

Greg Garrett Property Management, INC.

We offer the following information so that the applicant will have a detailed statement of the rental qualifying policies/procedures. If you have any questions regarding any of these policies, please contact the property manager. It is the policy of Greg Garrett Property Management, INC. to **pre-qualify** all persons interested in viewing or renting one of our rental properties. **The application process is required prior to setting up appointments to view our rental properties. We do not participate in Section 8.**

Applications are processed on a first come first serve basis. Submitting an application does not guarantee that your application will be selected over another if there are other applications pending on the property or if we have received multiple applications on the same day. **No cash will be accepted. SECURITY DEPOSIT must be paid in certified funds: money order or cashiers check ONLY.**

Incomplete applications will not be processed. All sections of the application must be completed, required additional documentation as outlined below must be attached and the application fee must be paid prior to processing. The front page of the application must be initialed and the back page signed and dated by all applicants.

We offer properties and process applications without regard to race, color, religion, sex, handicap, familial status, age or national origin. (Applicants must be of legal age).

Agency Disclosure: We are the managing agent for the owner. However, it is a **REALTORS** responsibility under the Code of Ethics to bring about a fair and equitable transaction involving all parties. The owner being our client is owed our loyalty and faithfulness. While the managing agent is not the tenant's agent, he or she is able to provide you with a variety of valuable market information and assistance in your decision making process.

How to Apply

You must fully complete a rental application. Income, rental history, and credit will be verified. After approval, you will be given 24 hours to decide if you want to lease the property that has been viewed and to schedule the appointment to sign the lease with the property manager. The security deposit is due at the time of the lease signing. **The security deposit must be paid in certified funds: money order or cashier's check.** If you fail to take occupancy on the stated date, you forfeit your security deposit as liquidated damages for the Owner holding the property for you.

Identification

At the time of application, you will need to show valid picture identification. This can be state or federal issued. Acceptable identification includes a driver's license and/or state issued photo identification cards. **Passports are not acceptable.** All applicants must be 18 years of age or over.

Credit History

All applicants must have favorable credit ratings in order to be approved for a rental. In keeping with the policy of confidentiality and privacy, we do not discuss the contents of the individual credit reports with an applicant. If you would like to discuss or dispute anything on your credit report, you will need to contact the credit bureau that made the report. We will provide you with the name and contact number of that credit bureau. No bankruptcy within six months of application date (must provide discharge papers). No unpaid judgment, collection or repossession. Exceptions may be made for disputed unpaid medical bills provided supplies reasonable documentation and explanation for the non-payment. Applicants with no credit history that meet the income requirements and rental history criteria may be approved. Any collections or judgments, paid or unpaid, for previous rentals or mortgages will result in immediate denial of the application. An extensive, negative credit history is grounds for denial of the application.

Rental Application

Address of property you are applying for: _____

(Each adult on the lease, other than spouse, must complete a separate application. Spouses must be listed as applicant or co-applicant and social security number must be provided. All persons 18 or over residing in the house must meet rental qualifications).

Full Name _____ SSN ____/____/____ DOB ____/____/____

Co-Applicant _____ SSN ____/____/____ DOB ____/____/____

Other Applicants: (to include minor children, residing in the property)

1. _____	Relation _____	DOB ____/____/____
2. _____	Relation _____	DOB ____/____/____
3. _____	Relation _____	DOB ____/____/____
4. _____	Relation _____	DOB ____/____/____

Home Telephone _____ Work Telephone _____ Cell _____

Pets (Number & Kind. Additional deposit and fees may be required.) _____

Residence History

(Beginning with most current)

Current Address _____ Apt# _____
City _____ State _____ Zip _____
Month/Year _____ Rented _____ Owned _____ Monthly Payment \$ _____
Landlord/MortgageCo. _____ Telephone # _____
Reason for leaving _____

Previous Address _____ Apt# _____
City _____ State _____ Zip _____
Month/Year _____ Rented _____ Owned _____ Monthly Payment \$ _____
Landlord/MortgageCo. _____ Telephone # _____
Reason for leaving _____

Income and Employment Information

(Please supply supporting documentation. E.g. pay stubs, tax returns, etc)

Applicant's Employer _____ Telephone # _____
Street Address _____ City _____ State _____
Applicant's Position/Rank _____
Supervisor _____ How Long _____ Salary _____ Per _____

Co-Applicant's Employer _____ Telephone # _____
Street Address _____ City _____ State _____
Applicant's Position/Rank _____
Supervisor _____ How Long _____ Salary _____ Per _____

Other Income _____ Source _____

You do not need to reveal any alimony or child support unless you want us to consider it in this application.

Other Information

Your Vehicle (YR/Make/Model) _____ License Plate # _____ State _____

Other Vehicles _____

Water Bed ___ Y ___ N

Renter’s Insurance ___ Y ___ N

Have you ever been convicted of a felony? ___ Y ___ N If yes explain: _____

EMERGENCY CONTACT # 1 Name: _____ Tel #: _____

EMERGENCY CONTACT # 2 Name: _____ Tel #: _____

All leases are subject to applicable zoning laws and Homeowner’s Association, Condominium, or Co-Operative Restrictions, By-Laws and Rules and Regulations (if applicable). NO KEYS WILL BE DELIVERED OR POSSESSION GRANTED until all required funds are paid and ALL PARTIES have executed the lease. In the event that Applicant(s) fail to execute the lease as agreed, Managing Broker shall deduct from the funds received any and all actual damages, expenses and loss of rent up to the full amount of the funds received.

