

**Hutcheson Realty, Inc.**  
**5629 Providence Road, Virginia Beach, VA 23464**  
**Property Management and Sales (757) 424-2222, Fax (757)424-2921**

**RENTAL APPLICATION**

Applicant Cell Phone # \_\_\_\_\_ Co-Applicant Cell Phone # \_\_\_\_\_ Co-Applicant Cell Phone # \_\_\_\_\_  
Application For Property Address: \_\_\_\_\_ Date Desired: \_\_\_\_\_  
Applicant \_\_\_\_\_ E-mail \_\_\_\_\_  
                                last                                  first                                  middle  
Social Security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_                                  Date of Birth \_\_\_\_\_  
Co-Applicant \_\_\_\_\_ E-mail \_\_\_\_\_  
                                last                                  first                                  middle  
Social Security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_                                  Date of Birth \_\_\_\_\_  
Current Address \_\_\_\_\_ Phone \_\_\_\_\_  
                                street                                  city                                  state                                  zip-code  
Current Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_  
How Long Have You Been At The Above Address? \_\_\_\_\_ Monthly Rental Amount? \_\_\_\_\_  
Do You Have A Lease? \_\_\_\_\_ If Yes, Expiration Date? \_\_\_\_\_ Notice Given? \_\_\_\_\_  
Former Address \_\_\_\_\_  
                                street                                  city                                  state                                  zip-code  
Former Landlord \_\_\_\_\_  
HAVE YOU EVER BEEN SUED OR EVICTED FOR NON-PAYMENT OF RENT? \_\_\_\_\_ If Yes, Please explain below

**EMPLOYMENT INFORMATION**

<u>APPLICANT</u>	<u>CO-APPLICANT</u>
Occupation _____	Occupation _____
Employer _____	Employer _____
Address _____	Address _____
How Long Employed _____	How Long Employed _____
Supervisor _____	Supervisor _____
Telephone Number _____	Telephone Number _____
Gross Salary _____ (Wk/Mo/Yr)	Gross Salary _____ (Wk/Mo/Yr)
Additional Income _____	Additional Income _____
Source _____	Source _____
<i>IF MILITARY, PLEASE COMPLETE THE FOLLOWING</i> Duty Station _____	<i>IF MILITARY, PLEASE COMPLETE THE FOLLOWING</i> Duty Station _____
Rank/Rate _____	Rank/Rate _____
Commanding Officer _____	Commanding Officer _____
Telephone Number _____	Telephone Number _____
Home of Record _____	Home of Record _____

**CREDIT INFORMATION**

Do You Have Any Judgments? \_\_\_\_\_ If Yes, Please Explain \_\_\_\_\_  
Have You Ever Filed Bankruptcy? \_\_\_\_\_ If Yes, Please Explain \_\_\_\_\_  
          OUTSTANDING DEBTS                                  MONTHLY PMT                                  OUTSTANDING DEBTS                                  MONTHLY PMT  
\_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_  
\_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_  
Bank \_\_\_\_\_                                  Branch \_\_\_\_\_  
Bank Address \_\_\_\_\_  
Checking Account # \_\_\_\_\_                                  Savings Account # \_\_\_\_\_

**List All Parties Other Than APPLICANT & CO-APPLICANT Who Will Reside In The Property.**

_____	_____	_____
Name	Relationship	Birthdate & Age
_____	_____	_____
Name	Relationship	Birthdate & Age
_____	_____	_____
Name	Relationship	Birthdate & Age
_____	_____	_____
Name	Relationship	Birthdate & Age

APPLICANT NEXT OF KIN

CO-APPLICANT NEXT OF KIN

Name _____	Name _____
Relationship _____	Relationship _____
Address _____ (Include city, state & zip-code)	Address _____ (Include city, state & zip-code)
Telephone Number + Area Code _____	Telephone Number + Area Code _____
Vehicle Type _____ Year _____ License Plate # _____ State _____	
Vehicle Type _____ Year _____ License Plate # _____ State _____	

Do You Have Any Pets? \_\_\_\_\_ How Many? \_\_\_\_\_ List Kind, Breed & Age \_\_\_\_\_

If Yes, Additional Monthly Pet Fee Is Required. \*\* All Pet Fees Are Non-Refundable \*\*

Will You Obtain Renters Insurance? \_\_\_\_\_. The property owner carries insurance coverage on the building only. Neither the agent nor owner of the property is responsible for damage/loss to your personal property.

I/We certify the foregoing information is true and accurate to the best of my/our knowledge. The agent or owner has my/our consent to investigate my/our credit record and verify all credit, employment and any rental or income references as needed to approve this application, renewal of leases and collection proceedings.

In the event applicant(s) withhold information or give false information, this application and any lease agreement may be terminated by the agent or owner.

Agent has the responsibility to offer equal service to all clients and prospects pursuant to State and Federal Fair Housing Laws.

**YOU ARE HEREBY ADVISED THAT THE AGENCY/AGENT REPRESENTS THE LANDLORD/OWNER OF THE PROPERTY AND YOUR SIGNATURE BELOW ACKNOWLEDGES THAT THIS INFORMATION HAS BEEN DISCLOSED TO YOU.**

PLEASE READ THIS APPLICATION CAREFULLY BEFORE SIGNING.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

*(Credit/Processing Fee of \$40.00 if rent amount is over \$900.00 monthly or \$30.00 if rent amount is under \$900.00 monthly plus \$25.00 for each additional applicant. Fee is: [PAID] [NOT PAID] \*\* All Credit/Processing Fees Are Non-Refundable)*

**FOR OFFICE USE ONLY**

Application Was \_\_\_\_\_ APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_ By \_\_\_\_\_ Hutcheson Realty, Representative

Property Requested \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_  
 Monthly Rent with Pet Fee \_\_\_\_\_  
 Pro-rata Rent Amount \_\_\_\_\_  
 Total Rent Amount \_\_\_\_\_  
 Lease Starting Date \_\_\_\_\_  
 Lease Ending Date \_\_\_\_\_  
 Landlord Verification \_\_\_\_\_  
 Credit Score/Rating \_\_\_\_\_  
 COMMENTS: \_\_\_\_\_