

Norman Investments, LLC PO Box 6, Gum Spring, Virginia 23065  
(804) 339-6529 cell 1+(804) 309-4172 e-fax  
[benita@ormaninvestment.com](mailto:benita@ormaninvestment.com)

### **Applicant Instructions for Submitting an Application**

Thank you for choosing one of our rentals. We take considerable amount of pleasure in providing quality housing to anyone that meets below qualifications. The management is committed to complying with all applicable laws including all Fair Housing Laws and prohibits discrimination based on race, color, national origin, religion, sex, familiar status, disability, age, sexual orientation, gender identity, or status as a student. Below is a list of minimum requirements and qualification that management utilizes to determine the eligibility of each applicant. The information below is provided to give an understanding of the qualifying procedure. All of the items below are necessary to assure the proper review of the application package. Warrior Realty of VA LLC is the exclusive agent and Norman Investments, LLC representative of the property owner and does not, in any respect, have any fiduciary or agency responsibilities to the applicant.

**It is understood that the Premises are to be used as a residential dwelling to be occupied by none other than those persons listed in the application.**

To submit an application on one of our properties you must have visited the property and have the showing agents contact information. This information will be requested during application process.

**NOTE: There may be multiple applications registered for the property.**

The **Non-Refundable** application fee is \$40.00 for each applicant over the age of 18 is required payable online at time of application by debit or credit card.

An application is required for each adult over the age of 18 regardless of whether or not they are employed and/or will be responsible for the lease.

1. **Employment History:** Current and/or previous employment for twelve (12) month is required.
2. **Income Requirements:** EACH Applicant(s) must earn three (3) times the amount of the monthly rent must be uploaded into TenantReports.com.
3. **Income Verification:** Applicant(s) must supply management with written verification AND two current paycheck stubs, Bank Statements OR 2 current W-2's must be uploaded into TenantReports.com.
4. **Identification:** A copy of your current valid driver's license or state ID card is required with each applicant must be uploaded into TenantReports.com.
5. **Rental History:** Delinquent rental payments and/or failure to fulfill terms on prior lease are grounds for denial. First time renters may be required an additional deposit. Must have twelve (12) months verifiable and positive rental history. Roommates must qualify individually in all areas. NO eviction or eviction judgments. NO outstanding money owed to a landlord or Property Management company.
6. **Credit Report:** a credit report will be obtained for all applicants with a min. 625 credit score. Negative credit information will be reviewed as to the age of the account, account type, and the negative debt (excluding student loans and medical).

Outstanding judgments or liens may not be accepted and if accepted will result in an additional security deposit amount equal to or larger than one month's rent or possible denial. Any "open" bankruptcy is an automatic denial. Bankruptcy discharges must be a minimum of **twenty-four months** (2) years.

7. **Nationwide Criminal Background Check/Sex Offender:** A criminal/sex offender background check will be done on each applicant. Record of any felony, drug related or violent criminal offenses, unlawful detainers or judgements will be grounds for denial.
8. **Guarantor:** First time renters, student and retired may utilize a guarantor. The guarantor income must be six (6) times their rent/mortgage and the application's rent amount combined.
9. **Property Hold:** If your application is accepted: **You must sign your lease within 72 HOURS and pay the Security Deposit by Certified Funds** of acceptance of your application. **First month's rent is at MOVE-IN by Certified Funds or Money Order.** If multiple applicants all applicants must sign the lease and pay the **Security Deposit by Certified Funds for the property to be held until move-in OR;**
10. Failure to sign the lease within 72 hours may result in us immediately moving on to the next application and withdrawing yours. The property will remain listed and will continue to show and be available to the next applicant.
11. **Utilities:** Proof of electric and or water/sewage will be required before move-in.
12. **Occupancy Limit:** The number of occupants per unit is limited to no more than 2 people per bedroom, unless local fire safety codes are more prohibitive.
13. **Renter Insurance: A minimum of \$100,000 property liability insurance is required within 30 days of move-in with Norman Investments, LLC listed as certificate holder.**
14. **Pet Restrictions:** Some of our rentals are pet friendly. Please check with the Property Manager before visiting the property. A \$350.00 Non-refundable pet fee weight limit varies by property. Monthly pet fee Canine \$45.00 & Feline \$15.00-\$25.00 varies by property please confirm. Must sign and agree to our Pet Policy and Pet Agreement we do have Canine restrictions please visit [www.normaninvestment.com](http://www.normaninvestment.com) for list, no exceptions.

## Broker Relationship Disclosure

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

**IF THE BROKER REPRESENTS THE OWNER/LANDLORD:** The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of sub-agency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

**IF THE BROKER REPRESENTS THE BUYER/TENANT:** The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent. If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

X

Tenant

X

Tenant

PROPERTY MANAGER: BENITA NORMAN IS A LICENSED REALTOR IN  
VIRGINIA WITH WARRIOR REALTY OF VIRGINIA, LLC  
4795-D Bethlehem Road, Richmond VA 23230 LIC#0225065167 – 56854-  
WRVA01 v.5.11.18



*Norman Investments, LLC*  
PROPERTY MANAGEMENT

**CONSENT TO PERFORM CREDIT, BACKGROUND  
AND REFERENCE CHECKS**

I, \_\_\_\_\_ & \_\_\_\_\_, (rental applicant), authorize and permit NORMAN INVESTMENTS, LLC to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks and law enforcement agencies.

I also authorize and give permission to disclose any information requested about me to the rental owner or management company.

I further authorize and permit the rental owner or management company to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary, if my application is accepted. If my application is not accepted this form is null & voided.

Rental Applicant (signature) \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_

Rental Applicant (signature) \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_