

APPLICATION INSTRUCTIONS

www.promaxrealtors.com

From: Ron Riddell, Broker

Dear Prospective Tenant:

We are very pleased that you are interested in leasing one of our homes. In order for us to respond quickly to your application, it is essential that you fully complete the attached "Rental Application."

As part of our prospective tenant review, we will order a credit history, we require verified income in the form of your three most recent paycheck stubs, an LES or a letter of intent to employ, and we will contact your present landlord for reference. When the information you provide us with is accurate and thorough, we are able to respond to your rental offer usually within 3-5 business days.

Your application will not be considered complete unless 1). A check equivalent to a month's rent and marked "Earnest Money Deposit" is attached to the application along with a non-refundable fifty dollar (\$50) application fee for each applicant. Both checks should be made payable to PROMAX Management, Inc., and 2). This application instruction document needs initialed at the bottom and attached to the rental application.

If upon completing our various checks we find your application to be acceptable, we will notify you or your Agent. Once approved, your "Earnest Money" check will be deposited. You will have two business days after notice of acceptance to execute the proposed lease with mutually agreed-to additional terms, if any.

Move-in Condition: No representation, statement, or warranty, express or implied, has been made by or on behalf of the Landlord with respect to the condition of the Premises. Unless otherwise agreed to in writing, the Premises are leased in "as-is" condition as of the beginning date of the Lease.

We will do our very best to deliver this home in good, clean condition prior to your move-in date. Additional time may be needed after your move-in date in order to complete this task.

Insurance: Proof of Tenant Liability Insurance is required to prior to occupancy.

Please initial here: _____

RENTAL APPLICATION

This Rental Application is an offer to rent. The Deed of Lease is a legally binding contract.

It is unlawful to discriminate on the basis of race, color, religion, national origin, sex, elderliness, familial status or handicap. This application will be processed in accordance with all Fair Housing and occupancy laws.

BROKERAGE DISCLOSURE

The applicants acknowledge by their initials that in this real estate leasing transaction the Listing Broker, **Promax Management, Inc.**, represents the Landlord and that the Leasing broker, _____, represents the Landlord **OR** the Tenant. (If the Broker is acting as a dual representative of both the Landlord and Tenant, then the appropriate disclosure form is attached to and made a part of this Application.

Applicant/s Initials _____ / _____

Leasing Agent must attach a business card.

Applicant/s Identification Type & Expiration Date: _____.

OFFER TO RENT

_____ (Applicant 1) and _____ (Applicant 2) offer to lease the property known as _____, _____, Virginia _____ ("Premises"), for _____ years/months beginning _____, 20_____, for the monthly rent of \$ _____ payable in advance on the first day of each month.

CONDITIONS

A NON-REFUNDABLE PROCESSING FEE OF \$ _____ 50.00 _____ per Applicant is included with this application. Processing may take up to 5 business days to complete. **AN EARNEST MONEY DEPOSIT OF \$ _____ ("Deposit")** is included and will be held by **PROMAX** _____. If this Application is accepted, the Deposit will be credited to amounts owed to the Landlord. If this Application is not accepted, the Deposit will be refunded to the Applicant(s) less any additional documented processing charges.

Occupancy is subject to possession being delivered by the present occupant. **The property is accepted "As Is" unless otherwise noted below or by attachment.**

CONTACT NUMBERS: APPLICANT 1

C: _____

H: _____

W: _____

Email: _____

APPLICANT 2

C: _____

H: _____

W: _____

Email: _____

OFFICE USE ONLY

Application Received Date _____ Time _____

Application Reviewed By _____

Accepted Rejected Withdrawn Applicant of Agent notified Date _____ Time _____

APPLICANTS AGREE AND UNDERSTAND THAT:

1. This Application, each occupant and each pet are subject to acceptance and approval by the Landlord.
2. The Listing Company is obligated to present all Applications to the Landlord until the Lease is signed.
3. Landlord and Landlord's Agent may rescind acceptance and resume marketing the Premises at any time until the Lease is signed.
4. Proof of current income is required. For example:
 - Latest Pay Statements/Stubs
 - Last 2 years' Form W-2 for hourly or weekly pay persons
 - Last 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income
 - Copy of LES and orders for military
5. This Application consists of four pages which must be completed in full. Incomplete or missing information will result in delay of a decision. Willful misrepresentation may be grounds for invalidating a Lease.
6. A draft of the proposed Lease may be reviewed through the Listing Broker. If Landlord and Applicant cannot agree on terms, the deposit will be refunded.
7. Applicant must present valid photo identification or 2 forms of ID before signing the Lease.
8. The Applicant is responsible for obtaining property and liability insurance (Renter's Insurance) and assuming utility accounts where required before occupying the Premises.
9. Any move-in fees and utility deposits are the responsibility of the Applicant.
10. Only those persons listed in the Application are to live in the premises.
11. The Premises are not to be used for business except with full knowledge and consent of the Landlord and in conformity with all applicable laws and regulations.
12. Applicant has no Leasehold interest until the Lease is signed.

