

# VIRGINIA RESIDENTIAL RENTAL APPLICATION

(1 form per applicant)

## THE PROPERTY (TO BE COMPLETED BY LANDLORD)

Property Type:  Apartment |  Condominium |  Home |  Other: \_\_\_\_\_

Property Address: \_\_\_\_\_

Beds (#): \_\_\_\_\_ Baths (#): \_\_\_\_\_ Square Feet (SF): \_\_\_\_\_

Lease Type:  Fixed term  Periodic Lease Start Date: \_\_\_\_\_ (mm/dd/yyyy)

Pets allowed?  Yes  No Smoking allowed?  Yes  No Parking?  Yes  No

Monthly Rent: \$ \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_

## THE APPLICANT

Applicant's Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (mm/dd/yyyy) Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Photo ID:  Driver's License  Passport  Other: \_\_\_\_\_

ID#: \_\_\_\_\_

Additional Occupant(s)?  Yes  No

If yes, describe: \_\_\_\_\_

Pet(s)?  Yes  No

If yes, describe: \_\_\_\_\_

## CURRENT RESIDENCE

Property Type:  Apartment |  Condominium |  Home |  Other: \_\_\_\_\_

Property Address: \_\_\_\_\_

Monthly Rent (\$): \_\_\_\_\_ Beds (#): \_\_\_\_\_ Baths (#): \_\_\_\_\_ Square Feet (SF): \_\_\_\_\_

Lease Start: \_\_\_\_\_ (mm/dd/yyyy) Lease End: \_\_\_\_\_ (mm/dd/yyyy)

Reason for Moving: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Email: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

**PREVIOUS RESIDENCE - 1**

Property Type:  Apartment |  Condominium |  Home |  Other: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Monthly Rent (\$): \_\_\_\_\_ Beds (#): \_\_\_\_\_ Baths (#): \_\_\_\_\_ Square Feet (SF): \_\_\_\_\_  
Lease Start: \_\_\_\_\_ (mm/dd/yyyy) Lease End: \_\_\_\_\_ (mm/dd/yyyy)  
Reason for Moving: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_  
Landlord Email: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

**PREVIOUS RESIDENCE - 2**

Property Type:  Apartment |  Condominium |  Home |  Other: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Monthly Rent (\$): \_\_\_\_\_ Beds (#): \_\_\_\_\_ Baths (#): \_\_\_\_\_ Square Feet (SF): \_\_\_\_\_  
Lease Start: \_\_\_\_\_ (mm/dd/yyyy) Lease End: \_\_\_\_\_ (mm/dd/yyyy)  
Reason for Moving: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_  
Landlord Email: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

**CURRENT EMPLOYER**

Company Name: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Title / Occupation: \_\_\_\_\_  
Gross Monthly Income: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_ (mm/dd/yyyy)  
Supervisor Name: \_\_\_\_\_  
Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

**PREVIOUS EMPLOYER**

Company Name: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Title / Occupation: \_\_\_\_\_  
Gross Monthly Income: \$ \_\_\_\_\_ For how long? \_\_\_\_\_ Months  
Supervisor Name: \_\_\_\_\_  
Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

**VEHICLE(S)**

Do you own a vehicle?  Yes (describe below)  No

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Do you own a second vehicle?  Yes (describe below)  No

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**REFERENCES**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**BACKGROUND INFORMATION**

Have you ever been evicted or a defendant in an eviction action?  Yes  No

If yes, describe: \_\_\_\_\_

Have you ever filed, or are you in the process of filing bankruptcy?  Yes  No

If yes, describe: \_\_\_\_\_

Do you have any outstanding balances with past landlords?  Yes  No

If yes, describe: \_\_\_\_\_

Have you ever been asked to move for a lease violation of any kind?  Yes  No

If yes, describe: \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, describe: \_\_\_\_\_

**CONSENT & ACKNOWLEDGMENT**

I hereby certify that I am at least 18 years of age and that all information given on this application is true and correct. I authorize the Landlord and its agents to obtain an investigative consumer credit report including, but not limited to, credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, bank representatives, and personal references. I agree to furnish additional credit and/or personal references upon request. I understand incomplete or incorrect information provided in this application may cause a delay in processing which may result in denial of tenancy. This investigation is for resident screening purposes only and is strictly confidential. I hereby hold the Landlord and its agents free and harmless of any liability for any damages arising out of any improper use of this information.

Important information about your rights under the Fair Credit reporting Act:

- You have a right to request disclosure of the nature and scope of the investigation.
- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and this disclosure may be free.
- You have the right to ask for a credit score (there may be a fee for this service).
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington D.C. 20580.

In connection with my application for housing, I understand that the property owner/agent may obtain one or more consumer reports, which may contain public information, for the purposes of evaluating my application. These consumer reports will be obtained from one or more of the following consumer reporting agencies:

- Equifax, E.C.I.F., P.O. Box 740241, Atlanta, GA, 30374-0241, (800) 685-1111
- Trans Union, Regional Disclosure Center, 1561 Orangethorpe Ave., Fullerton, CA, 92631, (714) 738-3800
- Experian (TRW), Consumer Assistance, P.O. Box 949, Allen, TX, 75002, (888) 397-3742

These consumer reports are defined as investigative consumer reports. These reports may contain information on my character, general reputation, personal characteristics, and mode of living. In connection with my application for housing, I authorize owner/agent to obtain a consumer report from the consumer reporting agencies listed above.

Application Fee: \$ \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_