

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. Two separate checks required. One is for the application fee of thirty dollars (\$30.00), for each unmarried adult that is to be on the lease and a second check for the first month's rent in certified funds or money order. We also require photo Identification.** We will do an Equifax credit report, and verify all employment and leasing history. This process takes an average of 2-3 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, 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.

- 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.

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I/we have applied for a rental home. 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

APPLICATION FOR LEASE

(If accepted by landlord, 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; and that after approval and acceptance by landlord/owner the applicant(s)
shall execute a mutually acceptable lease form within FIVE (5) DAYS of acceptance by landlord/owner. If the applicant(s) does not/do
execute the lease, the deposit, at the option of landlord/owner, shall be forfeited OR shall be returned to applicant(s) less actual damages
suffered, including (but not limited to) lost rental income. 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, 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 LAST NAME FIRST INITIAL DATE OF BIRTH SOC. SEC.#
APPEAR ON LEASE

(Both husband and wife 1. _____
must be on lease. If un- 2. _____
married, separate application
must be completed by each
adult).

Children, other occupants 1. _____ Age _____ Relationship _____
and their relationship 2. _____ Age _____ Relationship _____
3. _____ Age _____ Relationship _____
4. _____ Age _____ Relationship _____

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 Phone

Position Salary Per Mo/Wk/Hr

2. Applicant _____
Where Employed How Long

Business Address Supervisor Phone

Position Salary Per Mo/Wk/Hr

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:

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

Applicant _____

Applicant _____

FOR OFFICE USE ONLY

Application is: Approved/Disapproved _____ By _____ Date _____

Applicant Notified _____ Date _____ By Whom _____