



Residential Lease Application Package

All/Pros Realty
Property Management Division
505 S. Independence Blvd., Suite 111
Virginia Beach, VA 23452

Welcome To All/Pros Realty Property Management

QUALIFYING CRITERIA FOR RENTAL APPLICANTS

Please read before filling out rental application

Make sure the following five (5) items accompany your rental application (or application will not be processed).

1). **Application Fee** - There is a non-refundable application fee of \$50.00 per applicant. This application fee must be paid **separately** from the deposit. Each applicant must qualify individually. Married couples are considered a single applicant, although a credit report will be processed on each. Room-mates must complete individual applications and each is responsible for the Application Fee charge. **NO CASH OR CREDIT CARD ACCEPTED.** Applicant completes an Application for Tenancy and pays a non-refundable fee of \$50 to defray the cost of the required credit check, criminal background check if answered yes to felony or criminal charges on application, and necessary application process obtained through a credit reporting agency. In addition, the Applicant is required to tender a rental deposit equal to one month's rent (minimum) at the time the application is received – **all deposits must be in certified funds.** If the application is not accepted, the deposit is returned to applicant less any required costs. Pet deposit may be received, in certified funds, after application approval.

* No Pitbulls, Rottweilers, Chows, Dobermans, any strains thereof or family breed due to owner insurance liability. Also, no Pigs, exotic animals and/or snakes. *

2). **The Work Number** - As we contact employers seeking employment verification, some employers are referring us to The Work Number, an employment verification service. The Work Number is established through Equifax. The service is online and will provide employment verification for a fee of \$27.95. Unfortunately, if your employer refers us to The Work Number, we will need an additional \$28.00 to process your application. Please ask your employer how employment is verified.

3). **Security Deposit** - A Security Deposit is required at the time of application and must be paid by cashier's check or money order (certified funds). **No personal checks will be accepted for deposits.** Please make your cashier's check or money order payable to All/Pros Realty or your agent's name. (Example: All/Pros Realty or John Brown) **Both names have to be on the certified check or money order.** Be sure to note the rental address on your form of payment. **NO CASH OR CREDIT CARDS ACCEPTED.**



4). **Picture I.D** – i.e DMV, Green Card, Visa or Passport may be accepted. (please no Military I.D's, per the Law)

5). **Proof of Income** – TWO most recent pay stubs, official letter from your employer, or latest Leave and Earnings Statement (LES) is needed. They will be copied and attached to the application. For self-employed/1099'd applicants your last two (2) years tax returns are required.

All/Pros Utilizes the following criteria and procedures to determine the qualifications for applicants seeking to rent properties managed by All/Pros Realty.

RENTER'S INSURANCE: Applicant shall be responsible for insurance coverage (commonly referred to as "renter's insurance") for Applicant's personal property and shall add Agent as additional insured party to Applicant's insurance. Virginia Residents are required to provide proof of renter's insurance prior to occupancy. Required minimum coverage is \$300,000 liability. Applicant does: ____ or does not: ____ currently have coverage.

Review

Information provided by the applicant on the application is verified and used as a basis for the following review and may be given out to Landlord or third party upon request:

1. **Income:** A formula is used to determine whether the applicant has sufficient monthly income to pay the rent for the property in question: Your gross monthly income should be at least THREE (3) times your monthly rent. Married couples will be qualified jointly. Co-applicants must income qualify individually for the home or unit. Income ratio and an acceptable credit check will determine an acceptable rating for this category.
2. **Credit Check:** A written credit report is obtained from a credit reporting agency. Criminal background check will be obtained if applicant answered yes to felony or criminal question on application. The entire report is reviewed with the following information given specific attention:

- **Credit Score – Minimum 600**
- **Do you have any judgments or liens?** YES: ____ OR NO: ____ Amount \$ _____
- Has judgment been satisfied? YES: ____ OR NO: ____ If no, please explain:

Applicants with unpaid judgments will very likely receive an unacceptable rating for this category.

- **Bankruptcies** - Has applicant ever filed for bankruptcy? YES: ____ OR NO: ____ If yes, when _____ Please explain: _____

Applicants who have filed bankruptcy proceedings in the past, but have reestablished a

satisfactory credit history for the last twelve months consecutively receive an acceptable rating for this category. If applicant has filed for bankruptcy and the bankruptcy has not been discharged, the application will be denied.