Notice to Tenants: Tenant(s) should exercise whatever due diligence he/she deems necessary with respect to information on any sexual offenders registered under Chapter 23 (Section 19.2-387 et. seq.) of Title 19.2 of the Code of Virginia; whether the owner precedes under subdivision 1 or 2 of subsection A of 55-519. Such information may be obtained by contacting your local police department of Department of State Police, Central Criminal Records Exchange at (804) 674-2000 or <http://sexoffender.vsp.state.va.us>

Lead-Based Paint: The United States Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) have determined that properties built prior to 1978 may contain lead-based paint which can cause serious health problems. The Property _____ was _____ was not built prior to 1978. If the property was built prior to 1978, the (1) attached Disclosure Information or Lead-Based Hazards shall be completed and executed by the Landlord and Tenant and is incorporated in the Rental Application and Agreement to Lease.

Disclosure of Brokerage Relationships

Landlord and Tenant confirm that in connection with this transaction, the Listing Broker and the Leasing Broker, and their salespersons, have acted on behalf of Landlord and Landlord’s representative.
The Applicant(s) hereby certify that the information contained in this application is true and correct to the best of Applicant(s)’ knowledge and Applicant(s) have not intentionally withheld any facts or circumstances which would adversely affect this application. Applicant(s) hereby authorize the Managing Broker to 1.) Conduct a credit check. 2.) Conduct a background check. 3.) Verify any or all references listed herein; and 4.) Disclose the information to the Property Owner or Permitted Agent, and to retain \$ _____ should any information contained herein be a misrepresentation or falsification that results in this application being denied.

APPLICANT’S SIGNATURE _____ DATE _____

CO-APPLICANT’S SIGNATURE _____ DATE _____

Important Information

We require one (1) year of favorable rental or mortgage history. Applicant(s) must supply verifiable landlord and/or mortgage hold references. **Any negative rental or mortgage history is grounds for the denial of the application.**

Negative history includes but is not limited to: NSF checks (more than one in any 12 month period), late payments, noise complaints, unfulfilled lease terms, eviction, foreclosure, and damages to the premises. **Before you submit your application for approval, please take time to read the following information to help in making your decision. We have prepared a list of the more important policies we feel you should understand. After reading, please put your initials in the space indicating that you have read these policies.**

___ **PETS:** There are pet restrictions. A pet deposit (\$350) and monthly pet rent (\$30) apply. No aggressive breed dogs. No pet can exceed 60lbs. Cats must be de-clawed and spayed/neutered, with documentation provided.

___ **UTILITIES:** All utilities are the responsibility of the tenant. The utilities must be in your name prior to move-in and will be verified before keys are issued.

___ **LATE RENT:** Rent is due on or before the first of the month each and every month during the Lease term. A late rent reminder notice will be sent out on the 6th day of the month. We charge a 10% late fee for all rent not received by 5:00pm on the 5th day of the month. This is charged without exception. Payment of late rent must be made by cashier's check or money order, no exceptions. Legal action is taken on the 15th of the month with the resident responsible for all court and other legal costs.

___ **NSF CHECKS:** If we receive a check returned due to Non-Sufficient, there is a \$35.00 NSF fee regardless of the error and if it comes back after the 5th, there is a 10% late fee assessed. If a check is returned NSF three times, we will no longer accept personal checks. All future rent will be payable in certified funds. **NO CASH ACCEPTED. NO EXCEPTIONS!!**

___ **MILITARY: VRLTA** covers all military transfer orders and early move-out options. Please consult your property management office for more information.

___ **EARLY TERMINATION:** Should a tenant wish to terminate a lease prior to the lease expiration for any reason other than military PCS/TAD, the tenant shall be required to give a standard 60 day notice, 2 months prior to anticipated move-out date. The tenant will be responsible for all rent and utilities due under the existing lease for the duration of the lease or until the property has been re-rented, whichever comes first. A termination fee of \$300.00 is due on the date of move out.

___ **GENERAL MAINTENANCE:** For all general maintenance requests, you are asked to call the management office using the number provided in your Tenant Handbook. Leave your name, phone number, property address and nature of your maintenance request. Someone will phone you to schedule an appointment within a reasonable period of time.

___ **EMERGENCY MAINTENANCE:** An emergency cell phone number is provided for the convenience of the tenant. Please refer to your Tenant Handbook for the list of eligible emergencies.

Income/Employment

Gross monthly income for the household must be at least 3 times the monthly rental rate. All applicants must provide proof of current employment as well as employment for the previous 2 years. Salary must be verified by each employer or by copies of pay stubs with the required information. All additional sources of income must also be verified. If you are self-employed or retired, you must provide proof of income by providing copies of federal tax returns for the previous two years and/or other verifiable documentation acceptable to us.

Any deviation for the above criteria due to mitigating circumstances, such as divorce, voluntary repossessions, poorly rated accounts with a zero balance, etc., must be authorized by the Department Manager and may require an additional Security Deposit.

Megan's Law Disclosure: Tenant(s) should exercise whatever due diligence he/she deems necessary with respect to information on any sexual offenders registered under Chapter 23 (Section 19.2-387 et. seq.) of Title 19.2 of the Code of Virginia; whether the owner precedes under subdivision 1 or 2 of subsection A of 55-519. Such information may be obtained by contacting your local police department or Department of State Police, Central Criminal Records Exchange at (804) 874-2000 or <http://sexoffender.vsp.state.va.us>.

APPLICANT'S SIGNATURE _____ **DATE** _____

CO-APPLICANT'S SIGNATURE _____ **DATE** _____