



APPLICATION AGREEMENT

If you prefer to fill out this application by hand, you can submit it (in addition to the Landlord Verification and Employment Verification forms) by fax at 757-486-6368, or by mail to: 3780 Shore Drive, Virginia Beach, VA 23455. If you would like to send the form to us online, go to www.sourcerealtyllc.com/rental-application.php, upload your files and they will be sent to our office.

RENTAL POLICIES AND PROCEDURES

Thank you for your interest in our rental property. Please read the following policies. If you feel you meet the guidelines, please **check the box below** and then continue to Page 2 with information provided to assist you with the rental application process.

- 1. Filling Out Application:** A separate application is required for each adult 18 years old and over who will be living in the property.
- 2. Photo Identification:** One form of photo ID is required for all Applicants. Acceptable forms are: Driver's License, Government issued ID card, passport, or permanent resident alien card.
- 3. Application Fee:** The following fee must be submitted with the completed application: The application fee is (\$40) forty dollars per adult. This fee is non-refundable. **No online bank draft will be accepted for the application fee.** We also **DO NOT** accept cash or personal checks for the application fee.
- 4. Application Review:** In addition to the information on your application the following items will be verified:
 1. Income: Must be 3 times yearly rental amount
 2. Credit Report/Criminal Background Check: Credit/Criminal Background Check information on each Applicant will be obtained through one or more Consumer Reporting Agencies. Credit history should positively reflect the Applicant's ability and willingness to make payments as required by the Lease.
 3. Rental History: Residential History will be verified on each Applicant. Applicant's name must have been on the Lease/ Mortgage for any reference to be valid. Rental references should reflect the Applicant's ability willingness to comply with lease terms as well as community policies and guidelines. Lack of rental history will not be considered a negative factor. **Landlord Verification must be completed by current Landlord with no negative rental or mortgage information.**
 4. Employment History: At least 12 months of continuous employment history. (Active Duty Military will be required to provide a copy of orders.) **Employment verification must be completed by employer.**
- 5. Security Deposit:** Once application is approved the security deposit, equal to (1) one months rent, must be received within 24 hours by certified funds payable to Source Realty, LLC. Please be advised should you deviate from the above qualification you may be required to pay a larger security deposit.
- 6. Lease:** When the security deposit is received, arrangements will be made to sign the lease documents within 7 days. If Applicant fails to execute the lease, return the lease within 72 hours of receipt, honor the terms of the lease and/or occupy the property, this shall result in the forfeiture of the portion of security deposits and fees equal to Owner's actual damages and expenses. Applicant acknowledges that Agent reserves the right to hold the security deposit until the lease is finalized.
- 7. First Month's Rent & Applicable Fees:** Your first month's rent will be due on the lease start date by cashier's check or money order.
- 8. Rental Insurance Policy:** Proof of your rental insurance policy must be provided at the signing of your lease. Your policy must have a minimum liability of \$300,000 and include **Source Realty, LLC** as an additional insured under the liability section of the renter's insurance policy.
- 9. Disclosures:** All attached disclosures should be carefully considered before submitting the application.
- 10. Pets:** The following dog breeds are **NOT** approved for any of our rental properties: **Rottweilers, Dobermans or any dog known as "Pit Bull" (also known as American Staffordshire Terrier and Bull Terriers, American Bulldog, etc.) Akitas, Wolf Hybrids or any mixes thereof will not be permitted. No exotic pets such as rabbits, potbellied pigs, snakes or ferrets are allowed.**

I have read and agree to the Application Agreement. Application Fees are \$40.00 per person over the age of 18 in the household. (NOTE: An application will not be processed until fees are received.)



RENTAL APPLICATION

PROPERTY INFORMATION:

Property Address _____

Date you will take occupancy _____ Date Submitted _____

APPLICANT TYPE: Individual

APPLICANT INFORMATION:

First Name _____ M.I. _____

Last Name _____

Date of Birth (M/D/YYYY) _____ / _____ / _____

SSN _____ / _____ / _____

Home Phone Number _____

Cell Phone Number _____

Email _____

Driver's License # _____ State _____

Expires (M/D/YYYY) _____

Any other name(s) used (including maiden name):

AUTOMOBILE INFORMATION:

Vehicle 1:

Make _____

Model _____

Year _____ Color _____

License Plate # _____ State _____

Vehicle 2:

Make _____

Model _____

Year _____ Color _____

License Plate # _____ State _____

RESIDENTIAL HISTORY:

Current Address:

Street 1 _____

Street 2 _____

City _____ State _____ Zip _____

Residency Rent Own

Previous Address:

Street 1 _____

Street 2 _____

City _____ State _____ Zip _____

Residency Rent Own

EMPLOYMENT INFORMATION:

Are you Retired? Yes No Are you Self-Employed? Yes No

CURRENT EMPLOYER:

Employer _____
Address _____
City _____
State _____ Zip _____
Phone # _____ Ext. _____
Supervisor's Name _____
Supervisor's # _____ Ext. _____
Your Title/Position _____
Monthly Income _____
Start Date _____

PREVIOUS EMPLOYER:

Employer _____
Address _____
City _____
State _____ Zip _____
Phone # _____ Ext. _____
Supervisor's Name _____
Supervisor's # _____ Ext. _____
Your Title/Position _____
Monthly Income _____
Start Date _____
End Date _____

