

APPLICATION FOR LEASE

WILLIAMSBURG PROPERTY MANAGEMENT, INC.
811 RICHMOND ROAD/WILLIAMSBURG, VA 23185
(757)229-8292 – PH (757)229-2943 – FAX E-MAIL: wpminc@juno.com

The property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap, or elderliness in compliance with all applicable federal and state and local fair housing laws and regulations.

This Application for Lease, is made on, _____,
(Today's Date)

and LANDLORD, through WILLIAMSBURG PROPERTY MANAGEMENT, INC. (who represents the Landlord). Applicant

hereby applies for a residential living unit located at _____, Williamsburg, VA
(Address of property)

in the City/County of _____, for occupancy commencing on _____,
(Date of move-in)

and ending on _____, at an initial monthly rent payment of \$ _____ Dollars.

******PLEASE FILL IN ALL INFORMATION COMPLETELY; IF IT DOES NOT APPLY, WRITE "N/A" FOR THAT ITEM******

1. Applicant 1: _____ SSN: _____ Date of Birth: _____

Driver's License number or Gov. issued identification card number: _____ State issued: _____

Is Applicant a U. S. citizen? _____ If NO, please provide a copy of Passport, Visa or Green card. _____

Tel # (H): _____ Tel # (W): _____ Cell Phone #: _____

Email: _____

Present Address: _____ Own or Rent? Landlord or Property Mgmt. Co.: _____

_____ Landlord's Tel #: _____

Rent amount: _____ Dates rented: _____

******COMPLETE PREVIOUS ADDRESS IF YOU HAVE BEEN AT CURRENT ADDRESS LESS THAN 3 YEARS******

Previous Address: _____ Own or Rent? Landlord or Property Mgmt. Co.: _____

_____ Landlord's Tel #: _____

Rent amount: _____ Dates rented: _____

Presently Employed by: _____ How Long?: _____
(If self-employed or retired, please provide the last 2 years of tax returns.)

Position: _____ Salary: \$ _____ Supervisor: _____

Telephone number of main/home office and/or Human Resource Dept.: _____

Fax number of Human Resource Dept. if known: _____

****PLEASE FILL IN ALL INFORMATION COMPLETELY; IF IT DOES NOT APPLY, WRITE "N/A" FOR THAT ITEM****

If starting a new job, please list company name: _____ Position: _____

Salary: _____ Telephone: _____ Supervisor: _____

Formerly Employed by: _____ How long? _____ Supervisor: _____

2. Applicant 2: _____ SSN: _____ Date of Birth: _____

Driver's License number or Gov. issued I.D. card number: _____ State issued: _____

Is Applicant a U. S. citizen? _____ If NO, please provide copy of Passport, Visa or Green Card. _____

Tel # (H): _____ Tel # (W): _____ Cell Phone #: _____

Email: _____

Present Address: _____ Own or Rent? Landlord or Property Mgmt. Co.: _____

_____ Landlord's Tel #: _____

Rent amount: _____ Dates rented: _____

****COMPLETE PREVIOUS ADDRESS IF YOU HAVE BEEN AT CURRENT ADDRESS LESS THAN 3 YEARS****

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_____ Landlord's Tel #: _____

Rent amount: _____ Dates rented: _____

Presently Employed by: _____ How Long?: _____
(If self-employed or retired, please provide the last 2 years tax returns.)

Position: _____ Salary: \$ _____ Supervisor: _____

Telephone number of main/home office and/or Human Resource Dept.: _____

Fax number of Human Resource Dept. if known: _____

If starting a new job, please list company name: _____ Position: _____

Telephone: _____ Salary: _____ Supervisor: _____

Formerly Employed by: _____ How long? _____ Supervisor: _____

3. Occupants: Name: _____ Age: _____ Relationship: _____

Anyone age 18 and older must complete an application and pay \$40 application fee. Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

****PLEASE FILL IN ALL INFORMATION COMPLETELY; IF IT DOES NOT APPLY, WRITE "N/A" FOR THAT ITEM****

4. Pets: Kind: _____ Type: _____ Color: _____ Weight: _____ Name: _____

How many: _____ ID Tag #: _____ Male/Female: _____ Age: _____ yrs _____ mths Spayed/Neutered: _____ Other: _____

5. If you are presently in Armed Services, state:

Applicant's Branch: _____ Co-Applicant's Branch: _____

Rank: _____ Rank: _____

Outfit: _____ Outfit: _____

Telephone: _____ Telephone: _____

6. Other Income: Such as education loans, stocks, savings, etc.

Must be able to verify for it to be counted (ie: tax return, bank letter).

