



## PROPERTY MANAGEMENT OF VIRGINIA

42 Stoneridge Drive Suite 102 Waynesboro, Virginia 22980

Phone: (540) 949-4900 Fax: (540) 949-4909

www.PMVAREalty.com

### PLEASE READ PRIOR TO SUBMITTING

#### **REQUIREMENTS**

- Anyone 18 years old or older is required to complete an application
- There is a NON-REFUNDABLE \$40.00 processing fee per applicant; the application will not be processed until the fee is paid. The application fee is not required to schedule a viewing, but can be paid at any time in order to begin application processing.
- A valid social security number is required for each applicant.
- Income verification of at least 4 most recent paystubs (must be within the last 30 Days and show YTD gross earnings).
- Income verification of social security or social security disability award letter
- If self-employed, copies of 2 years of tax returns

#### **SPECIAL NOTES**

- The applicants and occupants presented on this application will constitute the leasee(s) and occupants on the lease agreement. No additional parties will be added to the application or lease agreement after submission of the application or signing of the lease. Omission of intended residents on the application will constitute a fraudulent application and will result in disqualification of the application or nullification of the lease, if a lease has been signed.
- Property Management of Virginia reserves the right to select the most qualified application in situations where multiple applications have been submitted.
- Submission of an application or application fee does not reserve or secure the property of interest for an applicant. Nor does it indicate a property has no other pending applications or interest from other parties.
- Deposits accepted from approved applicants to secure a property become the security deposit and are only refundable under the terms of an executed lease agreement.

#### **COMMON REASONS TO BE DECLINED**

**Please consider before submitting if any apply.**

- Credit score below 600
- Currently in bankruptcy or within the last 2 years  
Insufficient income, high debt to income ratio, or unverifiable income
- Current or previous evictions
- Negative rental reference
- Criminal history
- Smoking

#### **PET GUIDELINES**

- Pets may be allowed on some of our properties. Please inquire at time of application. On those properties allowing a pet, an additional pet deposit of \$250 will be charged.
- Monthly pet rent of \$25 will be charged.
- No more than 2 pets and a weight limit of 35lbs.
- Breed restrictions include: Rottweiler, Pit bull terrier, Doberman, German Shepherd, Akita, among others.



# APPLICATION FOR LEASE

|   |               |                  |                |                          |                          |                  |           |
|---|---------------|------------------|----------------|--------------------------|--------------------------|------------------|-----------|
| <b>Applicant One:</b>   |               |                  |                |                          |                          |                  |           |
| First Name:   |               | Middle Initial:  |                | Last Name:               |                          | Suffix:          |           |
| SSN:  |               | Birthdate:       |                | Phone:                   |                          | Email:           |           |
| Driver's License #:   |               | State Issued By: |                | Vehicle Make & Model:    |                          | License Plate #: |           |
| Have you ever been convicted of a felony?    Yes    No<br>If Yes, please explain. |               |                  |                |                          |                          |                  |           |
| Current Address:  |               |                  | City           |                          |                          | State:           | Zip       |
| Current Landlord:   |               |                  |                | Current Landlord Phone:  |                          |                  |           |
| Rent Amount:  | Move-In Date: |                  | Move-Out Date: |                          | Was proper notice given? |                  | Yes    No |
| Previous Address:   |               |                  | City           |                          |                          | State:           | Zip       |
| Previous Landlord:  |               |                  |                | Previous Landlord Phone: |                          |                  |           |
| Rent Amount:  | Move-In Date: |                  | Move-Out Date: |                          | Was proper notice given? |                  | Yes    No |
| Employer:   |               |                  | Address:       |                          |                          | City, State Zip  |           |
| Job Title:  |               |                  |                | Supervisor:              |                          | Phone:           |           |
| Start date:   |               | Hours per week:  |                | Current Annual Income:   |                          |                  |           |

|   |               |                  |                |                         |                          |                  |           |
|---|---------------|------------------|----------------|-------------------------|--------------------------|------------------|-----------|
| <b>Applicant Two:</b>   |               |                  |                |                         |                          |                  |           |
| First Name:   |               | Middle Initial:  |                | Last Name:              |                          | Suffix:          |           |
| SSN:  |               | Birthdate:       |                | Phone:                  |                          | Email:           |           |
| Driver's License #:   |               | State Issued By: |                | Vehicle Make & Model:   |                          | License Plate #: |           |
| Have you ever been convicted of a felony?    Yes    No<br>If Yes, please explain. |               |                  |                |                         |                          |                  |           |
| Current Address:  |               |                  | City           |                         |                          | State:           | Zip       |
| Current Landlord:   |               |                  |                | Current Landlord Phone: |                          |                  |           |
| Rent Amount:  | Move-In Date: |                  | Move-Out Date: |                         | Was proper notice given? |                  | Yes    No |

|                    |                 |                          |                          |        |
|--------------------|-----------------|--------------------------|--------------------------|--------|
| Previous Address:  |                 | City                     | State:                   | Zip    |
| Previous Landlord: |                 | Previous Landlord Phone: |                          |        |
| Rent Amount:       | Move-In Date:   | Move-Out Date:           | Was proper notice given? | Yes No |
| Employer:          |                 | Address:                 | City, State Zip          |        |
| Job Title:         |                 | Supervisor:              | Phone:                   |        |
| Start date:        | Hours per week: | Current Annual Income:   |                          |        |

