

**Greg Garrett Property Management**

**RENTAL APPLICATION**

**EACH ADULT ON THE LEASE, OTHER THAN THE SPOUSE, MUST SUBMIT A SEPARATE APPLICATION**

**APPLICANT'S NAME:** \_\_\_\_\_  
(Last) (First) (MI)

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **DOB:** \_\_\_\_\_

**HM # :** \_\_\_\_\_ **CELL #:** \_\_\_\_\_

**WK #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_  
(PLEASE LIST THE NAME AND TELEPHONE NUMBER OF SOMEONE WHO DOES NOT RESIDE WITH YOU)

**CURRENT ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**MONTH/YEAR OF MOVE IN:** \_\_\_\_\_ **RENTED OR OWNED:** \_\_\_\_\_  
**LANDLORD/MORTGAGE COMPANY:** \_\_\_\_\_  
**TELEPHONE NUMBER:** \_\_\_\_\_  
**REASON FOR LEAVING:** \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**MONTH/YEAR OF MOVE IN:** \_\_\_\_\_ **RENTED OR OWNED:** \_\_\_\_\_  
**LANDLORD/MORTGAGE COMPANY:** \_\_\_\_\_  
**TELEPHONE NUMBER:** \_\_\_\_\_  
**REASON FOR LEAVING:** \_\_\_\_\_

**CO-APPLICANT'S NAME:** \_\_\_\_\_  
(Last) (First) (MI)

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **DOB:** \_\_\_\_\_

**HM # :** \_\_\_\_\_ **CELL #:** \_\_\_\_\_

**WK #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_  
(PLEASE LIST THE NAME AND TELEPHONE NUMBER OF SOMEONE WHO DOES NOT RESIDE WITH YOU)

**CURRENT ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**MONTH/YEAR OF MOVE IN:** \_\_\_\_\_ **RENTED OR OWNED:** \_\_\_\_\_  
**LANDLORD/MORTGAGE COMPANY:** \_\_\_\_\_  
**TELEPHONE NUMBER:** \_\_\_\_\_  
**REASON FOR LEAVING:** \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**MONTH/YEAR OF MOVE IN:** \_\_\_\_\_ **RENTED OR OWNED:** \_\_\_\_\_  
**LANDLORD/MORTGAGE COMPANY:** \_\_\_\_\_  
**TELEPHONE NUMBER:** \_\_\_\_\_  
**REASON FOR LEAVING:** \_\_\_\_\_

**APPLICANT'S EMPLOYER:** \_\_\_\_\_  
 EMPLOYER'S ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TELEPHONE #: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
 APPLICANT'S POSITION/RANK: \_\_\_\_\_  
 HOW LONG: \_\_\_\_\_ SALARY: \_\_\_\_\_ PER: \_\_\_\_\_  
 OTHER INCOME: \_\_\_\_\_ SOURCE: \_\_\_\_\_  
 (YOU DO NOT NEED TO REVEAL ANY ALIMONY OR CHILD SUPPORT UNLESS YOU WANT IT CONSIDERED FOR THIS APPLICATION. MUST BE COURT ORDERED.)

**CO-APPLICANT'S EMPLOYER:** \_\_\_\_\_  
 EMPLOYER'S ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TELEPHONE #: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
 APPLICANT'S POSITION/RANK: \_\_\_\_\_  
 HOW LONG: \_\_\_\_\_ SALARY: \_\_\_\_\_ PER: \_\_\_\_\_  
 OTHER INCOME: \_\_\_\_\_ SOURCE: \_\_\_\_\_  
 (YOU DO NOT NEED TO REVEAL ANY ALIMONY OR CHILD SUPPORT UNLESS YOU WANT IT CONSIDERED FOR THIS APPLICATION. MUST BE COURT ORDERED.)

**NAMES OF CHILDREN (MINORS UNDER THE AGE OF 18) THAT WILL RESIDE AT THE PROPERTY**

1. _____	RELATIONSHIP TO YOU _____	DOB _____
2. _____	RELATIONSHIP TO YOU _____	DOB _____
3. _____	RELATIONSHIP TO YOU _____	DOB _____
4. _____	RELATIONSHIP TO YOU _____	DOB _____

**PETS THAT WILL RESIDE IN THE PROPERTY**  
 PETS ARE ALLOWED WITH OWNER'S APPROVAL. RESIDENTS MUST PROVIDE PROOF OF RENTER'S INSURANCE WITH A PET RIDER FOR AGGRESSIVE BREED DOGS. THERE IS A REFUNDABLE \$350 PET DEPOSIT FOR ALL PETS, AND \$30 ADDITIONAL MONTHLY PET RENT PER PET. CAGED ANIMALS SUCH AS BIRDS DO NOT APPLY. HOMEOWNER ASSOCIATIONS MAY HAVE SEPARATE WEIGHT/BREED RESTRICTIONS THAT MUST BE FOLLOWED.

