



5629 Providence Road, Virginia Beach, VA 23464  
 Property Management and Sales – Office 757-424-2222, Fax 757-424-2921

**RENTAL APPLICATION** (use one form per single person or per married couple)

Application for Property Address: \_\_\_\_\_ Date Desired: \_\_\_\_\_

**Attach showing form or business card if an agent showed you the rental property:** \_\_\_\_\_

Applicant #1 Cell Phone # \_\_\_\_\_ Applicant #2 Cell Phone # \_\_\_\_\_

Applicant #1 \_\_\_\_\_ E-mail \_\_\_\_\_  
 last first middle Check here if you agree to receive email messages: \_\_\_\_\_

Social Security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant #2 \_\_\_\_\_ E-mail \_\_\_\_\_  
 last first middle Check here if you agree to receive email messages: \_\_\_\_\_

Social Security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Your Current Address \_\_\_\_\_  
 street city state, zip-code

Current Landlord's Name **and** Phone # \_\_\_\_\_

How Long Have You Been at the Above Address? \_\_\_\_\_ Monthly Rental Amount? \$ \_\_\_\_\_

Do You Have A Lease? \_\_\_\_\_ If Yes, Expiration Date? \_\_\_\_\_ Notice Given? \_\_\_\_\_

Your Former Address \_\_\_\_\_  
 street city state zip-code

Former Landlord's Name **and** Phone # \_\_\_\_\_

Have you been sued or evicted for non-payment of rent? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

**EMPLOYMENT or INCOME INFORMATION**

**APPLICANT #1**

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

How Long Employed \_\_\_\_\_

Supervisor \_\_\_\_\_

Telephone Number \_\_\_\_\_

Gross Salary \_\_\_\_\_ (Wk/Mo/Yr)

Additional Income \_\_\_\_\_

Source \_\_\_\_\_

***IF MILITARY, PLEASE COMPLETE THE FOLLOWING***

Duty Station \_\_\_\_\_

Rank/Rate \_\_\_\_\_

Commanding Officer \_\_\_\_\_

Telephone Number \_\_\_\_\_

Home of Record \_\_\_\_\_

**APPLICANT #2**

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

How Long Employed \_\_\_\_\_

Supervisor \_\_\_\_\_

Telephone Number \_\_\_\_\_

Gross Salary \_\_\_\_\_ (Wk/Mo/Yr)

Additional Income \_\_\_\_\_

Source \_\_\_\_\_

***IF MILITARY, PLEASE COMPLETE THE FOLLOWING***

Duty Station \_\_\_\_\_

Rank/Rate \_\_\_\_\_

Commanding Officer \_\_\_\_\_

Telephone Number \_\_\_\_\_

Home of Record \_\_\_\_\_

**CREDIT INFORMATION**

**Do You Have Any Judgments?** \_\_\_\_\_ If yes, please explain \_\_\_\_\_

**Have You Filed Bankruptcy?** \_\_\_\_\_ If yes, please explain \_\_\_\_\_

**Complete page 2 on reverse side**

Current Debts and Monthly payments  
1) \_\_\_\_\_  
2) \_\_\_\_\_  
Your Bank's Name \_\_\_\_\_

Current Debts and Monthly payments  
3) \_\_\_\_\_  
4) \_\_\_\_\_  
Branch / City \_\_\_\_\_

**List All Residents who will be residing in the property other than the Applicants.**

Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

Relationship \_\_\_\_\_  
Relationship \_\_\_\_\_  
Relationship \_\_\_\_\_

Birthdate \_\_\_\_\_  
Birthdate \_\_\_\_\_  
Birthdate \_\_\_\_\_

**1) APPLICANT'S NEXT OF KIN**

**2) APPLICANT'S NEXT OF KIN**

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_

(Include city, state & zip-code)

(Include city, state & zip-code)

Telephone Number + Area Code \_\_\_\_\_

Telephone Number + Area Code \_\_\_\_\_

Your Vehicle Type \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

Your Vehicle Type \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

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

If **yes**, Additional Monthly Pet Rent Is Required. **\*\* All Pet Rents Are Non-Refundable \*\***

**Renters Insurance is required, list insurance company, agent and contact numbers \_\_\_\_\_.**  
**The property owner carries insurance coverage on the building only. Neither the agent nor owner of the rental property is responsible for damage/loss to your personal property items.**

**I/We certify the information in this application 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 ADVISED THIS AGENCY/AGENT REPRESENTS THE LANDLORD/OWNER OF THE PROPERTY AND YOUR SIGNATURE BELOW ACKNOWLEDGES THIS STATEMENT HAS BEEN DISCLOSED TO YOU.**

**PLEASE READ THIS APPLICATION CAREFULLY BEFORE SIGNING.**

- \* Credit & Processing Fee is **\$50.00** per application (single person or married couple) if monthly rent is \$900.00 or more.
- \* Credit & Processing Fee is **\$40.00** per application (single person or married couple) if monthly rent is **under** \$900.00 or less.
- \* **Use separate application for unmarried, i.e., or two single persons.**
- \* Add **\$30.00** for each additional applicants or co-signers.

**\*\* All Credit/Processing Fees Are Non-Refundable**

**Sign and Date**

Applicant #1 \_\_\_\_\_ Date \_\_\_\_\_

Applicant #2 \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY** Fee of \$ \_\_\_\_\_ is: [PAID] [NOT PAID], please circle and initial, \_\_\_\_\_