

Rental Application for Residents and Occupants

Each co-resident and each occupant over 18 must submit a separate application.
Spouse may submit a joint application.

Date when filled out: _____

<p>ABOUT YOU Full name (<i>exactly as on driver's license</i>): _____</p> <p>Your street address (as shown on your driver's license): _____</p> <p>Former last names (maiden and married): _____</p> <p>Driver's license # and state: _____ State: _____</p> <p>Your Social Security #: _____ - _____ - _____</p> <p>Birth date: _____ - _____ - _____ Height: _____ Weight: _____</p> <p>Sex: _____ Eye color: _____ Hair color: _____</p> <p>Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed <input type="checkbox"/> separated</p> <p>Student: <input type="checkbox"/> No <input type="checkbox"/> Yes Class/Year: _____</p> <p>Are you a member of a fraternity or sorority? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, give name:</i> _____</p> <p>Current home address (where you now live): _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____ Current monthly rent: \$ _____</p> <p>E-mail address: _____</p> <p>Name of apartment/home where you now live: _____</p> <p>Current owner or manager's name: _____</p> <p>Their phone: _____ Date moved in: _____</p> <p>Why are you leaving your current residence? _____</p>	<p>YOUR SPOUSE Full name: _____</p> <p>Former last names (maiden and married): _____</p> <p>Spouse's Social Security #: _____ - _____ - _____</p> <p>Driver's license #: _____ State: _____</p> <p>Birth date: _____ - _____ - _____ Height: _____ Weight: _____</p> <p>Sex: _____ Eye color: _____ Hair color: _____</p> <p>Student: <input type="checkbox"/> No <input type="checkbox"/> Yes Class/Year: _____ Phone: _____</p> <p>Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: _____</p> <p>E-mail address: _____</p> <p>Position: _____</p> <p>Date began job: _____</p> <p>Gross monthly income is over: \$ _____</p> <p>Supervisor's name: _____</p> <p>Supervisor's phone: _____</p>
<p>YOUR WORK Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: _____ Position: _____</p> <p>Your gross monthly income is over: \$ _____</p> <p>Date you began this job: _____</p> <p>Supervisor's name and phone: _____</p> <p>Previous employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: _____ Position: _____</p> <p>Gross monthly income was over: \$ _____</p> <p>Dates you began and ended this job: _____</p> <p>Previous supervisor's name and phone: _____</p>	<p>OTHER OCCUPANTS <i>Names of all persons who will occupy the unit. Continue on separate page if more than three.</i></p> <p>Full Name: _____</p> <p>Relationship: _____</p> <p>Sex: _____ DL #: _____ State: _____</p> <p>Birthdate: _____ - _____ - _____ Social Security #: _____ - _____ - _____</p> <p>Full Name: _____</p> <p>Relationship: _____</p> <p>Sex: _____ DL #: _____ State: _____</p> <p>Birthdate: _____ - _____ - _____ Social Security #: _____ - _____ - _____</p> <p>Full Name: _____</p> <p>Relationship: _____</p> <p>Sex: _____ DL #: _____ State: _____</p> <p>Birthdate: _____ - _____ - _____ Social Security #: _____ - _____ - _____</p>
