

# Rental Application



## RENTAL QUALIFICATION STANDARDS

Welcome to our community. Before you apply to rent a home in our community, please take the time to review this screening policy. All persons 18 years of age or older will be required to complete separate rental applications. The term "applicant(s)" under this policy means the person or persons that will be signing the Lease as "residents"; the term "occupant(s)" in this policy means the person or persons that are authorized occupants under the Lease.

Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used. It is our policy to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap.

It is our policy to uphold the Fair Housing Laws and not deviate from these policies.

**AVAILABILITY:** Applications for any given property will be accepted on a first come, first serve basis. All information on the application must be complete, accurate and verifiable. All appropriate application fees and deposits must be paid before an application will be accepted and/ or processed. Properties will be reserved for applications based on the availability of the unit type requested by Applicant. **Lease must be signed by all applicants and security deposits paid within two (2) business days of application's approval.**

APPLICATION FEE: **\$40 APPLICATION FEE PER ADULT**  
**NON-REFUNDABLE, CERTIFIED FUNDS ONLY DUE AT TIME OF APPLICATION**

NEW RESIDENTS NAME: \_\_\_\_\_

ADDITIONAL RESIDENT/OCCUPANTS: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ANTICIPATED MOVE IN DATE: \_\_\_\_\_

DESIRED PROPERTY ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_



2903-A Boulevard, Colonial Heights, Va. 23834  
Phone: (804) 518-1159 – Fax: (804) 861-1520



**LEGAL RESIDENCY:** All applicants and prospective occupants must provide appropriate verification of their lawful residence in the United States as requested by Management.

**RENTAL RATES:** Rental Rates are subject to change without notice.

**RENTAL APPLICATIONS:** A rental application must be truthfully completed for each prospective applicant who is of the legal age of eighteen (18) or older and who will occupy the dwelling. Any false information may cause the application to be rejected or lease to be nullified. A non-refundable application processing fee will be required for each applicant. The applicant's information will be entered into a scoring system, which determines both rental eligibility and the security deposit amount, which will be required. All adult occupants will be required to complete a rental application and meet guidelines as outlined below for qualification pertaining to credit and criminal background checks.

**STATE AND LOCAL LAW:** To the extent state or local law differs from these guidelines, the state or local law will govern.

#### APPLICATION EVALUATION:

Occupancy Guidelines: The following occupancy standards apply.

One Bedroom	2 persons per room
Two Bedroom	2 persons per room
Three Bedroom	2 persons per room

**SCREENING CRITERIA:** An outside consumer reporting agency is used in connection with the verification of applicants' income, credit, rental, and criminal history. In addition, based on their credit history and debt to income ratio, applicants may be required to provide evidence of income and rental history and larger than standard deposit satisfactory to management and as requested by management. The consumer reporting agency considers a number of factors in its determination, including, but not limited to, the following: credit history, criminal history, income, applicant's debt and debt service requirements, debt payment history, eviction history, Social Security fraud history, information about applicants contained in databases of Federal, state, and local law enforcement organizations, and other such relevant information.

**CREDIT:** Good credit history is required for standard acceptance. Applicants with no credit, slow credit or marginal credit may be approved with an additional security deposit and/or Guarantor. Information from several credit reporting agencies may be used to determine credit status.

**OCCUPANCY HISTORY:** Whittle & Roper, Inc., Realtors reserves the right to verify up to 24 months of rental history. A positive record of prompt monthly payment, sufficient notice given and no damages is expected. Renting from a relative is not considered rental history; as a contract performance cannot be determined. Home mortgages can substitute for rental history. If there is no rental history, application may be approved with an additional security deposit and/or Guarantor.

**EMPLOYMENT:** Proof of stable and verifiable current employment must be provided. Annual income is taken into account as a portion of the approval process.

**ACCEPTABLE METHODS OF PROOF OF INCOME MAY INCLUDE:** recent pay-stubs; a letter from the employer on company letterhead; the most recent W-2 form; or, for self-employed applicants, a copy of the most recent tax return or certified verification from his/ her company accountant or bank. Individual applicants must gross 3X the monthly rent; roommates must each gross their pro-rated share of 3X the monthly rent.

**CRIMINAL BACKGROUND:** A criminal background check will be conducted for each applicant who is of the age of eighteen (18) or older. The application or occupancy of any person may be denied at any time based on their criminal history, in Management’s sole and absolute discretion.

**INTERNATIONAL APPLICANTS:** International Applicants with no social security number May be approved with verification of income and employment verification, completion of criminal background check; a valid passport and a valid Work VISA or Student VISA. Additional deposit may be required.

**GUARANTOR/COSIGNER:** In the absence of any of the above financial qualifications, with the exception of negative credit or rental history, a guarantor may be accepted. Guarantor must complete a rental application and must fully meet the credit and criminal background requirements. Guarantor’s gross monthly income must equal four (4) times the monthly rent. Guarantor’s income and employment must be verified. Guarantor’s application must be run separately from the Applicant’s application. All Applicants using a Guarantor must abide by the Rent Grow screening recommendation. Guarantor must execute the lease agreement, guarantor agreement and all other documents required by Management. Guarantor will be fully responsible for the lease if the Resident(s) default.

**ADMINISTRATION FEE:** A non-refundable Processing fee is required at the time of lease signing.

**SECURITY DEPOSIT:** A Security Deposit is due upon Application approval. The Security Deposit, or any portion thereof, may be applied by Management to satisfy all or part of the Resident’s obligations. Management may require payment for damages above and beyond those covered by Security Deposit, if such charges are warranted.

