

RENTAL APPLICATION

Bart Hope
Re/Max Alliance

NON-REFUNDABLE APPLICATION FEE: \$35 PER APPLICANT

Table with 3 columns: 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:
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?

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

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:

- Current Address means the most recent address you Owned or Rented. 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 judgments/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

Do you have a waterbed? [] Yes [] No If yes, do you have waterbed insurance? [] Yes [] No

Real estate advertisement for Bart Hope, Re/Max Alliance, specializing in New Beginnings and Happy Endings. Includes contact information: 4701 Columbus Street, Suite 200, Virginia Beach, VA 23462 * (757) 436-0998.

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Do you have pets? [] Yes [] No How many? Type/Weight:
Do you have Renter's Insurance? [] Yes [] No If yes, who is your carrier?

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 your 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 we 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 which 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 will be placed back on the rental market. If this application is approved and you decide not to rent the property and/or sign the lease agreement, any security deposit and/or pet deposit paid by him/her may be forfeited. 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 buyer/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 a copy of this form at or prior to the time when specific real estate assistant was first provided, and that Bart Hope, Re/Max Alliance 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.

Signature: Print Name Date

Signature: Print Name Date



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QUALIFYING CRITERIA
FOR RENTAL APPLICANTS APPLYING THROUGH BART HOPE

- Security Deposit and Pet Fee are required in certified funds, money order, traveler's check, etc.
- Secured funds will be accepted in the name of "RE/MAX Alliance".
- Pet Fees of \$150 per pet are non-refundable and must be paid at time of application (certified funds), or within 5 days of obtaining a pet (if allowed) during the term of the lease.
- An Application Fee of \$35.00 for first or married adults, \$15.00 per single adult thereafter, will be charged. This Application Fee must be paid separately from the Security Deposit and is non-refundable.
- Military ID card and latest "LES" is needed for each applicant on active duty in the military.
- Paycheck stub/proof of income needed for any applicant not on active duty in the military.
- DMV picture ID with social security number is required for all applicants at time of application.

RE/MAX Alliance utilizes the following criteria and procedures to determine the qualifications of applicants seeking to rent properties managed by Bart Hope of RE/MAX Alliance:

I. APPLICATION STAGE

Applicant completes an Application for Tenancy and pays a nonrefundable application fee (see above) to defray the cost of the required credit check(s) obtained through Retail Merchants or a similar credit reporting agency and related background verification. This supersedes the TAR application paragraph that allows for security deposit to be received within 24 hours after application is approved. In addition, the Applicant is required to tender a Security Deposit equal to one month's rent plus \$50.00 and a Pet Fee (if applicable) of \$150.00. If the application is rejected, the Security Deposit and Pet Fee will be returned to the Applicant. NOTE: Applications received on the weekends or holidays will be processed on the next regular business day. In the event there are multiple applications, the applicant that is most qualified will be accepted, at the sole discretion of the Property Manager.

II. REVIEW STAGE

Information provided by the Applicant on the application will be verified and used as a basis for the following review:

- Income* – A formula is used to determine whether the applicant has sufficient Income to pay the rent for the property in question:
Total "monthly debt payments + proposed rent" divided by "monthly gross income" must not exceed "39%" to receive an acceptable rating for this category. This is an industry accepted ratio and may be adjusted on a case-by-case basis.
- Credit Check* – A written report, when possible, is obtained from Retail Merchants or a similar credit reporting agency. The entire report is reviewed with the following information given specific attention:
 - *Judgments* – Any? Amount? Age? Has judgment been satisfied? Applicants who have unpaid judgments will automatically receive an unacceptable rating for this category. Case-by-case, the property manager will view each case on its own merits, discuss the merits with the owner, taking special care to avoid violating confidentiality and Federal Laws, an a joint decision will then be made.
 - *Bankruptcies* – Has applicant filed bankruptcy? If so, when? Applicants who have filed bankruptcy that was discharged at least two years ago, and who have subsequently established a satisfactory credit history, may receive an acceptable rating for this category. If discharged, the individual property manager, based upon the reason for the bankruptcy, the type of bankruptcy, and date of discharge, will then review the situation with the owner.

III. RENTAL HISTORY

RE/MAX Alliance will make every effort possible to contact applicant's current and past landlords to:

- Verify information provided by the applicant.
- Determine/confirm the amount of the previous rent.
- Determine if the applicant took good and proper care of the property.
- Determine if the applicant made timely rental payments.
- Determine if the applicant gave proper notification when terminating the lease.
- Determine the condition of the premises when the applicant vacated.



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IV. EMPLOYMENT HISTORY

RE/MAX Alliance will contact the applicant's employer to determine and/or verify:

- A. Employment
- B. Occupation
- C. Length of employment
- D. Prospects of continued employment
- E. Salary
- F. If active duty military, PCS orders may be requested.

V. ACCEPTANCE

Once the application has been accepted, failure to execute the lease and/or occupy the property will result in forfeiture of the Security Deposit to the Lessor/Owner less the Management Fee and/or other related expenses.

VI. MONTHLY RENT PAYMENTS

All rent checks and/or money orders should be payable to RE/MAX Alliance. They must bear the property address and should include the name of the Property Manager. *Rent for the first month must be in certified funds unless paid more than 10 working days prior to occupancy.*

THIS OFFICE WILL NOT ACCEPT CASH FOR RENTAL PAYMENTS!

Signature of Applicant

Date

Signature of Applicant

Date

RE/MAX Alliance
717 South Battlefield Blvd., #16
Chesapeake, VA 23322
757-546-5555



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