



## RENTAL APPLICATION

*Thank you for your interest in our rental property. The following information is provided to assist you with the rental application process.*

### 1. Completing the Application

A married couple may complete one application. A separate application is required for each adult 18 years and over who will be living in the property. A photo ID is required for all applicants, to be submitted prior to lease signing.

### 2. Application Fee(s)

Application fees must be submitted with the completed application. The fee is **\$50.00 per adult** (any person over the age of 18). This fee is non-refundable and **must be in the form of a cashier's check or money order made payable to Shaffer Realty**. We do not accept cash or personal checks for application fees. Application Fees are non-refundable, even if the application is denied.

### 3. Application Review

In addition to the information on your application, the following items will be verified:

- A) Income (Please provide last 2 pay stubs or a copy of your LES)\*
- B) Outstanding Debts\*
- C) Credit Report
- D) Rental History\*\*
- E) Employment History (Active Duty Military will be required to provide a copy of orders.)
- F) Photo ID
- G) Other Documentation, as required.

\* A formula is used to determine whether the applicant has sufficient income to pay the rent for the property in question. Monthly payments plus proposed rent divided by monthly gross income must not exceed 40% to receive an acceptable rating for this category. This is an industry accepted ratio and may be adjusted on a case by case basis.

### 4. Security Deposit

Once the application is approved, the security deposit **must be received within 24 hours by certified funds payable to Shaffer Realty**. The rental property will remain on the market until the required funds are received.

### 5. Renter's Insurance Policy

Neither Owner nor Agent shall be liable for any injury or damage to persons or property from any cause unless such damage shall be adjudicated to be a deliberate or negligent act on their part. Tenant shall give Owner and Agent prompt notice of any defect/damage. Tenant shall indemnify and hold harmless Owner and Agent from all claims and shall protect his persons and contents on Premises by insurance, copy to be provided upon demand. Nothing in this Lease shall be construed to relieve Owner of any liability to Tenant under the law, to the extent prohibited by the VRLTA.





# Rental Application

Application is hereby made to lease the premises at: \_\_\_\_\_

Beginning on the \_\_\_\_\_ day of \_\_\_\_\_ (month). Lease term requested: \_\_\_\_\_ Monthly rent: \$ \_\_\_\_\_

## Application Information (Please PRINT all the information clearly)

Name: \_\_\_\_\_

Email: _____	Home Phone: _____	Mobile Ph: _____
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Date of Birth: _____	SSN: _____	Work Ph: _____
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### CURRENT LEASE

Street Address: \_\_\_\_\_

City: _____	State: _____	Zip Code: _____
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<input type="checkbox"/> Own <input type="checkbox"/> Rent	Mo. Payment or Rent: _____	How Long? _____
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Current Landlord: _____	Landlord Phone: _____
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Reason for leaving current residence: \_\_\_\_\_

Do you have a lease? <input type="checkbox"/> YES <input type="checkbox"/> NO	Expiration Date: _____	Notice Given: <input type="checkbox"/> YES <input type="checkbox"/> NO
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### PREVIOUS RESIDENCE

Street Address: \_\_\_\_\_

City: _____	State: _____	Zip Code: _____
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<input type="checkbox"/> Own <input type="checkbox"/> Rent	Mo. Payment or Rent: _____	How Long? _____
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Previous Landlord: _____	Landlord Phone: _____
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### EMPLOYMENT INFORMATION (Applicant)

Current Employer: \_\_\_\_\_

Employer Address: _____	How Long? _____
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City: _____	State: _____	Zip Code: _____
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Supervisor: _____	Phone: _____	Fax: _____
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Position: _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Annual Income: _____
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(If current employment is less than 2 years) Formerly Employed By: \_\_\_\_\_

How long? \_\_\_\_\_ Supervisor's Name/Phone: \_\_\_\_\_

### MILITARY PERSONNEL (Applicant) You will be required to provide us with a copy of your orders prior to lease signing

Current Duty Station: _____	RANK/RATE: _____
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New Duty Station Transferring to: _____	Report Date: _____
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New Immediate Supervisor: _____	Command Phone: _____
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End of Current Enlistment: \_\_\_\_\_

**Co-Applicant Information (SPOUSE ONLY)**

Name:		
Email:	Home Phone:	Mobile Ph:
Date of Birth:	SSN:	Work Ph:

**Spouse's Employment Information**

Current Employer:		
Employer Address:		How Long?
City:	State:	Zip Code:
Supervisor:	Phone:	Fax:
Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Annual Income:

**Military Personnel (Spouse)** You will be required to provide us with a copy of your orders prior to lease signing

Current Duty Station:	RANK/RATE:
New Duty Station Transferring to:	Report Date:
New Immediate Supervisor:	Command Phone:
End of Current Enlistment:	

**ADDITIONAL INCOME** (Optional) Applicant may at their discretion, choose to disclose alimony, child support or separate maintenance income and its source, if he/she wishes to be considered for the purpose of the application for tenancy.

