____
 Next Rotation Date: _____

***Current Address Means The Most Recent Address You Owned or Rented. Do Not Include Temporary Housing or Hotels. You Must Provide at Least Two Years of Rental and Employment History. Attach a Separate Sheet if Necessary. Applicant(s) need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of this Application for Tenancy.**

CREDIT INFORMATION

Do you have any judgements/collection accounts? Yes No Have you filed bankruptcy within the past 2 years? Yes No
 If yes, Explain: _____

Have you paid any bill more than 30 days late within the past year? Yes No Have you ever been late on rent? [] Yes [] No
 If yes, Explain: _____

Creditor	Monthly Pmt	Creditor	Monthly Pmt
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Monthly Payments: _____

Bank Name: _____

Account# _____

continued on reverse

Do you have a waterbed? Yes No If yes, do you have waterbed insurance? Yes No
 Do you have pets? Yes No How many? _____ Type/Weight _____
 Do you have Renter's Insurance? Yes No If yes, who is your insurance provider? _____
 IN CASE OF EMERGENCY, Notify: _____ Relationship: _____
 Phone: _____ Address: _____

LIST EVERYONE WHO WILL OCCUPY THE PROPERTY (Everyone over age 18 must also complete an application):

Relationship _____

Relationship _____

Relationship _____

Relationship _____

Relationship _____

Vehicle Make/Model _____ Year _____ License # _____
 Vehicle Make/Model _____ Year _____ License # _____
 Vehicle Make/Model _____ Year _____ License # _____

The owner of the unit you are applying for carries insurance on the building only. You will be required to obtain insurance on your personal belongings as well as loss of use coverage. The agent and the owner of the property are Not responsible for damage to your personal property.

By signing below, you certify the foregoing information is true and accurate to the best of my/our knowledge. The agent or the owner has my/our consent to investigate my/our credit record and verify credit, employment and rental or income references. In the event applicant(s) withholds information or gives false information, this application and the lease agreement may be terminated by the Agent/Owner.

You understand and agree that you are applying for the property subject to the terms and conditions of the Agent's governing Tenant Screening Guidelines. You hereby acknowledge that you have been given an opportunity to inspect these guidelines, which includes pet criteria and fees, maximum number of allowable occupants, and credit and income guidelines, and you understand that your application fee and deposit, if any, will be non-refundable if you are approved for the rental unit but decide not to rent the property. **You further agree that neither Owner or Agent have made any promises or agreed to any conditions that are not in writing, and acknowledge that no special conditions or repairs will be made to the property unless they are contained in the lease agreement.**

You will be required to sign a lease and pay your security deposit in certified funds at time of application or within 24 hours after your application is accepted. If you fail to do so, the unit may be placed back on the rental market. If this application is approved and you decide not to rent the property and/or you fail to promptly sign the lease agreement, any security deposit and /or pet deposit paid by you may be retained by Landlord as liquidated damages. You will be required to pay your first month's rent in certified funds at the time you receive keys to the property.

AGENCY DISCLOSURE

In compliance with Section 6.3 of the Virginia Real Estate Board Regulations, parties to transactions involving real estate should understand the unique and valuable role that real estate brokers and their agents play in marketing real estate. That role has been defined over the years by both law and custom. The following is intended to give you a brief explanation of that role. If you have questions after reading this material, please ask the broker or seek legal counsel.

1. Brokers and their agents may be employed to represent any party to a real estate transaction.
2. Customarily, unless a buyer or tenant has an agreement with a broker that the broker and broker's agents will represent the buyer/tenant's interests, the broker and the broker's agents will represent the listing broker and the seller/landlord.
3. The person the broker and broker's agents represent is usually referred to as the "client" and the other party is usually referred to as the "customer."
4. The broker and the broker's agents owe the client duties of disclosure, loyalty and faithfulness. At the same time, brokers and their agents are required to treat all parties to a transaction fairly.
5. If a broker represents the seller/landlord, the broker and broker's agents may still provide buyers/tenants, as customers, with information about properties and available financing, may show them properties, and may assist them in preparing an offer to purchase, option or lease a particular property.
6. Brokers and their agents have a duty to respond accurately to customers' questions, to disclose to customers material information about a particular property of which they have knowledge, and to submit all written offers to purchase, sell, option, or lease a property promptly to both customers and clients without discrimination.

I/we acknowledge that I/we have been provided with a copy of this form at or prior to the time when specific real estate assistance was first provided, and that **The Rental Office Inc.** represents the Landlord.

**THIS FORM MUST BE READ AND SIGNED BEFORE YOUR APPLICATION IS PROCESSED.
 TO AVOID PROCESSING DELAYS, BE SURE ALL INFORMATION IS COMPLETE.**

Please charge the application fee of \$_____ to the credit card listed below. I agree to pay card issuer in accordance with my cardholder agreement. MC/Visa/Discover/AMEX Card # _____ Expires ____ / ____

Signature _____ Print Name _____ Date _____

Signature _____ Print Name _____ Date _____

Property Shown By: _____ **Date Shown:** _____



We Move FAST, So You Can Too! SM

3634 S. Plaza Trail, Suite 103 • Virginia Beach, Virginia 23452 • (757) 486-5800



If paying by credit card, you can fax your application to (757) 486-3443.