Applicant:

Amount: \$ _____ Per: _____ Source of: _____

Co-Applicant

Amount: \$ _____ Per: _____ Source of: _____

AUTOMOBILE:MAKE - YEAR	MODEL & COLOR	FINANCED BY & ADDRESS	MO. PAYMENT	LICENSE PLATE #:
AUTOMOBILE:MAKE - YEAR	MODEL & COLOR	FINANCED BY & ADDRESS	MO. PAYMENT	LICENSE PLATE #:

7. CIRCLE IF YOU OWN: CAMPER MOTORCYCLE BOAT TRUCK TRAILER

8. In Case of Emergency Notify: _____

Name Address Phone Relationship

9. Do you smoke? Yes _____ or No _____

10. A **non-refundable** application fee in the amount of **\$40 per applicant (\$70 per married couple) payable by cashier's check/money order—NO cash or personal checks**, and a partial deposit of **\$200.00 (payable by cashier's check, money order – NO cash or personal checks) separate** from the application fee must accompany this Application and will become part of the security deposit provided a lease agreement is executed. *The security deposit is refundable if application is not approved. Balance of security deposit and pet deposit (if applicable) is due at the time of execution of the lease agreement. If lease papers will need to be mailed the FULL DEPOSIT must accompany this application. A mailing fee of \$20 shall be charged to applicant if Lease papers need to be mailed for signing. Note: If making an offer application fee is still **non-refundable**.

ANYONE LISTED AS "OCCUPANT" WHO IS AGE 18 OR OLDER MUST COMPLETE AN APPLICATION AND PAY \$40 APPLICATION FEE.

11. Upon signing of this Application, and approval of the Applicant(s) to become Tenant(s) in this living unit, Agent will remove the said unit from the available for rent list. Applicant(s) agree to pay Landlords actual expenses and damages up to the full amount of the deposit should the Applicant(s) fail to execute a Lease Agreement and begin paying rent specified in this Application for occupancy of the premises. Agent reserves the right to make all appropriate deductions from the deposit to recover the Landlords actual damages and expenses as allowed by applicable Virginia law.

12. DISCLOSURE OF BROKERAGE RELATIONSHIP: Landlord and Applicant confirm that in connection with the transaction contemplated by this Application, the Listing/Leasing Broker and its salespersons represent Landlord.

13. RENTAL AND CREDIT HISTORY:

a.) Reason for leaving current residence: _____

b.) Has any Applicant ever been rejected for tenancy? Yes ___ No ___. If yes, please explain: _____

c.) Has any Applicant ever refused to pay rent when due, been a defendant in an unlawful detainer action or eviction, or otherwise been sued by a landlord for matters related to a tenancy? Yes ___ No ___. If so, please give details, and the status of any pending actions: _____

d.) Has any Applicant ever filed for bankruptcy? Yes ___ No ___. If yes, please give dates of filing and status of case: _____

14. CRIMINAL HISTORY: Has any Applicant ever been convicted of, pleaded guilty to or entered a plea of no contest to any felony, or to any misdemeanor involving a crime of moral turpitude in any jurisdiction? Yes ___ No ___. If the answer is yes, please give all details, including the specific offense (s), dates(s), sentence(s) and jurisdiction(s) in which the offenses occurred, as well as any information on the status of any current probation.

15. Applicant(s) should exercise whatever due diligence Applicant deems necessary with respect to information on any sexual offenders registered under Chapter 23 (sec. 19.2-387 et seq.) of Title 19. Such information may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804)674-2000 or www.vsp.state.va.us/.

*If application is rejected, Deposit will be refunded by check in ALL applicants names unless other arrangements have been made.

