

PROPERTY MANAGEMENT OF VIRGINIA

42 Stoneridge Drive
Waynesboro, Virginia 22980
(540) 949-4900 (540) 949-4909 Fax
www.pmvarealty.com



APPLICATION APPROVAL PROCESS

- Prospective resident must complete and sign the application for residency distributed by Property Management of Virginia. The application must be accompanied by payment in the amount of thirty dollars (\$30.00) per adult (anyone 18 or older) for the application processing fees. Payment must be in cash or by money order or certified check.
- The application must be completed in its' entirety, including: present and previous physical address (no P.O. boxes), current landlord phone number, social security number, birthdate, place of employment, employer's phone number, salary, etc. Copies of a valid form of photo ID (State Driver's License or Passport) must accompany the application.
- **The applicants and occupants presented on this application will constitute the leasees and occupants on the lease agreement. No additional parties will be added to the application or lease agreement after submission of the application or signing of the lease. Omission of intended residents on the application will constitute a fraudulent application and will result in disqualification of the application or nullification of the lease if a lease has been signed.**
- Different properties have different application standards. At minimum applicants must provide evidence of secure income equivalent to double the monthly rent (i.e. if monthly rent is \$500, applicant must provide evidence of income equal to or exceeding \$1000 per month). Most properties offered at \$1000/month or higher will require secure income of at least three times the monthly rent. Non familial applicants may be judged individually rather than cumulatively. If you have questions about the income requirements for your property of interest please inquire.
- Co-signers *may* be allowed for applicants without credit history. Co-signers are **NOT** allowed for applications rejected due to a poor credit history or poor rental history. No exception can be made.
- Applicants receiving poor credit references will be rejected. Any credit ratings higher than a one (1) must be brought current showing a zero balance past due. In addition, any judgments or collections must be paid in full, or evidence of a previously established payment plan must be provided. The applicant will be solely responsible for providing any evidence of payment plans or paid balances and evidence must be provided in writing. Agent will not place phone calls to establish credit history.
- Bankruptcies must be reflected on the credit report and will be accepted providing the applicant has reestablished current credit accounts and those accounts have been kept in good standing. *An additional deposit equivalent to one month's rent will be required for all applicants claiming a bankruptcy in the past four years.*
- Applicant must provide appropriate phone numbers required to contact previous landlords for rental references. The most current landlord will be contacted first and if questionable circumstances surround that reference, the previous landlord will be contacted. *If a poor payment history occurred with a previous rental arrangement, applicant will be asked to provide an additional deposit equivalent to one month's rent. If cases of previous eviction, unlawful detainers, destruction of property of delinquent accounts, applicant will be rejected.*
- Pets are allowed only if designated by the owner and Property Management of Virginia. Properties that allow dogs will require an additional deposit of \$250 dollars (per dog), \$100 of which is non-refundable, and an additional \$25 per month (per dog) pet fee. Properties that allow cats will require an additional deposit of \$100 dollars (per cat), all of which is non-refundable, and an additional \$10 per month (per cat). In all properties, no more than two dogs or two cats will be allowed. **No Pit Bulls or other dangerous dogs allowed.**
- Property Management of Virginia reserves the right to select what in its sole discretion it deems to be the best qualified application from among multiple applications.
- Deposits accepted from approved applicants by Property Management of Virginia to hold properties are non-refundable, but instead become security deposits refundable only under the terms of an executed lease agreement.

APPLICATION FOR LEASE

APPLICANT 1

Personal Information

Applicant Name: _____ SSN: _____
Birthdate: _____ Have you ever been convicted of a felony? Y/N
Applicant Phone #: _____ If Yes above, please explain: _____
Applicant Email: _____
Driver's License: _____ Automobile Make: _____
State Issued By: _____ License Plate #: _____

Residency Information

Current Address: _____ Previous Address: _____
City, State, Zip: _____ City, State, Zip: _____
Present Landlord: _____ Previous Landlord: _____
Landlord Phone: _____ Landlord Phone: _____
Rental Amount: \$ _____ Rental Amount: \$ _____
Move-In Date: _____ Move-Out Date: _____ Move-In Date: _____ Move-Out Date: _____
Was Proper Notice Given? Yes/No

Employment Information

Employer: _____ Supervisor: _____
Job Title: _____ Phone: _____
Since: _____ Hours per Week: _____
Street/City: _____ Current Income: _____ \$ Per: _____

APPLICANT 2

Personal Information

Applicant Name: _____ SSN: _____
Birthdate: _____ Have you ever been convicted of a felony? Y/N
Applicant Phone #: _____ If Yes above, please explain: _____
Applicant Email: _____
Driver's License: _____ Automobile Make: _____
State Issued By: _____ License Plate #: _____