- **Late Payments?** Have you had any late rent or mortgage payments in the past? YES: ____ OR NO: ____ Charged off accounts due to non-payment? YES: ____ OR NO: ____
Please explain: _____

3. **Rental History:** All/Pros Realty contacts applicant's current and past landlord to:
 - Verify information provided by the applicant.
 - Determine amount of previous rent.
 - Determine if the applicant made timely rent payments.
 - Determine if the applicant gave proper notifications when lease terminated.
4. **Employment History:** All/Pros Realty may contact the applicant's current employer to verify:
 - Employment
 - Occupation
 - Length of Employment
 - Salary
 - If Military, PCS orders may be requested
5. **If Military:**
 - Duty station command, address and phone number is required – if assigned to ship, must list ship, military installation, and contact phone number to the ship.
 - PCS Orders may be required.

All collected information is shared with the Owner of the property for their review and consideration. Owner/Landlord acceptance and approval is required for each Application, occupant, Guarantor and each pet. Only persons named as Applicants or Occupants in this Application may occupy the premises if approved.

Completed Applications

Completed Applications, fees, and other documentation may be submitted at our office at 505 S. Independence Blvd., Suite 111, Virginia Beach, Virginia 23452 during normal business hours. Any complete Application received after 4PM Monday-Friday, or received on Saturday, will be processed the following business day. If you have questions, please contact your agent.

Make sure you complete all sections, and sign or initial where required.

Application submissions are processed on a first come, first served basis. Any missing information, documents, signatures, or fees will delay the application process. The property owner makes the final decision whether or not to rent their property to an Applicant.

If approved, your lease must be executed within three (3) business days after the applicant is notified of approval. The applicant will be notified by telephone and/or in writing. Time is considered of the essence. If the applicant fails to execute a lease for the subject property in the prescribed time frame after being notified of approval, the property will be placed back on the market and made available to other potential tenants. In which case, the application deposit, less the amount of the Owner's actual expenses and damages, shall be refunded to the applicant. The owner's actual expenses will include, but are not limited to a \$150 re-listing and processing fee.

COMMITMENT TO FAIR HOUSING

All/Pros Realty adheres to all applicable Federal and State Fair Housing and Equal Opportunity Laws. This property is offered without respect to race, color, religion, sex, handicap, familial status, elderliness or national origin.

Thank you for your cooperation. Your application will be evaluated and you will generally be notified within 48 to 72 hours. We will contact you immediately once the process is completed and decision has been made. Again, thank you for choosing All/ Pros Realty.

**PLEASE NOTE: Partial, incomplete and/or unsigned Applications
will not be processed.**

\$50 Non-Refundable
Application Fee
(Must be paid separately
from the deposit)



505 S. Independence Blvd.,
Suite 111
Virginia Beach, VA 23452
Office: (757) 467- 9555
Fax: (757) 467- 5456

**PROPERTY MANAGEMENT
RENTAL APPLICATION**

COMPLETE RENTAL ADDRESS: _____

CITY: _____

DATE YOU WISH TO MOVE IN: _____

RENTAL AMOUNT: \$ _____ **SECURITY DEPOSIT AMOUNT: \$** _____

PET DEPOSIT: \$ _____ (Notice: Full deposit is required to process application.)

The applicant hereby deposits \$ _____ as security deposit, to be refunded to me if this application is not accepted by Landlord/Owner. Upon acceptance of this application, this deposit shall be retained as the Security Deposit and deposited immediately in Landlord's escrow banking account. Applicant understands that the property will be taken off the rental market upon acceptance of rental application by Landlord/Owner. When so approved, applicant agrees to execute a lease immediately or within three (3) business days after being notified of acceptance or the deposit will be forfeited as liquidated damages in payment of: 1) rental cost per day the unit was taken off the rental market, 2) the agents/owners time and effort in processing any inquiry and application including making necessary investigation of credit, character, and reputation, 3) any REALTOR commission, finder's fees, 4) \$75.00 re-listing fee. If this application is not accepted by the Landlord or owner, the deposit (less the non-refundable \$50 application fee) will be refunded. The applicant hereby waives any claim for damages by reason of non-acceptance. (Notice: Co-Applicants Must Complete a Separate Application.)

