



Rental Application

360 Maple Avenue West Suite D Vienna, VA 22180 choiceproperty.us 703-760-8909

This Rental Application is an offer to rent. The Deed of Lease, which is a separate document, 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 Rental Application will be processed in accordance with all Fair Housing and Occupancy Laws. Upon the receipt of the completed application, supporting documents and applicable checks, it will take 3 – 5 business days to process the application.

Rental Applications should NOT be faxed or emailed. However in the event that this is unavoidable the original Rental Application and checks (application fee check and security deposit check) must be received in our office within 24 hours to protect the priority of placement of the Rental Application. (Fax: 703-891-9129 and email: info@choiceproperty.us) The showing agent's name _____.

OFFER TO RENT

_____ (Applicant 1) and _____(Applicant 2) offer to lease the property address known as _____, ("Premises"), for _____ year(s) and _____ month(s) beginning _____, 20____, for the monthly rent of \$ _____ payable in advance on the first day of each month. Today's date (Offer Date) is _____, 20____.

CONDITIONS

A non-refundable processing fee of **\$40.00 per Applicant** is included with this Rental Application. Processing may take up to 5 business days to complete. **AN EARNEST MONEY DEPOSIT OF \$ _____ ("Deposit")** is included. If this Applicant is accepted, the Deposit will be credited to amounts owed to the Landlord. If this Rental Application is not accepted, the Deposit will be refunded to the Applicant(s) less any additional documented processing charges.

CONTACT NUMBERS: APPLICANT 1

Cell #: _____
Home #: _____
Work #: _____
Email: _____

APPLICANT 2

Cell #: _____
Home #: _____
Work #: _____
Email: _____

OFFICE USE ONLY

Application Received By: _____ Date _____ Time _____
Application Reviewed By: _____ Accepted Rejected Withdrawn
Applicant of Agent notified Date _____ Time _____

The following items must be attached to the Rental Application for processing:

- 1) **A copy of Latest Pay Statements/Stubs**
 - a. Military Personnel must also submit a Copy of LES and orders
 - b. Self-employed or persons with tip income must also submit Last 2 years' Form 1040
- 2) **Copy of each applicant's drivers license or passport**
- 3) **Rental Application Fee** (\$40.00 per applicant, will be deposited at processing)
- 4) **Earnest Money Deposit** (Equal to a full month's rent and is credited towards first month's rent after the lease is signed.)
- 5) **Pet Deposit** when applicable (Will not be deposited until the lease is signed)

After the Lease is signed, a Security Deposit equal to a full month's rent (unless otherwise agreed upon) is due and payable on or before the effective date of the lease.

No personal checks will be accepted.

APPLICANTS AGREE AND UNDERSTAND THAT:

1. This Rental Application consists of 7 (seven) 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.
2. **All maintenance requests submitted prior to and/or after Tenant move in, will have to be approved by Landlord. Landlord has the right to refuse any unnecessary and/or cosmetic repairs. The property is accepted "As Is" unless otherwise noted below or by attachment.**
3. This Rental Application, each occupant and each pet are subject to acceptance and approval by the Landlord. Only those persons listed in the Rental Application are to live on Premises.
4. The Listing Company is obligated to present **all** Rental Applications to the Landlord until the Lease is signed.
5. Landlord and Landlord's Agent may rescind acceptance at any time until the Lease is signed.
6. Applicant has no Leasehold interest until the Lease is signed.
7. **Any move-in fees, procedures and deposits are the responsibility of the Applicant.**
8. Applicant is responsible for obtaining Renter's Insurance prior to occupancy.
9. **All utilities must be transferred under the Tenant's name prior to occupancy.**
10. Applicants are required to sign the lease within **three (3)** business days following the Rental Application approval notification, or priority of placement will be forfeited.

I/We authorize Choice Property Management & Services to verify any information contained in this Rental Application and to perform any credit or investigative inquires necessary in properly evaluating this Rental Application and any renewal. If any information is found to be false or misleading the Rental Application may be summarily rejected.

I/We hereby authorize current and past employers and current and past landlords to release information about my work and my rental history.

Applicant 1

Applicant 2

Name(s):

Signature(s):