|                                   |               |      |
|-----------------------------------|---------------|------|
| <b>Other Occupants:</b>           |               |      |
| Name:                             | Relationship: | Age: |
| Name:                             | Relationship: | Age: |
| Name:                             | Relationship: | Age: |
| Name:                             | Relationship: | Age: |
| Total Number to Occupy Apartment: |               |      |

|   |        |         |      |
|---|--------|---------|------|
| <b>Pets:</b>                              |        |         |      |
| Type                                      | Breed: | Weight: | Age: |
| Type                                      | Breed: | Weight: | Age: |
| Type                                      | Breed: | Weight: | Age: |
| Total Number of Pets to Occupy Apartment: |        |         |      |

|                            |          |        |               |
|----------------------------|----------|--------|---------------|
| <b>Emergency Contacts:</b> |          |        |               |
| Name:                      | Address: | Phone: | Relationship: |
| Name:                      | Address: | Phone: | Relationship: |

**Application Fee & Agreement:** A non-refundable fee of \$40.00 is charged on all rental applicants for the purpose of verifying the information included in this application. I understand this fee will under no circumstances be returned to me. Keys will be furnished only after contemplated lease and other rental documents have been thoroughly executed by all parties, and only after applicable rentals and deposits have been paid. This application is preliminary only and does not obligate the Landlord, or his agent, to execute a lease or deliver possession of the proposed premises. I hereby authorize the Landlord, and his agent, to make inquiries that they deem proper and necessary regarding my qualifications as a tenant. I also authorize my employer, landlords and creditors to furnish owner or his agent such information as requested by them. I have reviewed, I agree, and understand this agreement.

**Correct Information** Applicant represents that all the statements on this application are true and complete and hereby authorizes verification of the information, references and credit records. Applicant acknowledges that false information herein may constitute a criminal offense under laws of this State.

**Disclosure of Brokerage Relationship** Landlord and Applicant/Tenant confirm that in connection with the transaction contemplated by this application, the Listing Broker, the Leasing Broker and Salesperson have acted on behalf of the Landlord as Landlord's representatives.

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

|                        |       |
|------------------------|-------|
| Applicant's Signature: | Date: |
| Applicant's Signature: | Date: |

|                                   |                       |           |       |
|-----------------------------------|-----------------------|-----------|-------|
| <b>OFFICE USE ONLY</b>            |                       |           |       |
| Date received:                    | App Fee Received:     |           |       |
| Property of Interest:             |                       |           |       |
| Desired Move In Date:             | Credit Check Results: |           |       |
| Rental Reference Provided By:     | Date:                 | Result:   |       |
| Employment Reference Provided By: | Date:                 | Result:   |       |
| Concerns:                         |                       |           |       |
| Final Status:                     | Determined By:        | Notified: | Date: |

# Rental Reference Request

**TO:**  
 \_\_\_\_\_ (Landlord)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FROM:** Property Management of Virginia  
 42 Stoneridge Drive  
 Waynesboro, VA 22980  
 Phone: 540 949-4900  
 Fax : 540 949-4909

RE: \_\_\_\_\_ (Applicant Name)

RENTAL OF: \_\_\_\_\_ (Applicant Address)

The Tenant(s) named above have applied to us for a rental unit and authorized disclosure of information pursuant to Virginia Code 55-248 9.1. We understand you may have rented to them in the past. Please furnish the information requested and FAX or mail your reply to us. Thank you for your help. *(To be completed by Landlord)*

1. When did the Tenant rent from you? From \_\_\_\_\_ To \_\_\_\_\_
2. Most recent monthly rent was \_\_\_\_\_ Were utilities included?    Yes    No    Some
3. Rent was received more than 5 days late \_\_\_\_\_ times *(please indicate 0 or number of times)*
4. Did tenant damage the rental unit or common areas of the property?    Yes    No    Some
5. Tenant was sent \_\_\_\_\_ notices of rental or lease violations *(please indicate 0 or number)*
6. Did/will Tenant receive the full security deposit refund?    Yes    No    Some    N/A
7. Are you owed money by Tenant?    Yes    No
8. Were there any Court actions involving Tenant?    Yes    No
9. Would you lease to Tenant again?    Yes    No
10. Are you related to Tenant by family or marriage?    Yes    No
11. Please explain any answers to questions 3,4,5,7,8 or 10 and feel free to add any comments you think may be of interest. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**To be dated and signed by person (landlord) completing form:**

|                       |         |       |
|-----------------------|---------|-------|
| Print Name and Title: | Signed: | Date: |
|                       |         |       |

**TENANT'S AUTHORIZATION PURSUANT TO VIRGINIA CODE 55-248.9:1**

I authorize the free and complete release of all information about my tenancy at ANY rental unit, and agree to hold harmless anyone who so responds in good faith. A copy or fax of this authorization shall be accepted as if original.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Agreement