



Source Realty, LLC.

3780 Shore Drive
Virginia Beach, VA 23455
(757) 962-1867 office
(757) 486-6368 fax

RENTAL APPLICATION CHECK LIST

- 1.) APPLICATION: Age 18 or older must complete a separate application - Married couples can complete one application
- 2.) EMPLOYMENT VERIFICATION: Must be completed by employer - Can be returned by FAX
- 3.) RENTAL REFERENCE FORM: Must be completed by Landlord - Can be returned by FAX
- 4.) APPLICATION FEE: \$35.00 per adult residing in home - money order or cashiers check only
- 5.) SECURITY DEPOSIT: One month's rent - money order or cashiers check only
- 6.) PET DEPOSIT: \$350.00 non-refundable - Breed restricted
AND a \$35.00 a month pet rent.



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QUALIFYING RESIDENT SELECTION CRITERIA

In order to qualify for a Source Realty rental, the following criteria must be met:

1. Applicant must be of legal age in order to sign the lease agreement
2. Good credit rating: Credit Score minimum of 550
3. Income must exceed 3 times the yearly rental amount
4. No negative rental or mortgage information
5. Verified employment in writing
6. At least 6 months of continuous residence history
7. At least 12 months of continuous employment history
8. Documents to be signed by all applicants of legal age residing in property

The above criteria must be met in order to be accepted with the normal security deposit. Please be advised that should you deviate from the above qualifications, you may be required to pay a larger security deposit.

Those applicants with severe credit problems, poor rental history, severe level of collections, or false rental and/or employment verifications will not be accepted. Please be advised that in the event your application is rejected, the application fee is non-refundable.

AGENCY DISCLOSURE

In compliance with Section 63 of the Real Estate Board Regulations, the following is intended to give you a brief explanation of the role Real Estate Brokers and Agents play in leasing property to you.

Customarily, The Broker and his Agents will represent the owner (Landlord), unless a tenant has an agreement with the broker or his Agent to the contrary.

The Broker and his Agent owe the Landlord the duties of disclosure, loyalty, and faithfulness. At the same time, Brokers and their Agents are required to treat all parties to a transaction fairly. Source Realty, LLC is governed by the Landlord/Tenant Act of Virginia "which affords the tenant" protection under State Law.

If a Broker represents the Landlord, the Broker and his Agents may still provide tenants with information about properties, may show them properties, and may assist them in preparing an offer to purchase, option, or lease a particular property.

Brokers and their Agents have a duty to respond accurately to customer's questions, to disclose to customers any material information about a particular property of which they have knowledge, and to submit all written offers to purchase, sell, option, or lease a particular property.

I (we) acknowledge that I (we) have read a copy of this form at or prior to the time when specific real estate assistance was first provided and that Source Realty LLC (Brokerage Firm) represents the Landlord.

Applicant _____ Date _____

Applicant _____ Date _____

Applicant _____ Date _____

Applicant _____ Date _____



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CREDIT RENTAL APPLICATION

APPLICANT INFORMATION

(EACH ADULT APPLICANT MUST SUBMIT A SEPARATE APPLICATION UNLESS MARRIED)

Applicant Full Name (First, Middle, Last) _____		
Date of Birth _____	SS # _____	DL#/State _____
Spouse Full Name (First, Middle, Last) _____		
Date of Birth _____	SS # _____	DL#/State _____
Other Occupants		
1) Name _____	Relationship _____	Date of Birth _____
2) Name _____	Relationship _____	Date of Birth _____
3) Name _____	Relationship _____	Date of Birth _____
4) Name _____	Relationship _____	Date of Birth _____

RESIDENCY

Current Home Address _____		
City, State, Zip _____	Home Phone _____	
Date Moved In _____	Rent/Mortgage \$ _____	per _____
Apt Community/Owner _____	Mgr/Owner Phone () _____	
Previous Home Address _____		
City, State, Zip _____	Rent/Mortgage \$ _____	per _____
Move-In Date _____	Move-Out Date _____	
Apt Community/Owner _____	Mgr/Owner Phone () _____	

EMPLOYMENT

Applicant's Employer _____		Employer Phone () _____
Employer's Address _____		
Occupation _____	Gross Monthly Income _____	
Spouse's Employer _____		
Employer's Address _____		Employer Phone () _____
Occupation _____	Gross Monthly Income _____	

VEHICLES (INCLUDE RECREATIONAL VEHICLES)

Auto Make _____	Year _____	Color _____	Tag # _____	State _____
Auto Make _____	Year _____	Color _____	Tag # _____	State _____
Auto Make _____	Year _____	Color _____	Tag # _____	State _____

EMERGENCY CONTACT (Person over age 18 to contact in case of emergency - someone not living with you)

Name _____	Relationship _____
Address (Street, City, State, Zip) _____	
Work Phone () _____	Home or Cell Phone () _____

IMPORTANT TO APPLICANT

- 1 - Are you a pet owner? _____ Type/Breed _____ Weight _____ Age _____
No animal is allowed on the premises without prior written consent from management.
- 2 - Do you have renter's insurance? _____ Company _____
(Personal property insurance coverage may be required. Consult with management.)
- 3 - The lease effective date is final. If the applicant fails to move in on that date, rent will still be charged from the lease effective date.