APPLICANT: _____ **SSN:** _____ **Birthdate:** _____
(First) (Last) (M.I)

SPOUSE: _____ **SSN:** _____ **Birthdate:** _____
(First) (Last) (M.I)

CURRENT ADDRESS: _____
Street City State Zip

PHONE #s: APPLICANT _____ SPOUSE _____ HOME _____

EMAIL: _____ **EMAIL:** _____
Applicant Spouse

FORMER ADDRESS: _____
Street City State Zip

OTHERS TO OCCUPY PREMISES:

Relationship _____ Age _____

Relationship _____ Age _____

Relationship _____ Age _____



APPLICANT EMPLOYMENT INFORMATION

Military Applicants : (Be sure to attach a copy of your complete, current LES & transfer orders)

FULL-TIME: ____ PART-TIME: ____ STUDENT: ____ RETIRED: ____ UNEMPLOYED: ____

MILITARY (Please check branch): NAVY: ____ ARMY: ____ MARINES: ____ AIRFORCE: ____

COAST GUARD: ____

EMPLOYER: _____ YEARS OF EMPLOYMENT: ____ RANK: ____

ADDRESS/DUTY STATION/SHIP: _____
Street City State Zip

PHONE (____) _____ FAX (____) _____ SUPERVISOR: _____

POSITION: _____

GROSS: SALARY \$ _____ BI-WEEKLY \$ _____ MONTHLY \$ _____

SPOUSE EMPLOYMENT INFORMATION

FULL-TIME: ____ PART-TIME: ____ STUDENT: ____ RETIRED: ____ UNEMPLOYED: ____

MILITARY (Please check branch): NAVY: ____ ARMY: ____ MARINES: ____ AIRFORCE: ____

COAST GUARD: ____

EMPLOYER: _____ YEARS OF EMPLOYMENT: ____ RANK: ____

ADDRESS/DUTY STATION/SHIP: _____
Street City State Zip

PHONE (____) _____ FAX (____) _____ SUPERVISOR: _____

POSITION: _____

GROSS: SALARY \$ _____ BI-WEEKLY \$ _____ MONTHLY \$ _____

ALL APPLICANTS OTHER MONTHLY INCOME (MUST HAVE PROOF OF THIS)

CHILD SUPPORT: \$ _____ ALIMONY: \$ _____ RETIREMENT: \$ _____ NONE: _____

OTHER: \$ _____ Description - _____

RENTAL INFORMATION:

NAME OF LANDLORD: _____ PHONE: _____

FAX: _____

#OF YEARS/MONTHS: _____ LEASE EXPIRATION DATE: _____

RENT AMOUNT PAID: \$ _____

DO YOU OWN YOUR OWN HOME? _____

IS IT LEASED? YES: ____ OR NO: ____ \$ _____ /PER MONTH/ FOR SALE: YES: ____ OR NO: ____

WILL THE APPLICANT REQUIRE A HEARING IMPAIRED SMOKE DETECTOR?

YES: ____ OR NO: ____

WILL THE APPLICANT REQUIRE A SERVICE DOG?

(Legal Documentation is required)

YES: ____ OR NO: ____

PETS

NUMBER OF PETS: _____ TYPE OF PET(S): _____ BREED OF PET(S): _____

WEIGHT OF PET(S): _____ PET DEPOSIT AMOUNT: \$ _____

*No Pitbulls, Rottweilers, Chows, Dobermans, Pigs, or any exotic animals or snakes due to insurance liability.

BED BUGS

Have you ever had bed bugs in your current or prior dwelling? YES: ____ OR NO: ____

Please explain: _____

How long were you in the home when the bed bugs were discovered? _____

Was the home professionally treated? YES: ____ OR NO: ____

What was done to eradicate the bugs?

LIST ALL AUTOMOBILES THAT WILL BE PARKED AT THE PROPERTY

MAKE: _____ MODEL/YR: _____ LICENSE NO.: _____

MAKE: _____ MODEL/YR: _____ LICENSE NO.: _____

PLEASE LIST YOUR BANK AND CREDIT REFERENCES

BANK: _____

MAILING ADDRESS: _____

Street

City

State

Zip

ACCOUNT NO.: _____ TYPE OF ACCOUNT: _____

CREDIT CARD.: _____ ACCOUNT NO.: _____

EVER FILED BANKRUPTCY: _____ BEEN EVICTED: _____ REFUSED TO PAY RENT: _____

EVER BEEN CONVICTED OF A FELONY OR CRIMINAL CHARGE: YES: ____ OR NO: ____ (must check one)

LIST MONTHLY DEBTS

COMPANY: _____ AMOUNT: _____

COMPANY: _____ AMOUNT: _____

IN CASE OF EMERGENCY CONTACT:

CONTACT SHOULD BE PERSON OTHER THAN SPOUSE/OTHER THAN SOMEONE THAT LIVES WITH YOU

NAME: _____ PHONE: (____) _____ RELATIONSHIP: _____

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 that 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. All/Pros Realty, Inc. 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 All/Pros Realty Inc. (Brokerage Firm) represents the Landlord.

