

# APPLICATION FOR LEASE

(If accepted by landlord or Realtor, this is legally binding contract. If not understood, seek competent advice before signing.)

Date \_\_\_\_\_ 20\_\_\_\_ \*\*ATTENTION: THIS APPLICATION CANNOT BE PROCESSED  
WITHOUT BEING COMPLETELY FILLED OUT AND/OR SIGNED

Application is made to lease premises known as \_\_\_\_\_  
for \_\_\_\_\_ year(s) beginning on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ for the monthly rent of \$ \_\_\_\_\_, payable in advance on the \_\_\_\_\_  
day of each month. Rent commences on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. It is understood the premises are to be used as a single family  
residence occupied by no more than \_\_\_\_\_ persons and that occupancy is contingent upon property being vacant by present occupant. All  
personal property placed in sold premises shall be at tenant's risk. An earnest money deposit in the amount of \$ \_\_\_\_\_ is made herewith to  
be held by \_\_\_\_\_ with clear understanding that this application, including each prospective  
occupant, is subject to approval and acceptance by landlord/owner/agent; and that after approval and acceptance by landlord/owner/agent the  
applicant(s) shall execute a mutually acceptable lease form within FIVE (5) DAYS of acceptance by landlord/owner/agent. If the applicant(s)  
does not/do execute the lease, the deposit, at the option of landlord/owner/agent, shall be forfeited OR shall be returned to applicant(s) less  
actual damages suffered, including (but not limited to) lost rental income. Agent's commission and cost of advertising. Tenant is aware that  
liability insurance including owner/agent as additional insured will be required within 30 days of lease signing (with copy forwarded to  
owner/agent). A COPY OF THE LEASE MAY BE REVIEWED THROUGH LISTING REALTOR/AGENT OR THROUGH LANDLORD.

If this application is neither approved nor accepted by the landlord/owner/agent, the deposit shall be refunded. Applicant herewith submits  
the amount of \$ \_\_\_\_\_ as payment for Rental Processing Fee(s). THIS AMOUNT IS NON-REFUNDABLE. Where can you be reached  
prior to the lease term? Home Phone (\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_

Deposit monies paid by: (circle one) CHECK CASH MONEY ORDER TRAVELERS CHECK

ALL ADULT NAMES WILL APPEAR ON LEASE (Both husband and wife must be on lease. If un- married, separate application must be completed by each adult).	LAST NAME	FIRST	INITIAL	DATE OF BIRTH	SOC. SEC #
Children, other occupants and their relationship	1. _____	_____	_____	_____	_____
	2. _____	_____	_____	_____	_____
	3. _____	_____	_____	_____	_____
	4. _____	_____	_____	_____	_____

Description of Pets	1. Kind	Breed	Weight	Number	Age	Gender
	2. Kind	Breed	Weight	Number	Age	Gender

PRESENT ADDRESS \_\_\_\_\_  
Street No. & Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_

Lived there how long? \_\_\_\_\_ Rented \_\_\_\_\_ Owned \_\_\_\_\_ Monthly payment \_\_\_\_\_

Name of Landlord or Mortgage Co. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Reason(s) for moving: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_  
(please give name & phone number(s))

PREVIOUS ADDRESS \_\_\_\_\_  
Street No. & Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Lived there how long? \_\_\_\_\_ Rented \_\_\_\_\_ Owner \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Name of Landlord or Mortgage Co. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

## EMPLOYMENT OF ALL ADULTS TO APPEAR ON LEASE:

1. Applicant	Where Employed _____	How Long _____
	Business Address _____	Supervisor _____
	Position _____	Salary _____
2. Applicant	Where Employed _____	How Long _____
	Business Address _____	Supervisor _____
	Position _____	Salary _____

If current employment is less than two years, complete the following:

Applicant # \_\_\_\_\_  
Previous Employer's Name \_\_\_\_\_ How Long \_\_\_\_\_  
Business Address \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_ Per \_\_\_\_\_

If applicant is self employed, please attach copies for the past two years of (a) Form 1040 and (b) Tax Schedule C.