<p>YOUR CREDIT HISTORY Your bank's name, account #'s, city, state: (use separate page for additional accounts): _____</p> <p>List major credit cards (include card # & exp. date): _____</p> <p>Vehicle(s) loan #'s: _____</p> <p>Financed by: _____</p> <p>Your other non-work income you want considered. Please explain: _____</p> <p>Have you or your spouse ever owned a home: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Past credit problems you want to explain. (Use separate page)</p>	<p>YOUR VEHICLES <i>List all vehicles to be parked by you, your spouse, or any occupants (including cars, trucks, etc.). Continue on separate page if more than four.</i></p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License/Tag #: _____ State: _____</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License/Tag #: _____ State: _____</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License/Tag #: _____ State: _____</p> <p>Apartment parking is restricted to ONE (1) vehicle per occupant - first come basis.</p>
<p>GUARANTOR is required to guarantee payment if income requirements are not met and/or applicant fails credit screening.</p> <p>Guarantor's name: _____ Date of Birth: _____</p> <p>Home Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____ SS #: _____ - _____ - _____</p> <p>Employer: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____ Annual salary: _____</p> <p>Email Address: _____</p>	<p>OTHER INFORMATION</p> <p>Will you or any occupant have an animal? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Kind, weight, breed, age: _____</p> <p>Do any occupant smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>How were you referred (check all that apply)? <input type="checkbox"/> Stopped by <input type="checkbox"/> Sign</p> <p><input type="checkbox"/> Apartment guide <input type="checkbox"/> Housing Fair <input type="checkbox"/> Collegiate Times</p> <p><input type="checkbox"/> Tartan <input type="checkbox"/> Web Page</p> <p><input type="checkbox"/> Newspaper (name): _____</p> <p><input type="checkbox"/> Friend (name): _____</p> <p><input type="checkbox"/> Other: _____</p>
<p>YOUR RENTAL/CRIMINAL HISTORY Have you, your spouse, or any occupant listed above ever:</p> <p><input type="checkbox"/> been evicted or asked to move out?</p> <p><input type="checkbox"/> broken a rental agreement or lease contract?</p> <p><input type="checkbox"/> declared bankruptcy?</p> <p><input type="checkbox"/> been sued for nonpayment of rent?</p> <p><input type="checkbox"/> been sued for damage to rental property?</p> <p><input type="checkbox"/> been convicted of a felony?</p> <p><input type="checkbox"/> been arrested for a felony, which has not been finally adjudicated (by dismissal, acquittal or conviction)?</p> <p>Please indicate the year, location and type of each felony. We may need to discuss more facts before making a decision. (Use separate page to explain)</p> <p><i>You represent the answer is "no" to any item not checked above.</i></p>	<p>EMERGENCY</p> <p><i>Emergency contact person over 18, who will not be living with you:</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: _____</p> <p>Home phone: _____</p> <p>Relationship: _____</p> <p>If you are seriously ill, missing, or in a jail or penitentiary according to an affidavit of the above person, or if you die, you authorize (check one or more): <input type="checkbox"/> the above person, <input type="checkbox"/> your spouse, <input type="checkbox"/> your parent, <input type="checkbox"/> your child to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If nothing is checked, any of the above is authorized at our option. If you are seriously ill or injured, you authorize us to send for an ambulance at your expense. We are not legally obligated to do so.</p> <p>AUTHORIZATION</p> <p>I (We) authorize CMG Leasing to verify the above information by all available means. Owner is not required to verify, re-verify or investigate preliminary findings.</p> <p>Applicant's signature: _____</p> <p>Spouse's signature: _____</p>