Amount \$ \_\_\_\_\_ monthly      Source: \_\_\_\_\_

**CREDIT INFORMATION & HISTORY— as it applies to Both Applicants.** If you answer "Yes" to any of these following questions, please provide a detailed explanation. If you need more space, feel free to attach a separate sheet of paper with your written explanation.

Do you have any Judgments? ___NO ___YES    Explanation:
Have you ever filed for Bankruptcy? ___NO ___YES , Date Discharged: _____ Explanation:
Have you ever been sued or evicted for nonpayment of rent? ___NO ___YES    Explanation:
Have you ever refused to pay rent or not have a lease renewed? ___NO ___YES    Explanation:
Have you ever been rejected for tenancy? ___NO ___YES    Explanation:
Have you ever been subject to a foreclosure or short sale? ___NO ___YES    Explanation:
Do you have any Liens? ___NO ___YES    Explanation:

**Please list in detail all your outstanding debt and monthly payment obligations**

Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$

**Bank Information** (must be completed in full)

Bank:	Acct #:	Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank:	Acct #:	Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

**Emergency Contact** (A person not residing with you)

Name:		Relationship:	
Address:		City/State/Zip:	
Email:	Home Ph:	Work:	Mobile:

**Your Pets**

Do you have any Pets? <input type="checkbox"/> NO <input type="checkbox"/> YES	How many?	Spayed / Neutered? <input type="checkbox"/> NO <input type="checkbox"/> YES
Type of Pet, Age, & Approx Weight:		

**Automobiles:** Total Number of motor vehicles: \_\_\_\_\_

Type/Color:	Make/Model:	License Plates:
Type/Color:	Make/Model:	License Plates:

**CIRCLE IF YOU OWN:** CAMPER MOTORCYCLE BOAT TRUCK TRAILER  
 Will you be parking any commercial vehicles on the property? \_\_\_ YES, Explain: \_\_\_\_\_ \_\_\_ NO

**Occupants:** Total Number of Persons who will occupy the rental premises

Name:	Relationship:	Date of Birth:
1.		
2.		
3.		
4.		
5.		

**Personal References**

Name:	Address:	Phone:
1.		
2.		

The owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your household goods. Neither the Agent nor the Owner of the property is responsible for damages to your personal property.  
 Each applicant certifies information provided in this application is true and accurate to the best of their knowledge. Owner and Agent have each applicant's permission to obtain credit history, public records, and verify any information provided for the purpose of this application process, and also in the future as long as the tenant has any outstanding balance due to Shaffer Realty and/or the Owner. If the applicant withholds or gives false information, this application is considered void and the lease agreement may be terminated by the Owner.  
 If the application is approved and the Applicants do not enter into a lease, and fees/deposits paid by the applicant(s) may be retained by the Agent. **Full Security Deposit must be received in certified funds by Agent within 24 hours after application approval.** Property remains on the market until deposit is received. Application fees are nonrefundable.  
 Owner and Agent are pledged to the letter and spirit of U.S. Policy for achievement of equal housing opportunity. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtain housing because of race, color, religion, sex, handicap, familial status, elderliness or national origin. Megan's Law Disclosure; Applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sex offenders registered under Chapter 23 (19.2-387 et seq) of Title 19.3. Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchanged, at 804-674-2000 or on the internet at [www.vsp.state.va.us](http://www.vsp.state.va.us).  
 Each Applicant understands that the Agent represents the Owner of the premises. By signing below, each Applicant hereby authorizes Shaffer Realty to perform credit checks and verification of employment and rental history and any other information that has been provided. The results of this verification process will be used to determine tenant eligibility under Shaffer Realty tenant policies. I authorize Background Info USA and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative at Shaffer Realty. All application fees are non-refundable.

Signature of Applicant	Date
Signature of Spouse	Date