Additional Income: \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

If support or alimony, who can verify? \_\_\_\_\_

Applicant need not disclose alimony, child support, or separate maintenance income or its source, unless applicant wishes it to be considered for purpose of this Application for Lease.

Has applicant/co-applicant ever been evicted or had judgment issued against him/her? Yes No

Are there any outstanding judgments against applicant/co-applicant? Yes No

Has applicant/co-applicant had property foreclosed upon or given title or deed in lieu thereof in the past 7 years? Yes No

Is applicant/co-applicant party to a lawsuit? Yes No

Is applicant/co-applicant obligated to pay alimony, child support or separate maintenance? Yes No

Is applicant/co-applicant a co-maker or endorser on note? Yes No

If applicant/co-applicant answered "Yes" to any of the above questions, please explain:

Will any person(s) named above require a visual smoke detector for the deaf hearing impaired? Yes No

Do you own or plan to purchase a water bed? Yes No

**AUTOMOBILES, CAMPERS, VANS, TRAILERS, TRUCKS, COMMERCIAL VEHICLES, ETC.**

Make	Model	Year	Color	State	Tag No.

**BANK REFERENCES**

Name \_\_\_\_\_ Acct. No. \_\_\_\_\_ Balance \_\_\_\_\_

Name \_\_\_\_\_ Acct. No. \_\_\_\_\_ Balance \_\_\_\_\_

Name \_\_\_\_\_ Acct. No. \_\_\_\_\_ Balance \_\_\_\_\_

**CREDIT CARD REFERENCES (print all digits)**

Name \_\_\_\_\_ Acct. No. \_\_\_\_\_ Balance \_\_\_\_\_

Name \_\_\_\_\_ Acct. No. \_\_\_\_\_ Balance \_\_\_\_\_

Name \_\_\_\_\_ Acct. No. \_\_\_\_\_ Balance \_\_\_\_\_

**MONTHLY PAYMENTS**

Automobile To \_\_\_\_\_ Amount \_\_\_\_\_ Balance \_\_\_\_\_

Real Estate To \_\_\_\_\_ Amount \_\_\_\_\_ Balance \_\_\_\_\_

Other (alimony, To \_\_\_\_\_ Amount \_\_\_\_\_ Balance \_\_\_\_\_

child support, To \_\_\_\_\_ Amount \_\_\_\_\_ Balance \_\_\_\_\_

taxes, etc.) To \_\_\_\_\_ Amount \_\_\_\_\_ Balance \_\_\_\_\_

I HAVE SEEN THE CONDITION OF THE PROPERTY AND MAKE THIS APPLICATION TO RENT ITS PRESENT PHYSICAL CONDITION EXCEPT AS FOLLOWS:

**AGENCY DISCLOSURE**

AGENCY DISCLOSURE: Under the National Association of Realtors Code of Ethics, agents who are Realtors are obligated to treat all parties to the transaction honestly. The tenant(s) each acknowledge(s) the following relationships below:

A. \_\_\_\_\_ The Tenant(s) confirm that in connection with the transaction contemplated by this application, the Listing Company, the Leasing Company and its agents are acting on behalf of the Landlord as Landlord's agent or

B. \_\_\_\_\_ The Tenant(s) confirm that in connection with the transaction contemplated by this application, the Listing Company and its agents are acting on behalf of the Landlord, as the Landlord's agent, and the Leasing Company and its agents, are acting on behalf of the Tenant as the Tenant's agent or

C. \_\_\_\_\_ The Listing Company and the Leasing Company are the same company, and the Listing Company, the Leasing Company, and their Agents are acting on behalf of the Landlord and the Tenant as disclosed dual agents.

Each party should carefully read all documents to assure that the terms accurately express his or her understandings and intent. If legal or tax advice is desired, one should consult an attorney or a financial professional.

I hereby authorize the persons or firm to whom this application is made, any credit bureau or other investigative agency employed by such persons or firm, to investigate the references herein listed or statements or other data obtained from me or any persons pertaining to my credit and financial responsibility.

