



# 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](http://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. A married couple may complete one application.
- 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 (any person over the age of 18), and (\$65) sixty-five dollars per married couple. This fee is non-refundable and must be in the form of a cashier's check or money order made payable to Source Realty, LLC or online payment by credit card. **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: Credit 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 48 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 and \$65.00 per married couple. (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 or  Married Couple

### 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 \_\_\_\_\_

### SPOUSE 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

**SPOUSE 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 \_\_\_\_\_

**SPOUSE 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

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**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 did not enter into a lease, any fees/deposits paid by the Applicant may be retained by the Agent. Full Security Deposit must be received in certified funds by Agent within (48) forty eight 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

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

