



PROFESSIONAL PROPERTY MANAGEMENT OF NORTHERN VIRGINIA, INC.

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RENTAL APPLICATION

This Rental Application is an offer to rent. The Deed of 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. This Application will be processed in accordance with all Fair Housing and occupancy laws.

The Applicant/s acknowledge by their initials that in this real estate lease transaction, \_\_\_\_\_, the Listing Company and the Property Manager represent the Landlord and that the Leasing Company, \_\_\_\_\_, represents [ ] Landlord or [ ] Tenant. (If the Brokerage Company is acting as a dual representative of both the Landlord and Tenant, then the appropriate disclosure form is attached to and made a part of this Application.) Applicant/s Initial \_\_\_\_\_ / \_\_\_\_\_ Leasing Agent must attach a business card. Applicant/s Identification Type and Expiration Date: \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ (Applicant/s) offer to lease \_\_\_\_\_, Virginia \_\_\_\_\_, ("Premises") for \_\_\_\_\_ year/s beginning \_\_\_\_\_ for the monthly rent of \$ \_\_\_\_\_ payable in advance on the first day of each month. The Premises are accepted in the current condition, unless noted below or by attachment. Occupancy is subject to possession being delivered by the present occupant. A NON-REFUNDABLE PROCESSING FEE OF \$ 50.00 per Applicant is included with this Application. Processing may take up to 5 business days to complete. AN EARNEST MONEY DEPOSIT OF \$ \_\_\_\_\_ ("Deposit") is included and will be held by \_\_\_\_\_. If this Application is accepted, the Deposit will be credited toward funds owed to the Landlord. If this Application is not accepted the Deposit will be refunded to the Applicant/s less any additional documented processing charges.

APPLICANT/S AGREE AND UNDERSTAND THAT:

- 1. Applicant shall execute the Lease within 3 business days after approval by the Landlord. The listing company is obligated to present all applications to the Landlord until the Lease is signed.
2. Landlord/Agent may withdraw approval and resume marketing Premises at any time until Lease is signed.
3. Applicant has no leasehold interest until the Lease is signed.
4. \*\*Military attach copy of orders and LES. \*\*Hourly/weekly employees attach last 2 years From W-2. \*\*Self-employed attach copy of last 2 years of US Tax Form 1040 and Schedule C.\*\*
5. A sample draft of the proposed Lease may be reviewed at www.ppmnva.com.
6. Any move-in fees and utility deposits are the responsibility of the Applicant
7. The Application consists of 3 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.
8. The Applicant/s must obtain property and liability insurance (Renter's Insurance) and assume utility accounts where required before occupying the Premises.

Contact Numbers: Applicant 1 Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Numbers: Applicant 2 Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Email: \_\_\_\_\_

**I / We understand that only those \_\_\_ persons listed in this application are to live in the Premises and that the home is not to be used for business. I /We authorize the firm processing this application to verify any of the information from this application and to perform any necessary credit or investigative reports or inquiries in order to approve the application. If any information is found to be false or misleading, the application will be rejected.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT 1**

**APPLICANT 2**

Name \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

**Present Street Address and House Number**

**Present Street Address and House Number**

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

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

From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
 Dates of Occupancy \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
 Dates of Occupancy \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Landlord / Mortgage Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Landlord / Mortgage Company Name \_\_\_\_\_ Phone \_\_\_\_\_

**Previous Street Address and House Number**

**Previous Street Address and House Number**

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

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

From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
 Dates of Occupancy \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
 Dates of Occupancy \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Landlord / Mortgage Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Landlord / Mortgage Company Name \_\_\_\_\_ Phone \_\_\_\_\_

**CURRENT EMPLOYMENT**

**CURRENT EMPLOYMENT**

Name of Company / Branch of Service \_\_\_\_\_ Phone \_\_\_\_\_

Name of Company / Branch of Service \_\_\_\_\_ Phone \_\_\_\_\_

Location \_\_\_\_\_ Dates \_\_\_\_\_

Location \_\_\_\_\_ Dates \_\_\_\_\_

Position / Rank / Rate \_\_\_\_\_ Salary \_\_\_\_\_

Position / Rank / Rate \_\_\_\_\_ Salary \_\_\_\_\_

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

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

**PREVIOUS EMPLOYMENT**

**PREVIOUS EMPLOYMENT**

Name of Company / Branch of Service \_\_\_\_\_ Phone \_\_\_\_\_

Name of Company / Branch of Service \_\_\_\_\_ Phone \_\_\_\_\_

Location \_\_\_\_\_ Dates \_\_\_\_\_

Location \_\_\_\_\_ Dates \_\_\_\_\_

Position / Rank / Rate \_\_\_\_\_ Salary \_\_\_\_\_

Position / Rank / Rate \_\_\_\_\_ Salary \_\_\_\_\_

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

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

**OTHER INCOME**

**OTHER INCOME**

\$ \_\_\_\_\_  
 Amount \_\_\_\_\_ Source \_\_\_\_\_

\$ \_\_\_\_\_  
 Amount \_\_\_\_\_ Source \_\_\_\_\_

How would you rate your credit? \_\_\_\_\_

How would you rate your credit? \_\_\_\_\_

Please Answer

- |   |  |  |             |
|---|--|--|-------------|
|   | APPLICANT 1  | APPLICANT 2  | EXPLANATION |
| 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 a 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 of a note 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 | _____       |

APPLICANT 1: ASSETS / CREDIT / LOANS		
Car / Card	Balance	Monthly \$

APPLICANT 2: ASSETS / CREDIT / LOANS		
Car / Card	Balance	Monthly \$

OTHER OCCUPANTS OF PREMISES				
Last Name	First Name	Mid Initial	Date of Birth	Relationship

**ADDITIONAL INFORMATION:**

**Cars, boats, trucks, trailers, vans, campers, RVs and motorcycles must have current license and jurisdictional tags. No Commercial Vehicles Permitted**

Vehicle Make / Model	Year	Color	License Plate	State of Registration

Do you own, or plan to purchase a waterbed or large aquarium?  Yes  No This requires Landlord Approval and Insurance Coverage

**CLOSE RELATIVE OR EMERGENCY CONTACT**

Name	Relationship	Phone
Address	City, State	Zip

PET INFORMATION **Liability coverage required for dogs**					
Type	Breed	Size	Age	Sex / Neutered	License #

**\*\*ALL INFORMATION MUST BE COMPLETE IN ORDER TO PROCESS APPLICATION\*\***



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