I/we agree to the above conditions and authorize the firm processing this Application to verify any information contained herein and to perform any credit or investigative inquiries necessary in properly evaluating this Application, and any renewal. If any information is found to be false or misleading, the Application may be summarily rejected.

Signed Applicant 1 _____ Date _____

Signed Applicant 2 _____ Date _____

APPLICANT 1

Name

Date of Birth Social Security Number

Current Street Address

City State Zip

From: _____ To: _____ \$ _____
Dates of Occupancy Rent Mortgage

Landlord/Management/Mortgage Co. Name

Phone # Fax #

Reason for Moving

APPLICANT 2

Name

Date of Birth Social Security Number

Current Street Address

City State Zip

From: _____ To: _____ \$ _____
Dates of Occupancy Rent Mortgage

Landlord/Management/Mortgage Co. Name

Phone # Fax #

Reason for Moving

APPLICANT 1

APPLICANT 2

Previous Street Address

Previous Street Address

City State Zip

City State Zip

From: To: \$
Dates of Occupancy Rent Mortgage

From: To: \$
Dates of Occupancy Rent Mortgage

Landlord/Management/Mortgage Co. Name

Landlord/Management/Mortgage Co. Name

Phone # Fax #

Phone # Fax #

Reason for Moving

Reason for Moving

EMPLOYMENT

EMPLOYMENT

1. Current Company Name

1. Current Company Name

From: To:
Location Dates of Employment

From: To:
Location Dates of Employment

\$ /year

\$ /year

Position/Rank Income

Position/Rank Income

Supervisor Name Phone

Supervisor Name Phone

2. Previous Company Name

2. Previous Company Name

From: To:
Location Dates of Employment

From: To:
Location Dates of Employment

\$ /year

\$ /year

Position/Rank Income

Position/Rank Income

Supervisor Name Phone

Supervisor Name Phone

ADDITIONAL INCOME

ADDITIONAL INCOME

\$ /year

\$ /year

Source Amount

Source Amount

Do you have any animals? LIABILITY COVERAGE IS REQUIRED FOR DOGS.

Table with 6 columns: TYPE, BREED, AGE, WEIGHT, M/F, NEUTURED/DECLAWED. Contains three rows of data with slashes in the last column.

Table with 4 columns: VEHICLE 1 TYPE, MAKE, MODEL, STATE, VEHICLE 2 TYPE, MAKE, MODEL, STATE. Contains three rows of data.

ADDITIONAL INFORMATION

Do you plan to bring a waterbed or large aquarium into the Premises? YES NO
 Do you intend to smoke or permit smoking in the Premises? YES NO

PLEASE ANSWER

	<u>Applicant 1</u>		<u>Applicant 2</u>		
1. Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
2. Have you ever been evicted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
3. Do you have any judgments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
4. Have you had a foreclosure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
5. Are you party to a lawsuit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
6. Do you pay alimony or child support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
7. Are you a co-signer for a loan or another lease?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
8. Have you ever had a rental application rejected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
9. How would you rate your credit?	_____		_____		

DEBTS (List major loans or credit card debt)

	Type of Loan	Creditor	Balance	Monthly Payment
1.	_____			
2.	_____			

ASSETS (Submit supporting documentation if necessary for qualification)

	Type of Asset	Amount
1.	_____	
2.	_____	

OTHER OCCUPANTS OF THE PREMISES
 (Occupants over 18 must submit separate applications)

LAST NAME	FIRST NAME AND M.I.	M/F	D.O.B.	RELATIONSHIP

DESIGNATED CONTACTS (Someone who knows how to reach you) **OR NEXT-OF-KIN**

1. _____
 Name Relationship

 Telephone Address City State Zip

2. _____
 Name Relationship

 Telephone Address City State Zip