APPLICANT QUESTIONS:

Have you ever been asked to move out of a residence? Yes No
If Yes, please explain: _____

Have you ever been party to an eviction? Yes No
If Yes, please explain: _____

Are you a registered sex offender? Yes No
If Yes, please explain: _____

Have you or any member of your household been convicted or pleaded no contest to a felony? Yes No
If Yes, enter person's name: _____ Offense Date: _____
Description: _____

Do you have liquid furniture? (i.e. waterbed) Yes No
If Yes, please explain: _____

Do you have renter insurance? Yes No
If Yes, please explain: _____

Have you ever filed bankruptcy? Yes No
If Yes, please explain: _____

Have you ever had any judgements? Yes No
If Yes, please explain: _____

Do you require a hearing impaired smoke detector? Yes No

PETS:

Do you have pets? Yes No

Number of pets that you have: _____

List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish and other pets):

Pet 1: Type: _____ Breed: _____ Name: _____ Color: _____

Weight (in lbs.) _____ Age: _____ Gender: Male Female Neutered: Yes No Rabies Shots Current: Yes No

Pet 2: Type: _____ Breed: _____ Name: _____ Color: _____

Weight (in lbs.) _____ Age: _____ Gender: Male Female Neutered: Yes No Rabies Shots Current: Yes No

OTHER OCCUPANTS:

Please list all people who will reside in the residence.

First Name: _____ M.I. ____ Last Name _____

Relation: (Select One)

Daughter Son Dependent Friend Referral Other _____

Date of Birth (M/D/YYYY): ____/____/____ Gender: _____

First Name: _____ M.I. ____ Last Name _____

Relation: (Select One)

Daughter Son Dependent Friend Referral Other _____

Date of Birth (M/D/YYYY): ____/____/____ Gender: _____

First Name: _____ M.I. ____ Last Name _____

Relation: (Select One)

Daughter Son Dependent Friend Referral Other _____

Date of Birth (M/D/YYYY): ____/____/____ Gender: _____

First Name: _____ M.I. ____ Last Name _____

Relation: (Select One)

Daughter Son Dependent Friend Referral Other _____

Date of Birth (M/D/YYYY): ____/____/____ Gender: _____

EMERGENCY CONTACTS:

Emergency Contact:

First Name _____ M.I. _____

Last Name _____

Home Phone _____

Cell Phone _____

Street 1 _____

Street 2 _____

City _____ State _____ Zip _____

Nearest Relative (Not residing in the property.):

First Name _____ M.I. _____

Last Name _____

Home Phone _____

Cell Phone _____

Street 1 _____

Street 2 _____

City _____ State _____ Zip _____

FINANCIAL INFORMATION:

Bank Name: _____ Account Type _____ Phone _____

Bank Name: _____ Account Type _____ Phone _____

Credit Reference Name: _____ Account Type _____ Phone _____

Credit Reference Name: _____ Account Type _____ Phone _____

ADDITIONAL INCOME SOURCE:

Monthly Income:

Pension \$ _____

Social Security and/or SSI \$ _____

Alimony \$ _____

Child Support \$ _____

AFDC/Government Assistance \$ _____

Unemployment Compensation \$ _____

Other (Please Specify) _____ \$ _____

ADDITIONAL COMMENTS OR NOTES:

APPLICATION COMPLETION: Disclosure and Authorization

The owner of the property you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your household goods. Neither the Agent nor Owner of the property is responsible for damages to your personal property. You will be required to add Source Realty, LLC as an additional insured under your liability section with a minimum liability of \$300,000.

Each Applicant certifies information provided in this application is true and accurate to the best of their knowledge. Owner and Agent have Applicant's permission to obtain credit history, public records and verify any information provided for purpose of approval or rejection of this application. Agent may from time to time verify the information provided in this application by obtaining from third parties, including, without limitation, Credit Reporting Agencies. Signing this application constitutes Applicant's written authorization of such for the duration of the lease and any renewals thereof. If any Applicant withholds or gives false information, this application is considered void and the lease agreement may be terminated by the Owner.

If the application is approved and the Applicant fails to rent the Dwelling Unit, Landlord shall be entitled to retain that part of the Application Deposit equal to Landlord's actual damages and expenses as provided in Section 55-248.6:1 of the Virginia Residential Landlord Tenant Act (VRLTA). Full Security Deposit must be received in certified funds by Agent within (24) twenty four hours after application approval. The Property remains on the market until the deposit is received. Application fees are nonrefundable.

Owner and Agent are pledged to the letter and spirit of U.S. Policy for achievement of equal housing opportunity. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtain housing because of race, color, religion, sex, disability, familial status, elderliness or national origin.

Applicant should execute whatever due diligence Applicant deems necessary with respect to information on the property, including without limitation, mold, lead-based paint, pests or insects, and any sex offenders registered under Chapter 23 (sec 19.2-387 et. seq.) of Title 19.3. Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchange, at 804-674-2000 or on the internet at www.vsp.state.va.us.

Each Applicant understands that Source Realty, LLC and its Agent represent the Owner of the property. By signing below, each applicant hereby authorizes verification of the information provided on this form.

I, the undersigned Applicant, have read this document in its entirety and by signing below, agree to the terms and conditions of the Application and do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief. I understand this is a binding contract separate and apart from the Lease Agreement.

Applicant Signature

Date