The Applicant(s) hereby certifies that the information contained in the Application for Lease is true and correct to the best of Applicant's knowledge and belief. Applicant(s) hereby authorizes Listing Broker to conduct a credit check on Applicant(s) and an appropriate background check (ie: employment/salary/rental history) to verify information provided herein by Applicant(s) for approval or rejection of this Application.

We have read the terms and conditions of this Application for Lease. We understand this is a binding contract separate and apart from the Lease Agreement.

SIGNATURE OF APPLICANT _____

DATE

SIGNATURE OF APPLICANT _____

DATE

SIGNATURE OF APPLICANT _____

DATE

PLEASE ATTACH COPY OF A PICTURED ID OF EACH APPLICANT IF NOT PRESENT WHEN SUBMITTING APPLICATION TO WILLIAMSBURG PROPERTY MANAGEMENT, INC.

LISTING BROKER TO VERIFY APPLICANT'S IDENTIFICATION

The following to be completed by WPM, INC:

The undersigned acknowledges receipt from Applicant of the sum of \$ _____ by money order or cashier's check payable to WILLIAMSBURG PROPERTY MANAGEMENT, INC., which amount consists of an application fee in the amount of \$ _____ and a security deposit in the amount of \$ _____.

Signature of Recipient

Date/Time Received

This Application for Lease is hereby ACCEPTED as of _____ day of _____, _____.

Signature of Agent

RESIDENT SELECTION CRITERIA

INTRODUCTION: Residents are to be impartially selected in accordance with applicable Federal and State laws. **Williamsburg Property Management, Inc.** reserves the right to reject anyone that may jeopardize the future stability of the property. To be eligible for occupancy, applicants must meet the following selection criteria:

1. Applicant(s) must be 18 years of age or older to qualify.
2. A \$40 per person (\$70 per married couple) non-refundable application fee(cashier's check or money order only) and a \$200 partial deposit (cashier's check or money order-NO personal checks) at time of submitting application (refundable if application is not approved). Balance of the required security deposit to be paid at time of signing of lease. We also reserve the right to require a higher security deposit.
3. Applicant(s) must present a photo ID and original social security card with application. For persons without social security cards, you must provide an acceptable form of ID as follows:
 - a. Form I-551 Permanent Resident Card
 - b. Form I-688 Temporary Resident Card
 - c. Form I-688A Employment Authorization
 - d. Form I-94 Arrival/Departure Record

We will not accept Personal Taxpayer ID or the Matricular Consular Card. The taxpayer ID is simply issued by the IRS for the purpose of filing a tax return and is issued regardless of immigration status. The only purpose of the Matricular Consular Card is to show that the bearer is a Mexican national living outside of Mexico.

4. Applicant(s) must be currently employed. Employment will be verified for the previous 6 (six) months.
5. Household income will be verified. Gross income must be three times the monthly rental rate to qualify. Additional income sources (child support, retirement benefits, social security, etc.) requires written proof in the form of tax documentation or bank statements. (If all income cannot be verified, an applicant is not eligible for occupancy).
6. Applicant's credit history must be good. Applicants will be denied if any of the following appear on the credit report:
 - a. A bankruptcy that has not been discharged.
 - b. Judgments for rent or evictions.
7. Applicant's previous rental history is considered. Documentation from previous Landlord concerning applicant's noncompliance with lease, rental payments, rules and regulations, or unsanitary housekeeping, will result in the applicant being rejected. Termination or non-renewal of lease by current or previous Landlord or apartment community will result in rejection of the application.
8. Co-signers will be accepted for college students. Co-signers must meet all the requirements as stated above and must have income that equals at least 6 (six) times the monthly rent. (If not a student, Landlord will have final say whether to consider a co-signer/guarantor).
9. Should Landlord allow a pet, there will be a pet deposit and tenant must provide a "Pet Insurance Rider" with Renter's insurance. Pet Deposit amount is set by Landlord (usually a minimum of \$300 but, can vary). Deposit is refundable if no damage. NO Pit Bulls, Rottweilers, Chow Chows or any mixes of these dogs are allowed.
10. Should false information be furnished on the rental application, the application will be automatically rejected and security deposit returned.

I have read and understand the Resident Selection Criteria.

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date