



APPLICATION PROCESS

We ask that you read the following and acknowledge receipt thereof. This document is part of the application.

Virginia requires we disclose that Promax Management, Inc. is the agent for and represents the property owner.

As part of your consideration to lease the property, please perform a thorough inspection. Any modification or alteration request(s) must be submitted with the application to be considered. We are happy to answer questions you or your agent may have regarding the condition of the home and how it will be delivered. The home is leased in "As-Is" condition.

PLEASE SUBMIT

- A completed application with signatures from all parties.
- A non-refundable application fee of \$55 for each adult listed on the application. The fee may be paid by personal check, money order, certified funds, or thru PayPal.
- An ERNEST MONET deposit equal to the first month's rent payable to Promax Management. The deposit may be paid by personal check if the proposed occupancy date is 15 days or more away. If not, funds must be paid by certified funds (cashiers' check or money order) payable to Promax Management. Bank wire is available.
- A copy of a government issued ID for all adults listed on the application.
- Proof of income by either a copy of your most recent paystub, offer of employment, LES for Military, or the last two years of tax returns if you are self-employed.
- A copy of your agent's business card.
- Your application may take up to 3 days to be processed. If the application is approved, Promax will notify you and/or your agent and provide you with the Deed of Lease. You are allowed two business days to execute the lease.
- The Lease is a legal document between you and the property owner. Concerns about the content of the lease should be addressed by your agent.
- Once the lease is signed by all parties your ERNEST MONEY will be deposited and applied towards your security deposit. If the lease is not signed within two business days of notice of approval, your earnest money deposit will be returned in full, and the property will be placed back on the market for rent.

Applicant Signature

Date

Applicant Signature

Date

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. It is also unlawful to discriminate against all classes protected by the laws of any applicable local jurisdictions and the REALTOR® Code of Ethics. This application will be processed in accordance with occupancy laws.

BROKERAGE DISCLOSURE

Applicants acknowledge by their initials that in this real estate leasing transaction Listing Broker, **Promax Management Inc**, represents Landlord and that Leasing Broker, _____, represents Landlord OR Tenant. (If Broker is acting as a dual or designated representative, 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 _____ (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 \$ 55.00 _____ per Applicant is included with this Application. Processing may take up to five (5) business days to complete. **AN EARNEST MONEY DEPOSIT** of \$ _____ (the "Deposit") is included and will be held by **Promax Management Inc** _____. 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 five (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

C: _____

H: _____

W: _____

Email: _____

APPLICANT 2

C: _____

H: _____

W: _____

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/Stubs
 - 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 four (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 two (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 lease hold 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 to properly evaluate this Application, and any renewal. If any information is found to be false or misleading, the Application may be rejected.

Applicant 1 Signature _____ Date _____

Applicant 2 Signature _____ Date _____

APPLICANT 1

Full Name _____

Date of Birth _____ SSN/TIN _____

Current Street Address _____

City _____ State _____ Zip _____

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

Landlord/Management/Mortgage Co. Name _____

Phone # _____ Email _____

Reason for Moving _____

APPLICANT 2

Full Name _____

Date of Birth _____ SSN/TIN _____

Current Street Address _____

City _____ State _____ Zip _____

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

Landlord/Management/Mortgage Co. Name _____

Phone # _____ Email _____

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 # Email

Phone # Email

Reason for Moving

Reason for Moving Reason for Moving

EMPLOYMENT

EMPLOYMENT

1. Current Company Name
Location From: To: Dates of Employment
\$ /year
Position/Rank Income
Supervisor Name Phone

1. Current Company Name
Location From: To: Dates of Employment
\$ /year
Position/Rank Income
Supervisor Name Phone

2. Previous Company Name
Location From: To: Dates of Employment
\$ /year
Position/Rank Income
Supervisor Name Phone

2. Previous Company Name
Location From: To: Dates of Employment
\$ /year
Position/Rank Income
Supervisor Name Phone

ADDITIONAL INCOME

ADDITIONAL INCOME

Source \$ /year
Amount

Source \$ /year
Amount

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.	

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. Will you require a visual smoke detector?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
10. Are you entitled to diplomatic immunity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
11. How would you rate your credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

*Attach separate sheet if necessary.

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

TYPE	BREED	AGE	WEIGHT	M/F	NEUTURED/DECLAWED
					/
					/
					/

Do you have any vehicles?

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

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