I hereby certify that the above information is true and complete to the best of my knowledge.

Leasing Agent \_\_\_\_\_ Applicant \_\_\_\_\_

Firm \_\_\_\_\_ Applicant \_\_\_\_\_

Broker Code \_\_\_\_\_

(Agent to verify applicant's identification)

Type of Identification \_\_\_\_\_

Agent: Please attach business card:

Applicant acknowledges receipt of a copy of this application \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application is: Approved/Disapproved \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Applicant Notified \_\_\_\_\_ Date \_\_\_\_\_ By Whom \_\_\_\_\_

## MEGAN'S LAW DISCLOSURE

Tenant(s)/Purchaser(s) should exercise whatever due diligence Tenant(s)/Purchaser(s) deems necessary with respect to information on sexual offenders registered under Chapter 23 (§19.2-387 et seq.) of Title 19.2. Such information may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674-2000 or [www.sex-offender.vsp.virginia.gov/sor](http://www.sex-offender.vsp.virginia.gov/sor).

The Tenant(s)/Purchaser(s) acknowledge receipt of a copy of this disclosure statement.

TENANT/PURCHASER:

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

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

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

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



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# WRIGHT REALTY, INC.

\*\*\*\*\*

9009 SUDLEY ROAD \* MANASSAS, VA 20110 \* 703-368-8136

FAX: 703-368-7238 \*\*\* WRIGHT-REALTY.COM

## AUTHORIZATION TO RELEASE INFORMATION

### TO WHOM IT MAY CONCERN:

I/we have applied for a rental home with Wright Realty, Inc. As part of the application process, the Lessor will need to verify information regarding my rental/employment history.

I/we authorize you to provide to the lessor any and all information and documentation that they request. Such information includes employment history, income history, and leasing history.

A copy of this authorization may be accepted as an original.

Your prompt reply to this applicant's request is appreciated.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date



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www.wright-realty.com

## STATEMENT OF RENTAL POLICY

1. **We are an equal opportunity housing provider.** We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. **Application process.** Application fee of forty dollars (\$40.00) cash, certified check or money order, for each unmarried adult that is to be on the lease. Two separate checks, both made out to Wright Realty, Inc. One is for the first month's rent and the second is for the security deposit in certified funds or money order. We will do an Equifax credit report, and verify all employment and leasing history. We also require two (2) current pay stubs for each applicant, along with photo identification. This process takes an average of 2-3 business days and could take longer. This information once compiled is then presented to the Owner who provides the approval/disapproval of the applicants.
3. **Unit availability policy.** A unit, meaning apartment, townhouse, condominium or single family house, becomes available for application when we receive a 30 day written notice to vacate. A vacant unit will not be deemed ready for move in until it has been cleaned, maintenance finished, repainted, and prepared for the new resident. We update our list of available units as each becomes available. A unit that was unavailable in the morning may become available later that same day.
4. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in the unit. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom per unit.
5. **Rental criteria.** To qualify for a unit with Wright Realty, Inc. you must meet the following criteria:
  - a) **Income:** Your monthly income must be at least three (3) times the monthly rent. You must be able to prove at least one year of employment IMMEDIATELY preceding the date of your application. If you have been a full time student at any time within the past year, we will require you to have your lease guaranteed. If you are unemployed, you must provide proof of a source of income.
  - b) **Rental history:** You must have satisfactory rental references from at least two (2) prior landlords. If you have ever been evicted or sued for any lease violation, we will reject your application.
  - c) **Credit history:** Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, this may be rejection your application.
  - d) **Criminal history:** If you have ever been convicted of a felony, we will reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five (5) years, we will reject your application.

"Wright Realty, Inc., founded 1946, continues to serve your real estate needs with over 60 years and five generations of experience."



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e) **Guarantors:** If you do not meet one or more of the above criteria, you may be able to qualify for a unit if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass plus own land in the state of Virginia. We will also deduct the guarantor's own housing costs before applying his or her income to our income standard.

6. **Pet Policy.** Any applicant applying with a dog(s) must submit a photo along with vet records.