Permission is hereby given to All/Pros Realty Inc. to run a credit check and/or to verify all of the information on this application. Applicant agrees that All/Pros Realty Inc. may release any and all application information and all tenant information to a landlord, owner, or third party. Applicant also agrees that All/Pros Realty Inc. may obtain any and all rental information from current or previous landlords, owners, and employers. The above information, to the best of my knowledge, is true and correct. I understand that the penalty for falsifying information could result in immediate termination of the application and/or lease. If the lease is jeopardized, the balance due on all unpaid rents, damages, lease breach fees, finder's fee, court costs, and attorney's fees will be the tenant's responsibility until the property can be re-rented.

How did you hear about us?

AHRN: ____ Rentals.com: ____ All/Pros Realty.com: ____ Postlets: ____ Craigslist: ____ Other: ____

Have you physically viewed this property? YES: ____ OR NO: ____

Any applicant who has not physically seen the property, and who has been approved and executed a signed lease agreement, hereby accepts the property "as-is" and "sight unseen" and agrees to all terms and conditions of the lease agreement.

APPLICANT SIGNATURE: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

SPOUSE SIGNATURE: _____ DATE: _____

AGENT WHO SHOWED PROPERTY: _____

SHOWING AGENT'S OFFICE PHONE #: _____ CELL: _____

SHOWING AGENT'S E-MAIL ADDRESS: _____

SHOWING AGENT'S CO. NAME & ADDRESS: _____

AGENT ID #: _____ **AGENT OFFICE ID#:** _____

FOR OFFICE USE ONLY

Date: _____ App. Fee: \$ _____ Security Deposit: \$ _____ Pet Deposit: \$ _____

APPROVED: _____ DENIED: _____

PROOF OF INCOME: _____ PICTURE ID: _____ FULL NAME: _____ SSN(s): _____

COMPLETE ADDRESS: _____ SIGNED: _____



Property Management

505 S. Independence Blvd, Suite 111 Virginia Beach, VA 23452 P: 757-467-9555 F: 757-467-5456

RENTAL REFERENCE QUESTIONNAIRE

Tenant must complete top section and return with application.

THIS SECTION MUST BE COMPLETED BY TENANT

Landlord Name: _____

Landlord Phone #: _____ Landlord Fax #: _____

Applicant/Tenant Name(s): _____

Applicant/Tenant Address: _____

Rent Amount: \$ _____

I hereby authorize release of my rental history and payment information to All/Pros Realty Inc. for the purpose of qualifying for tenancy. All information obtained is confidential.

Applicant/Tenant Signature Date

Applicant/Tenant Signature Date

THIS SECTION IS TO BE COMPLETED BY YOUR LANDLORD

Lease start date: _____ Lease End Date: _____ Amount of Mo. Rent: \$ _____

Has rent been paid on time? YES: ____ OR NO: ____ If no, how many times late? _____

Is there any balance owed? YES: ____ OR NO: ____ If yes, amount owed? _____

Any NSF checks during lease term? YES: ____ OR NO: ____ If yes, how many? _____

Was proper notice to vacate given? YES: ____ OR NO: ____ If no, please explain: _____

Does/Do Tenant/Tenants have pets? YES: ____ OR NO: ____ If yes, type/number of pets? _____

Did pet(s) cause any damage? YES: ____ OR NO: ____ If yes, please explain: _____

Will/Did the Tenant/Tenants get their full security deposit back? YES: ____ OR NO: ____ If no, please explain:

Have you ever taken legal action against the tenant(s) YES: ____ OR NO: ____ If yes, please explain:

Have the police even been called to the tenant(s) property? YES: ____ OR NO: ____ If yes, please explain: _____

Would you rent to the tenant(s) again? YES: ____ OR NO: ____ If no, please explain: _____

Were bed bugs ever found in the rental home during this tenant's occupancy? YES: ____ OR NO: ____ If yes, how were you notified and was the issue remedied? _____

Additional Remarks: _____

Landlord Signature

Landlord Printed Name

Date

When the form is completed, please email, fax or hand deliver it back to your agent. Make sure you have certified funds available

Emailing form:

- 1.) Save form (download) on your computer.
- 2.) Attach form to your email and send it to your agent for review.
- 3.) Keep a copy for your records.