1. BREED: _____	WEIGHT: _____	LBS	PETS NAME: _____
2. BREED: _____	WEIGHT: _____	LBS	PETS NAME: _____
3. BREED: _____	WEIGHT: _____	LBS	PETS NAME: _____
4. BREED: _____	WEIGHT: _____	LBS	PETS NAME: _____

**IMPORTANT INFORMATION REGARDING YOUR APPLICATION:**  
 Before you submit your application for review, 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. All of Greg Garrett Property Management's policies and procedures will be outlined in your lease.

1. **UTILITIES:** Utilities are NOT INCLUDED in the rental rate and are the responsibility of the tenant. All utilities must be in your name PRIOR to your move in date and will be verified before keys are issued.
2. **NSF CHECKS:** If your check is returned due to NON SUFFICIENT FUNDS, you will be charged \$35.00 NSF FEE. No cash accepted. If your check is returned after the 5<sup>th</sup> of the month, a 10% late fee will be added to your account.
3. **MILITARY VRLTA:** Covers all military transfer orders and early move out options. Please consult your Property Management Office for more information.
4. **EARLY TERMINATION:** Should a resident 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 your anticipated move out date. You will be responsible for all rent and utilities until your original lease expires or until it is re-rented, whichever comes first. There will be a \$300 lease termination fee that will be due on or before move out.
5. **EMERGENCY MAINTENANCE:** An after hours emergency phone number is provided for the convenience of the resident. Please refer to your RESIDENT HANDBOOK for further information.
6. **PET POLICY:** Pets (ALL BREEDS) are allowed with Owner's Approval. There is a \$350 pet deposit that must be paid in CERTIFIED FUNDS. You will also need to pay \$30 monthly pet rent (per pet).
7. **ROOMMATES:** Roommates are allowed per Owner's Approval. Roommates are considered two or more unmarried or unrelated persons. Each roommate must submit a separate application.
8. **APPLICATION CRITERIA:** All persons over the age of 18 must submit an application and will have credit processed through Equifax. Your application will be automatically declined for the following conditions: Failure to gross 3 times the monthly rent, Rental Judgments (paid or unpaid), Bankruptcy within the last 6 months, Foreclosures, or an unfavorable Rental Reference.



**APPLICATION POLICIES AND PROCEDURES**

**SHOWING/APPLICATION/RENTAL PROCESS:**

1. Visit our office located at 11861 Canon Blvd. Suite N, Newport News, Va. 23606
2. Each interested person must have proof of ID, proof of income, and fill out a "Guest Card."
3. Showings are conducted from 10am-4pm Monday-Friday, 9am-1pm Saturday by appointment only.
4. If the property you are interested in viewing is currently occupied, a 24 hour advanced notice **MUST** be given to the current resident.
5. If the property you are interested in viewing is currently vacant, we will schedule your showing with the next available Agent. While we strive to show vacant properties on the same day, this may not always be possible.
6. Once your appointment is scheduled, you will meet the Agent at the property on the date and time, not at the office.
7. If, for any reason, you will be late or need to reschedule the appointment, or wish to cancel the appointment, PLEASE CONTACT OUR OFFICE A.S.A.P.
8. After the showing you will be asked to complete a short survey in reference to the property.
9. Your application will be valid for 30 days. After 30 days you will be required to submit updated income information, a new application is not necessary. After 90 days, a new credit report and application fee will be required.
10. If you decide to rent the property, you must submit a completed application and \$25 cashiers check or money order made out to Greg Garrett Property Management. **NO CASH WILL BE ACCEPTED.** Please allow 24 hours for processing.
11. Please note unless otherwise stated on the listing, pets are allowed with owner's approval. We must receive approval from the owner accepting YOUR PET(S). If the owner does not approve your pet(s), we will not be allowed to extend the offer of rental to you. If this is the case, you have the option to view other rental properties.
12. Once your application has been approved, you must submit no less than 50% security deposit to remove the property off of the rental market. The remaining balance to include any pro rate, or pet deposit **MUST BE PAID PRIOR TO YOUR MOVE IN DATE! \*NO EXCEPTIONS\***
13. **SECURITY DEPOSIT AND PET DEPOSIT MUST BE PAID IN CASHIERS CHECK OR MONEY ORDER. \*NO EXCEPTIONS\***
14. All properties are shown and rented on a 1<sup>st</sup> COME, 1<sup>st</sup> SERVE BASIS. The 1<sup>st</sup> person that schedules an appointment to view, sees it first. The 1<sup>st</sup> person that has an approved application and submits a security deposit will be offered the rental first.
15. Greg Garrett Property Management can hold a property for you for TWO WEEKS after is has become available. Owner's approval will be needed to extend the move in date, or you will be rent responsible
16. Once all deposits are received, move-in dates determined, you will schedule a lease signing. All parties residing in the property must sign the lease.

By signing below you agree to the terms and conditions discussed above.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_