

## RENTAL APPLICATION

This Rental Application ("Application") is an offer to rent. The 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 as well as all classes protected by the laws of the United States, the Commonwealth of Virginia and applicable local jurisdictions, or by the REALTOR® Code of Ethics. This application will be processed in accordance with all Fair Housing and occupancy laws.

### BROKERAGE DISCLOSURE

Applicants acknowledge by their initials that in this real estate leasing transaction Listing Broker, \_\_\_\_\_, represents Landlord and that Leasing Broker, Keller Williams Loudoun Gateway \_\_\_\_\_, represents ☐ Landlord **OR** ☒ Tenant. (If Broker is acting as a dual representative of both 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

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

### CONDITIONS

**A NON-REFUNDABLE PROCESSING FEE OF \$ \_\_\_\_\_ per Applicant** is included with this Application. Processing may take up to 5 business days to complete. **AN EARNEST MONEY DEPOSIT** of \$ \_\_\_\_\_ (the "Deposit") is included and will be held by \_\_\_\_\_. If this Application is accepted and a lease is signed, the Deposit will be credited to amounts owed to Landlord. If this Application is not accepted, the Deposit will be returned to Applicant(s) less any additional documented processing charges. Funds held by an escrow agent will be deposited no later than 5 business banking days after Application has been approved.

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

**CONTACT INFORMATION:**    *APPLICANT 1*

*APPLICANT 2*

C: \_\_\_\_\_

C: \_\_\_\_\_

H: \_\_\_\_\_

H: \_\_\_\_\_

W: \_\_\_\_\_

W: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### OFFICE USE ONLY

Application Received Date \_\_\_\_\_ Time \_\_\_\_\_

Application Reviewed By \_\_\_\_\_

Approved ☐    Rejected ☐    Withdrawn ☐    Applicant or Agent notified Date \_\_\_\_\_ Time \_\_\_\_\_

**APPLICANTS AGREE AND UNDERSTAND THAT:**

1. This Application, each occupant and each pet are subject to acceptance and approval by Landlord.
2. Listing Broker is obligated to present all Applications to Landlord until a lease is signed.
3. Landlord and Listing Broker may rescind acceptance and resume marketing the Premises at any time until a lease is signed.
4. Proof of current income is required. For example:
  - a. Latest Pay Statements/Stub
  - b. Last 2 years' Form W-2 for hourly or weekly pay persons
  - c. Last 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income
  - d. Copy of LES and orders for military
5. This Application consists of 4 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 Listing Broker. If Landlord and Applicant(s) cannot agree on terms, the Deposit will be returned.
7. Applicant(s) must present valid photo identification or 2 forms of ID before signing the lease.
8. Applicant(s) 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 Applicant(s).
10. Only those persons listed in Application are to live in the Premises.
11. The Premises are not to be used for business except with full knowledge and consent of Landlord and in conformity with all applicable laws and regulations.
12. Applicant(s) has no leasehold interest until a 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.**

Applicant 1 Signature	Date

Applicant 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT 1

SAMPLE ONLY

Full Name

Date of Birth

Social Security Number

**Current Street Address**

City

State

Zip

From

To:

\$

### Dates of Occupancy

Rent

9

☐ Mortgage ☐

Landlord/Management/Mortgage Co. Name

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Phone #

Email

Reason for Moving

## APPLICANT 2

SAMPLE ONLY

Full Name

Date of Birth

Social Security Number

**Current Street Address**

City

State

Zip

From

To

\$

### Dates of Occupancy

Ren

☐ Mortgage ☐

Landlord/Management/Mortgage Co. Name

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Phone #

Email

Reason for Moving

**APPLICANT 1**Previous Street Address

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

From \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
Dates of Occupancy \_\_\_\_\_ Rent ☐ Mortgage ☐Landlord/Management/Mortgage Co. Name

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

Reason for Moving**EMPLOYMENT**1. \_\_\_\_\_  
Current Company NameFrom: \_\_\_\_\_ To: \_\_\_\_\_  
Location \_\_\_\_\_ Dates of Employment \_\_\_\_\_Position/Rank \_\_\_\_\_ \$ \_\_\_\_\_ /year  
Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_  
Previous Company NameFrom: \_\_\_\_\_ To: \_\_\_\_\_  
Location \_\_\_\_\_ Dates of Employment \_\_\_\_\_Position/Rank \_\_\_\_\_ \$ \_\_\_\_\_ /year  
Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**ADDITIONAL INCOME**Source \_\_\_\_\_ \$ \_\_\_\_\_ /year  
Amount \_\_\_\_\_**APPLICANT 2**Previous Street Address

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

From \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
Dates of Occupancy \_\_\_\_\_ Rent ☐ Mortgage ☐Landlord/Management/Mortgage Co. Name

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

Reason for Moving**EMPLOYMENT**1. \_\_\_\_\_  
Current Company NameFrom: \_\_\_\_\_ To: \_\_\_\_\_  
Location \_\_\_\_\_ Dates of Employment \_\_\_\_\_Position/Rank \_\_\_\_\_ \$ \_\_\_\_\_ /year  
Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_  
Previous Company NameFrom: \_\_\_\_\_ To: \_\_\_\_\_  
Location \_\_\_\_\_ Dates of Employment \_\_\_\_\_Position/Rank \_\_\_\_\_ \$ \_\_\_\_\_ /year  
Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**ADDITIONAL INCOME**Source \_\_\_\_\_ \$ \_\_\_\_\_ /year  
Amount \_\_\_\_\_**Do you have any animals? LIABILITY COVERAGE IS REQUIRED FOR DOGS.**

TYPE	BREED	AGE	WEIGHT	M/F	NEUTURED/DECLAWED
					<input type="checkbox"/> / <input type="checkbox"/>
					<input type="checkbox"/> / <input type="checkbox"/>
					<input type="checkbox"/> / <input type="checkbox"/>

VEHICLE: TYPE, MAKE, MODEL	STATE	VEHICLE: TYPE, MAKE, MODEL	STATE

## 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>	<u>Explanation*</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?			

\*Attach separate sheet if necessary.

## 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	Value
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	Email		
	Telephone	Address	City	State	Zip
2.	Name	Relationship	Email		
	Telephone	Address	City	State	Zip



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