

## **Rental Requirements**

### **Looking for:**

- Good rental history
- Adequate income – 3 to 3.5 times the rent amount
- Someone who will pay the rent on-time each month and take good care of the property.

### **To Qualify:**

- Complete an application. Be sure to itemize income sources. There is no fee to apply.
- Provide copies of pay stubs or other proof of income for each income source.
- Fax everything to (804) 553-4546.

### **To Move In:**

- The total money commitment is the security deposit plus first month's rent
- If approved, we will meet to sign a deposit agreement, review the lease and get your deposit within a few days.
- To move in, you will need to pay the first month's rent.
- Move-in dates need to be firm – not a moving target.

### **Other Information:**

- You will be responsible for paying all your utilities.
- You will be responsible for yard maintenance, including cutting grass and raking leaves.
- Keep your AC filters clean.
- Clean your gutters, when needed.

### **How to Reach Us:**

- Office (804) 553-4547
- Fax (804) 553-4546
- Siobhan Cell (804) 690-7482
- Email [Donald.cone@verizon.net](mailto:Donald.cone@verizon.net)

Pine Cone Management, Inc.  
11600 Long Meadow Drive  
Glen Allen, VA 23059  
(804) 553-4547 office  
(804) 553-4546 fax

## Rental Application

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

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

Today's Date \_\_\_\_\_

Desired Length of Occupancy \_\_\_\_\_

### **TENANT**

Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Present Address \_\_\_\_\_

How Long? \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Landlord \_\_\_\_\_

Phone \_\_\_\_\_

Current Rent \_\_\_\_\_ Why are you moving? \_\_\_\_\_

Previous Address \_\_\_\_\_

How Long? \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Driver's License \_\_\_\_\_

Type of Car \_\_\_\_\_

License # \_\_\_\_\_

Employer's Name \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_

How Long? \_\_\_\_\_

Monthly Income Take Home Pay \_\_\_\_\_

Source: [ ] wages [ ] commission [ ] tips [ ] salary [ ] govt assist [ ] other

### **CO-TENANT**

Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Relation to Tenant \_\_\_\_\_

Drivers License # \_\_\_\_\_

Employer's Name \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_

How Long? \_\_\_\_\_

Your Superior \_\_\_\_\_

Monthly Income Take Home Pay \_\_\_\_\_

Source: [ ] wages [ ] commission [ ] tips [ ] salary [ ] govt assist [ ] other

Other Tenant Name	Age	Relationship	Occupation

### **LEARNED SKILLS**

[ ] Plumbing [ ] Electrical [ ] Carpentry [ ] Auto Mechanics [ ] Roofing

[ ] Painting [ ] Cement Work [ ] Appliance Repair [ ] Other \_\_\_\_\_

**PETS**

Pet Name	Type/Breed	Size	Sex	Indoor/Outdoor

**CREDIT REFERENCES**

Company	Address	Limit	Purpose

**PERSONAL REFERENCES**

Name	Full Address	Phone

**NEAREST RELATIVE**

Name	Address or Email Address	Phone

**BANKS**

Bank Name	Account Type

**CREDIT CARDS**

Credit Card Issuer	Card Type	Limit

Have you ever been evicted from any tenancy? ☐ Yes ☐ No

Have you ever willfully and intentionally refused to pay rent when due? ☐ Yes ☐ No

Do you know of anything that may interrupt income or your ability to pay rent? ☐ Yes ☐ No

I hereby certify that the answers I have given in this application are true and correct to the best of my knowledge. I understand that any false answers or statements made by me will be sufficient grounds for eviction and loss of any security deposit.

Applicant permits credit inquiries to be performed on himself/herself and his co-occupant by his/her signature below:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Co-Tenant

**DISCRIMINATION**

It is against the law to discriminate against tenants on the basis of race, religion, national origin, age or neighborhood racial makeup.

**Fax to: Pine Cone Management (804) 553-4546**