**ANIMALS (PETS):** Acceptable animals include domestic cats, dogs (specific breeds are not permitted-see below), turtles, non-poisonous frogs, domestic hamsters, hermit crabs, gerbils, and small domesticated birds and domestic fish. The following breeds of dogs (or any mix of the following breeds) are not permitted: Pit bulls, (this includes American Staffordshire Terriers and Staffordshire Bull Terriers), Rottweilers, German Shepherds, Huskies, Alaskan Malamutes, Doberman Pinschers, Chow Chows, Great Danes, St. Bernards, and Akitas. All other animals are prohibited, including snakes, spiders, ferrets, and iguanas. When and if an approved animal is permitted on a property, additional fees are required. Additional requirements may be imposed. This policy does not apply to disabled persons who require the use of a support animal, which will be reviewed on an individual basis. A non-refundable pet fee is due prior to your pet taking occupancy. This fee is used to cover damage caused by pets including odor control, treatment of carpet (normal wear and tear only), treatment and cleanliness of common areas, and other pet related activities undertaken to preserve the aesthetics and value of our community.

**ACKNOWLEDGEMENT:** I have read, understand, and accept the above as qualifying standards and rental policies of Whittle & Roper, Inc., Realtors Communities. Further, by signing below, I authorize a credit report(s) and criminal history records being offered, prepared, and delivered in connection with my application or tenancy at Whittle & Roper, Inc., Realtors.

Property Address \_\_\_\_\_ Date \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

**DO NOT LEAVE ANY LINES BLANK. USE N/A IF NON-APPLICABLE. APPLICATIONS CAN NOT BE PROCESSED IF  
INFORMATION IS OMITTED.**

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

Desired Date of Occupancy: \_\_\_\_\_

Are You a Student? Yes \_\_\_ No \_\_\_ Are You a Smoker? Yes \_\_\_ No \_\_\_

Are You Military? Yes \_\_\_ No \_\_\_ Do you have a housing voucher? Yes \_\_\_ No \_\_\_

Applicant \_\_\_\_\_  
                        First    Middle    Last

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ DL# \_\_\_\_\_

Bank: \_\_\_\_\_ Name(s) on account: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

**OTHER OCCUPANTS (UNDER 18):**

1) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_

2) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_

3) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_

4) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_

**RESIDENTIAL HISTORY:**

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long \_\_\_\_\_ Rent or Mortgage \$ \_\_\_\_\_ Mortgage Company \_\_\_\_\_

Apt Community/Landlord \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long \_\_\_\_\_ Rent or Mortgage \$ \_\_\_\_\_ Mortgage Company \_\_\_\_\_

Apt Community/Landlord \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**EMPLOYMENT:**

Current Employer: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long? \_\_\_\_\_ Position \_\_\_\_\_ Annual Income \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long? \_\_\_\_\_ Position \_\_\_\_\_ Annual Income \_\_\_\_\_

**SELF EMPLOYED INFORMATION:**

Name of Business \_\_\_\_\_ (Corporation/Partnership/Other\_\_\_\_\_)  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**EMERGENCY CONTACT:**

(Contact person in case of personal emergency – someone not living with you)

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**CHARACTER REFERENCE:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**AUTOMOBILES:**

Auto Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ State/Tag# \_\_\_\_\_

Auto Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ State/Tag# \_\_\_\_\_

If you own a recreational vehicle, please describe \_\_\_\_\_

**IMPORTANT TO APPLICANT:**

1. Are you a pet owner? \_\_\_\_\_

No animal is allowed on the premises without prior written consent from management. A \$500 penalty will be assessed for all pets (visiting or otherwise) if management is not notified in writing.

Name \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_  
Type \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

2. Do you have renter's insurance? \_\_\_\_\_ Company \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

**Please list rental publication, website, or resident's name above.**

**Lease must be signed by all applicants and security deposit paid within two (2) business days of application's approval.** Prorated rent, if applicable, is due at lease signing. Move-ins the 25th or later of the month require Payment of prorated rent as well as the next full month's rent. The lease effective date is final. If the applicant(s) fail to sign a lease and pay deposit within two business days, the unit will no longer be reserved.

**SIGNATURES OF ALL ADULTS TO APPEAR ON LEASE**

I CERTIFY THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INQUIRIES TO BE MADE BY ALL AVAILABLE MEANS TO VERIFY THE STATEMENTS ABOVE. THIS WOULD INCLUDE, BUT NOT LIMITED TO, CONSUMER REPORTING AGENCIES, PUBLIC RECORDS, CRIMINAL BACKGROUND CHECKS, CURRENT AND PREVIOUS RENTAL/MORTGAGE REFERENCES, EMPLOYERS AND PERSONAL REFERENCES.

ADMINISTRATION FEES AND SECURITY DEPOSITS - REFUNDABLE ONLY IF APPLICATION IS DECLINED.

**\$40.00 APPLICATION FEE PER ADULT**

**NON-REFUNDABLE, CERTIFIED FUNDS ONLY DUE AT TIME OF APPLICATION.**

1. Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

2. Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

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**The Following items are needed when the application is returned to our office:**

**Application Fee, Color Copy of your ID and Social Security Card and Copy of 2 Months of Pay Stubs**