Property Name and type of dwelling (bedroom and baths) _____

Application Agreement

- 1. Lease Contract Information. The Lease contract contemplated by the parties may be signed in advanced of assignment of a specific unit. General property address will be noted upon signing of the Lease Agreement. Specific unit mailing address will be given upon receipt of vacating notices. Special information and conditions must be explicitly noted on the executed Lease Contract.
2. Application Fee (non-refundable). You have delivered to our Representative an Application Fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. It is non-refundable.
3. Reservation Fee (may or may not be refundable). In addition to any Application Fee, you have delivered to our Representative a Reservation Fee in the amount indicated. The Reservation Fee is not yet considered a security deposit. It will either be credited to the required security deposit when applicant moves in, refunded if Applicant is not approved, or retained by CMG Leasing as liquidated damages if Applicant fails to take occupancy. A RESERVATION FEE IS NON-REFUNDABLE SEVENTY TWO (72) HOURS AFTER THE DATE PAID WITHOUT APPROVAL.
4. Disapproval. Notification may be in person or by mail or telephone unless Applicant requests that notification be by mail.
5. Approval When Lease Contract Signed in Advance. If you and all co-applicants have already signed the Lease Contract and placed a Reservation Fee, and CMG Leasing approves the application, a Representative will notify the Applicant (or the designated Applicant if there are co-Applicants) of approval. Management will sign the Lease Contract and credit the Reservation Fee of all Applicants toward the required security deposit at the time of move in.
6. Refund after Disapproval. If any Applicant/co-Applicant is disapproved or deemed disapproved, CMG Leasing will refund all reservation deposits within thirty (30) days of such disapproval. Refund checks may be made payable to all co-Applicants and mailed to one Applicant.
7. If You Fail to Sign Lease After Approval. All Applicant/co-Applicants must sign the Lease Contract within three (3) days after CMG Leasing notifies you of your approval in person or by telephone or five (5) days after approval is mailed to you. If you or any co-Applicant fails to do so, we will retain the Application Deposit and Reservation Fee as liquidated damages, and terminate all further obligations under this Agreement.
8. If You Withdraw Before Approval. If, after seventy two (72) hours, and before signing the Lease Contract, you or any co-applicant withdraws an application or notifies CMG Leasing that you have changed your mind about renting the dwelling unit, CMG Leasing will be entitled to retain all Application Deposits as liquidated damages. The parties will then have no further obligation to each other.
9. Completed Application. An application will not be considered "completed" and will not be processed until all of the following have been provided to CMG Leasing (unless checked): a separate Application form has been fully filled out and signed by each Applicant/co-Applicant; an Application Fee; a Reservation Fee. If no item is checked, the Application is considered complete.
10. Notice to/from Co-Applicants. Any notice given to the designated Applicant is considered notice to all co-Applicants; and any notice from Applicant/co-Applicant is considered notice from all co-Applicants.
11. Prices subject to change without notice pending full lease execution.
12. Pets. No pets of any kind are permitted on the leased premises without prior written approval.
13. Keys. We will furnish keys only after: (1) all parties have signed all required documents; and (2) all applicable rents and security deposits have been paid in full by all parties; and (3) the unit is ready for occupancy.
14. Signature. Our Representative's signature is consent only to the above Application Agreement. It does not bind CMG Leasing to accept Applicant/co-Applicants or to sign the proposed Lease Contract.

Rental Application. Management hereby discloses, pursuant to Section 55.248.12 of the Code of Virginia (1950) as amended. The applicable section of the Virginia Residential Landlord and Tenant Act, and any and all other applicable federal or state regulations, that CMG Leasing is the authorized agent for the leased premises.

Acknowledgment. You declare that all of your statements on the first page of this application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In law suits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you are seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to doctors or emergency personnel.) Name: _____ Phone: _____

Important medical information in emergency: _____

This Rental Application and the lease contract are binding legal documents when signed. Please read them carefully. Before submitting a Rental Application or signing a Lease Contract, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties. You are entitled to a copy of the Lease Contract after it is fully signed. Applicant understands that this application for rental, if approved, becomes a part of the Lease Agreement.

Applicant's Signature: _____

Date: _____

Signature of Spouse: _____

Date: _____

Signature of Owner's Representative: _____

Date: _____

FOR OFFICE USE ONLY

- 1. Apt. name or dwelling address (street, city): _____ Unit # or type (brms): _____
Second Choice: _____ Third Choice: _____
2. Person accepting application (Leasing Agent): _____ Phone: _____
3. Person processing application: _____ Phone: _____
4. Applicant or co-Applicant was notified by telephone, letter, of acceptance or non-acceptance on (date) _____
(Deadline for applicant and all co-applicants to sign lease is three (3) days after notification of acceptance in person or by telephone, five (5) days if by mail.)
5. Name of person(s) who were notified (at least one Applicant must be notified if multiple Applicants): _____
6. Name of owner's representative who notified above person(s): _____
7. Application fee (nonrefundable): \$ _____ ck# _____ Application deposit (may or may not be refundable): \$ _____ ck# _____
Total application fee & reservation deposit received: \$ _____ Total amount of money outstanding: \$ _____ date paid: _____