Residency Information

Current Address: _____	Previous Address: _____
City, State, Zip: _____	City, State, Zip: _____
Present Landlord: _____	Previous Landlord: _____
Landlord Phone: _____	Landlord Phone: _____
Rental Amount: \$ _____	Rental Amount: \$ _____
Move-In Date: _____ Move-Out Date: _____	Move-In Date: _____ Move-Out Date: _____
Was Proper Notice Given? Yes/No	

Employment Information

Employer: _____	Supervisor: _____
Job Title: _____	Phone: _____
Since: _____	Hours per Week: _____
Street/City: _____	Current Income: _____ \$ Per: _____

ADDITIONAL INFORMATION

Other Occupants:

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

Total Number to Occupy Apartment: _____

Pets: No Pit Bulls or other dangerous dogs allowed

Number and Type of Pet: _____

In Case of Emergency, Please Notify:

Name _____	Address _____
Phone # _____	Relation _____

Name _____	Address _____
Phone # _____	Relation _____

Rental Reference Request

TO: _____ (Landlord)

FROM: Property Management of Virginia
42 Stoneridge Drive
Waynesboro, VA 22980
Phone: 540 949-4900
Fax : 540 949-4909

RE: _____ (Applicant Name)

RENTAL OF: _____ (Applicant Address)

The Tenant(s) named above have applied to us for a rental unit and authorized disclosure of information pursuant to Virginia Code 55-248 9.1. We understand you may have rented to them in the past. Please furnish the information requested and FAX or mail your reply to us. Thank you for your help. *(To be completed by Landlord)*

- 1) When did the Tenant rent from you? From _____ To _____
- 2) Most recent monthly rent was _____ Were utilities included? _____
- 3) Rent was received more than 5 days late _____ times (please indicate 0 or number of times)
- 4) Did tenant damage the rental unit or common areas of the property? _____
- 5) Tenant was sent _____ notices of rental or lease violations (please indicate 0 or number)
- 6) Did/will Tenant receive the full security deposit refund? _____
- 7) Are you owed money by Tenant? _____
- 8) Were there any Court actions involving Tenant? _____
- 9) Would you lease to Tenant again? _____
- 10) Are you related to Tenant by family or marriage? _____
- 11) Please explain any positive answers to questions 3,4,5,7,8 or 10 and feel free to add any comments you think may be of interest.

To be dated and signed by person (landlord) completing form:

Date: _____ Signed: _____

Print Name and Title: _____

TENANT'S AUTHORIZATION PURSUANT TO VIRGINIA CODE 55-248.9:1

I authorize the free and complete release of all information about my tenancy at ANY rental unit, and agree to hold harmless anyone who so responds in good faith. A copy or fax of this authorization shall be accepted as if original.

Date: _____ Tenant Signature: _____

Application Agreement

A non-refundable fee of \$30.00 is charged on all rental applicants for the purpose of verifying the information included in this application. I understand this fee will under no circumstances be returned to me. Keys will be furnished only after contemplated lease and other rental documents have been thoroughly executed by all parties and only after applicable rentals and deposits have been paid. This application is preliminary only and does not obligate the owner, or his agent, to execute a lease or deliver possession of the proposed premises. I hereby authorize owner, and his agent, to make inquiries that they deem proper and necessary regarding my qualifications as a tenant. I also authorize my employer, landlords and creditors to furnish owner or his agent such information as requested by them. I have reviewed, I agree, and understand this agreement.

Correct Information

Applicant represents that all the statements on this application are true and complete and hereby authorizes verification of the information, references and credit records. Applicant acknowledges that false information herein may constitute a criminal offense under laws of this state.

Disclosure of Brokerage Relationship

Landlord and Applicant/Tenant confirm that in connection with the transaction contemplated by this application, the Listing Broker, the Leasing Broker and Salesperson have acted on behalf of Landlord as Landlord's representatives.

Equal Housing

The property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap, or elderliness in compliance with all applicable federal, state and local fair housing laws and regulations.

Applicant's Signature: _____ Date _____

Applicant's Signature: _____ Date _____

<p>OFFICE USE ONLY</p> <p>Date received: _____ App Fee Received: _____</p> <p>Property of Interest: _____</p> <p>Desired Move In Date: _____</p> <p>Credit Check Results: _____ Rental</p> <p>Reference Provided By:</p> <p>Date: _____ Result: _____</p> <p>Employment Reference Provided By: _____</p> <p>Date: _____ Result: _____</p> <p>Concerns: _____</p> <p>Final Status: _____ Determined By: _____ Notified: _____ Date: _____</p>