APPLICANT 1			APPLICANT 2		
Name			Name		
Date of Birth		Social Security Number	Date of Birth		Social Security Number
LANDLORD INFORMATION (Current Landlord)					
Current Street Address			Current Street Address		
City	State	Zip	City	State	Zip
Lived From:	To:	\$	Lived From:	To:	\$
Dates of Occupancy		Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>	Dates of Occupancy		Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>
Landlord/Management/Mortgage Co. Name			Landlord/Management/Mortgage Co. Name		
Phone #		Fax #	Phone #		Fax #
Reason For Moving			Reason For Moving		
LANDLORD INFORMATION (Previous Landlord)					
Previous Street Address			Previous Street Address		
City	State	Zip	City	State	Zip
Lived From:	To:	\$	Lived From:	To:	\$
Dates of Occupancy		Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>	Dates of Occupancy		Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>
Landlord/Management/Mortgage Co. Name			Landlord/Management/Mortgage Co. Name		
Phone #		Fax #	Phone #		Fax #
Reason For Moving			Reason For Moving		
Current Employment Information for Applicant # 1			Current Employment Information for Applicant # 1		
Current Company Name			Current Company Name		
Income \$		/year	Income \$		/year
Dates of Employment		From: To:	Dates of Employment		From: To:
Your Position/Rank			Your Position/Rank		
Supervisor Name:			Supervisor Name:		
Phone #		Fax #	Phone #		Fax #
Previous Employment Information for Applicant # 2			Previous Employment Information for Applicant # 2		
Current Company Name			Current Company Name		
Income \$		/year	Income \$		/year
Dates of Employment		From: To:	Dates of Employment		From: To:

Your Position/Rank		Your Position/Rank	
Supervisor Name:		Supervisor Name:	
Phone #	Fax #	Phone #	Fax #
ADDITIONAL INCOME		ADDITIONAL INCOME	
\$ /year		\$ /year	
Source	Amount	Source	Amount

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

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

Only the pets listed above are authorized to live in Premises upon approval. Leaving the above area blank serves as acknowledgement that there will not be any pets on Premises.

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

ADDITIONAL INFORMATION

- Do you plan to bring a waterbed or aquarium into the Premises? YES NO
- Do you intend to smoke or permit smoking in the Premises? YES NO
- Do you intend to have a gas or charcoal grill on the Premises? YES NO
- Do you anticipate any guests staying over 14 day period in the Premises? YES NO

PLEASE ANSWER

- | | <u>APPLICANT 1</u> | <u>APPLICANT 2</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. Do you own any additional properties? | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 10. How would you rate you credit? | _____ | _____ |

If you answered yes to any of the questions above please elaborate:

DEBTS (List major loans or credit card debt)

	APPLICANT 1	APPLICANT 2
Type of Debts (List all)		
Total Balance		
Total Monthly Payment		

ASSETS (*Submit supporting documentation if necessary for qualification*)

	APPLICANT 1	APPLICANT 2
Type of Assets (List all)		
Total Value		

OTHER OCCUPANTS OF THE PREMISES

(Occupants over 18 must submit separate Rental Applications.)

LAST NAME	FIRST NAME & M.I.	M/F	D.O.B.	LENGTH OF STAY	RELATIONSHIP

Only the occupants listed above are authorized to live in Premises upon approval. Leaving the above area blank serves as acknowledgement that there will not be any additional occupants on Premises.

DESIGNATED CONTACTS (Someone who knows how to reach you) OR NEXT-OF-KIN

1. _____

Name	Relationship
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Telephone	Address	City	State	Zip
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2. _____

Name	Relationship
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Telephone	Address	City	State	Zip
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GENERAL RENTAL APPLICATION PROCEDURES AND POLICIES

Choice Property Management & Services is an Equal Housing Opportunity provider. Additionally, Choice Property Management & Services is acting as the agent (“Agent”) for the Owner/Landlord and the agent of the company are sub-agents, all of whom are working to protect and promote the interest of the Owner/Landlord. However, the company policy is to treat all parties with honesty.

Please review all of this information carefully and contact us for any further assistance you may require.

1. Applicants are screened on a first-come, first-qualified basis with consideration for the most favorable terms such as the amount of rent, lease commencement date, and length of lease. When qualifying criteria are equal the Owner/Landlord will accept the Rental Application that was received first. All applicants are accepted or rejected on the authority of the Owner/Landlord.
2. At the direction of Agent, priority may not be given to an applicant if s/he has not viewed the subject rental property in person.
3. Special Applicant’ circumstances should be explained in writing, in advance, and submitted with the original Rental Application whenever possible.
4. Agent utilizes a Credit reporting Agency for credit and criminal background checks. No credit report obtained by the applicant may be accepted.
5. Only two applicants may combine their incomes to qualify. The combined monthly income should be at least three (3) times the monthly rent.
6. If Landlord and Applicant cannot agree on Lease Terms, Deposit will be refunded. The application fee is non-refundable.
7. A property offered for sale and/or rent simultaneously is subject to removal from the rental market upon the acceptance of a sales contract.
8. If pets are allowed by the Owner/Landlord, additional pet security deposit (minimum \$500.00 per pet) and additional rent (\$25.00 per pet) will be negotiated.
9. Occupancy of residents shall confirm to applicable zoning laws, applicable bylaws and all property owners’ association rules and regulations.
10. Occupancy is subject to possession being delivered by the present occupant.
11. Leases of more than twelve months may include a rent adjustment in each additional year.
12. The Premises are not to be used for business.
13. Any partial month’s rent will be pro-rated based on a daily rate.
14. **THE SECURITY DEPOSIT CANNOT BE USED FOR RENT AT ANY TIME.**

Applicant Signature

Name

Date