SELECTION CRITERIA

Income: Income and employment will be verified on each applicant. Monthly income must meet the minimum requirements for the community for which the application is submitted.

Rental History: Two years of residential history will be verified on each applicant. Applicant's name must have been on the Lease/Mortgage for any reference to be valid. Rental references should reflect the applicant's ability and willingness to comply with Lease terms as well as community policies and guidelines. Lack of rental history will not be considered a negative factor.

Credit: Credit information on each applicant will be obtained through one or more Consumer Reporting Agencies. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the Lease.

Public Records/Criminal Background: A public records search will be conducted on each adult occupant. Any one or more of the following may result in automatic denial of the application.

- Felonies and/or misdemeanors including convictions, probation, deferred adjudication, or pending cases for Violence, Injury to Persons or Sexual Offenses.
- Felonies including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 10 years since completion of sentence.
- Misdemeanors including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 7 years since completion of sentence.

Occupancy Standards: Occupancy limits, determined by the community, may not be exceeded.

SIGNATURE OF ALL ADULTS TO APPEAR ON LEASE

I CERTIFY THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INQUIRIES TO BE MADE BY ALL AVAILABLE MEANS TO VERIFY THE STATEMENTS ABOVE. THIS WOULD INCLUDE, BUT NOT BE LIMITED TO, CONSUMER REPORTING AGENCIES, PUBLIC RECORDS, CRIMINAL BACKGROUND CHECK, CURRENT AND PREVIOUS RENTAL REFERENCES, EMPLOYERS AND PERSONAL REFERENCES.

**FALSIFICATION OF INFORMATION WILL RESULT IN DENIAL OF THE APPLICATION OR
TERMINATION OF THE RENTAL AGREEMENT.**

- 1 APPLICANT SIGNATURE _____ CELL PHONE (____)
E-MAIL ADDRESS _____
- 2 SPOUSE SIGNATURE _____ CELL PHONE (____)
E-MAIL ADDRESS _____



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**EMPLOYMENT VERIFICATION
OR COPY OF LES (If Military)**

_____ is hereby authorized to release the information request
below regarding my employment.

Name XXX-XX-_____
S.S. #: (last four digits only)

Signature Address

The individual named above is an applicant for a property managed by SOURCE REALTY, LLC. In order to determine eligibility, certain income information is required. The information requested below will be held in strict confidence as required under the provisions of the Virginia Privacy Protection Act. Thank you for your cooperation in completing these applicable portions of this inquiry.

1. Date of employment: _____
2. Position held: _____
3. Gross annual earnings: \$ _____
4. Estimated annual amount from overtime: \$ _____
5. Annual income from bonus, tips, commissions, etc.: \$ _____
6. Nature of continued employment:
Permanent _____ Temporary _____ Seasonal _____ Part time _____
7. Probability of continued employment: _____

Signature and Title

Company

Date

Telephone Number



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RENTAL VERIFICATION

The individual signed below has submitted a rental application to SOURCE REALTY, LLC.
Please provide the information requested and fax this form back to our office at (757) 486-6368.
Thank you for your prompt response.

Name of Applicant(s) _____

I hereby authorize release of the information requested below for my rental address at:

STREET	CITY	STATE	ZIP

Applicant's Signature	Date	Applicant's Signature	Date
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Please note if the applicant is a ☐ current resident or a ☐ past resident at your community.

Move-In Date: _____

Lease Ending Date: _____

Amount of Rent: \$ _____

of Late Payments: _____

of NSF Checks: _____

Has Proper Notice Been Given? ☐ YES ☐ NO

Is there currently any past due amount owed on the resident's account? ☐ YES ☐ NO

Has the resident complied with all community policies? ☐ YES ☐ NO

Does this resident keep an animal on the premises? ☐ YES ☐ NO

Has the animal at any time caused a problem or been a nuisance? ☐ YES ☐ NO

Have legal proceedings ever been filed on this resident? ☐ YES ☐ NO

Is resident eligible for re-rental? ☐ YES ☐ NO

Date

Signature

Community