



How did you hear about us?

RENTAL APPLICATION

Property _____ Date _____
Apartment # _____ Bldg _____ Monthly Rental \$ _____
Lease Term _____

The undersigned hereby makes application to rent the above property located at _____
Beginning on _____ 20____, at a monthly rental of \$ _____ and submits the following:

APPLICANT INFORMATION:

Last Name: _____ First Name: _____ Middle: _____
Social Security Number: _____ Date of Birth: _____
Current Street Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____
Email Address: _____
Number of dependents _____ Age of dependents _____
Other occupants and their relationship: Name/Relationship/Age: _____

Number of Pets: _____ Breed: _____ Weight: _____

Do any prospective occupants smoke? _____ **Note: No smoking will be permitted in any Garden apartments!**

How long have you lived at your current address? _____
Reason for leaving: _____
Owner or Agent _____ Phone # _____

Previous Address: Street: _____
City: _____ State: _____ Zip Code _____
How long? _____ Reason for leaving _____
Owner or Agent _____ Phone # _____

Current Employer _____ how long? _____
Position _____ Supervisor _____
Work Phone # _____ Address _____
Salary \$ _____ per _____

List any credit problems, collections or bankruptcies: _____

CO-APPLICANT INFORMATION:

Last Name: _____ First Name: _____ Middle: _____

Social Security Number: _____ Date of Birth: _____

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____

Number of dependents _____ Age of dependents _____

How long have you lived at your current address? _____

Reason for leaving: _____

Owner or Agent _____ Phone # _____

Previous Address: Street: _____

City: _____ State: _____ Zip Code _____

How long? _____ Reason for leaving _____

Owner or Agent _____ Phone # _____

Current Employer _____ Length of employment? _____

Position _____ Supervisor _____

Work Phone # _____ Address _____

Salary \$ _____ per _____

List any credit problems, collections or bankruptcies: _____

PLEASE ATTACH A REPRESENTATIVE EXAMPLE OF YOUR PERIODIC EARNINGS, IN THE FORM OF PAY STUBS OR A LETTER FROM YOUR HR DEPARTMENT.

Miscellaneous Information:

Automobile license number: _____ Registration State: _____

Make/Model/Year: _____ Driver's License # _____

Have you ever: Filed for bankruptcy? () Yes () No

Been evicted from tenancy? () Yes () No

Willfully or intentionally refused to pay rent when due? () Yes () No

Been incarcerated for any reason: () Yes () No If yes Explain: _____

SECURITY DEPOSIT FORFEITURE LANGUAGE

Please be advised that, upon your execution of this Rental Application and payment of the application fee and security deposit, Professional Property Management will remove the rental property from the market for a period of ten (10) days to facilitate your tenancy. If you do not return a written lease agreement to Professional Property Management within that time, or if you notify Professional Property Management within that time that you do not wish to rent the property, your application fee will be forfeited and your security deposit will be returned to you, less a cancellation fee in the amount of \$150.00 plus the total value of lost rent, calculated on a pro rata basis, between the date of this Rental Application and the date you give us notice of your decision not to rent, or the end of the ten-day period, whichever is less. By signing below you acknowledge that the agreement by Professional Property Management to remove the rental property from the market to facilitate your tenancy in accordance with the above-described terms constitutes sufficient consideration to render this Rental Application contractually binding under Virginia law.

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rent is to be payable the 1st day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, I understand this application and any resulting lease agreement can be terminated by land lord at will.

References: (please include full name, address, and phone number)

- 1. Previous land lord: _____

- 2. Next of kin: _____

- 3. Non-family member: _____

Make checks payable to: Professional Property Management

I hereby deposit \$35.00(for single applicant) \$50.00(for applicant and co-applicant) as an application fee. If approved and accepted, I agree to execute a lease for _____ months before possession is given and to pay the security deposit determined by my credit score, within five business banking days after being notified of acceptance.

I RECOGNIZE THAT AS PART OF YOUR PROCEDURE FOR PROCESSING MY APPLICATION, AN INVESTIGATIVE CONSUMER REPORT MAY BE PREPARED WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH MY NEIGHBORS, FRIENDS AND OTHERS WITH WHOM I MAY BE ACQUAINTED. THIS INQUIRY INCLUDES INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING. I UNDERSTAND THAT I MAY HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD OF TIME TO RECEIVE ADDITIONAL DETAILED INFORMATION ABOUT THE NATURE AND SCOPE OF THIS INVESTIGATION. I ALSO UNDERSTAND THAT YOU MAY RUN A SEARCH WITH THE VIRGINIA STATE POLICE SEX OFFENDER REGISTRY ON EACH APPLICANT AND ALL OCCUPANTS, AS WELL AS OBTAIN PERTINENT INFORMATION FROM MY PREVIOUS LANDLORD.

All of the information on this application, to the best of my knowledge is true and correct.

Signature of Applicant _____

Signature of Co-Applicant _____

Application and deposit of \$ _____ **Received on:** _____

Received by: _____

- **Applicants grant Professional Property Management/Rutherford Real Estate, Inc. permission to conduct a credit check. Also applicants acknowledge receipt of “A summary of your rights under the Fair Credit Reporting Act.”**
- **This is only a rental application, not a lease.**

General Guidelines

- Tenants must have a monthly **household income** equal to or greater than 3 times the monthly rent. Combined income must have an hourly rate of at least \$ 11.53.
- All rent rates quoted are for a one year lease, no subleasing, no early termination.
- Tenants pay all **utilities**, electric, gas, water, telephone, cable
- Initial fees on select properties (see PPM representative)
- **Pets** –All pets must be approved by the property manager. A non refundable pet fee is required as well as a monthly fee, the amount of these fees will be determined by your credit score, and outlined in the pet addendum.
- References required (see Application)
- Renters Insurance recommended. (Annual premium Approximately \$125)

A Summary of Your Rights Under the Fair Credit Reporting Act

(Prepared by the Federal Trade Commission)

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.**
Any one who uses information from a CRA to take action against you – such as denying an application for credit, insurance or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.**
At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of this action. You are also entitled to one free report every twelve months upon request if you certify that
(1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.**
If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (Usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA’s – to which it has provided the data – of any error). You have a right to ask the CRA for a description of the procedure used to determine the accuracy and completeness of the information. The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.**
A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.