



TO BE USED FOR PROPERTIES LOCATED IN VIRGINIA ONLY

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO PROCESS YOUR APPLICATION

1. The application must be filled out in its entirety and all disclosure forms signed by all persons over 18 years of age who will be residing in the property. Each “unmarried applicant” must fill out a separate application.
2. The application must be submitted with an application fee of **\$32.00** in **certified funds** for each unmarried adult that will be residing in the property. We will not take personal checks or cash.
3. A Certified Check or Money Order in the amount equal to one month’s rent **must accompany the application**. This will become your Security Deposit once the application is approved. Please have the certified check or money order made payable to **“William E Wood OR Your Name”**. **BOTH NAMES HAVE TO BE ON THE CERTIFIED CHECK OR MONEY ORDER**. WE DO NOT TAKE PERSONAL CHECKS FOR SECURITY DEPOSIT. **NO CASH** WILL BE ACCEPTED FOR Security Deposit. **These funds are to be separate from the application fee(s)**.
4. Each “unmarried applicant” must qualify independently for the property. Each applicant’s gross monthly income should be approximately 3 times the rental amount.
5. We will need a copy of a photo ID for all applicants whose names will appear on the lease.
6. We will need your current as well as your former landlord’s name, address and phone number. If you now own your home, we will need the mortgage information.
7. We will need a current LES if you are military. If you are civilian, we will need current employer information as well as copies of your recent pay stubs. Former employer information will be required if you have been on the job less than 6 months. **NOTE:** If you are self-employed, we will need tax returns for the previous year(s).
8. If you will be relying on “other” income, i.e. Social Security benefits, we will need a copy of the document stating what your benefits are.
9. Please return your completed application, application fee(s) **and** application deposit to the property manager of the property you are interested in renting.





Approved

Not Approved

Date: ___/___/___

WILLIAM E. WOOD & ASSOCIATES REALTORS® APPLICATION FOR LEASE

(This is a legally binding contract. If not understood, seek competent advice before signing.)

TO BE USED FOR PROPERTIES LOCATED IN VIRGINIA ONLY

The property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap, or elderliness in compliance with all applicable federal and state and local fair housing laws and regulations.

The application must be filled out in its entirety and all disclosure forms signed by all persons over 18 years of age who will be residing in the property. Each "unmarried applicant" must fill out a separate application.

This Application for Lease (the "Application") is made as of the ___ day of _____, _____ by _____ ("Applicant", whether one or more) through William E. Wood & Associates REALTORS® ("Listing Broker" or "Agent," who represents Landlord)

Applicant hereby applies for a residential dwelling unit (the "Dwelling Unit") located at _____, for occupancy commencing on _____, 20___ at an initial monthly rent payment of \$_____.

PLEASE FILL IN ALL INFORMATION COMPLETELY

- Applicant: _____ SSN/TIN: _____ Date of Birth: _____
 Tel # (H): _____ Tel # (W): _____ Cell #: _____ Email: _____
 Present Address: _____ Years: _____ Landlord: _____
 City: _____ State: _____ Zip: _____ Landlord's Tel #: _____
 Previous Address: _____ Years: _____ Landlord: _____
 City: _____ State: _____ Zip: _____ Landlord's Tel #: _____
 Presently Employed By: _____ How long? _____
 Position: _____ Salary \$ _____ (Wk., Mo., Yr) Supervisor: _____
 Telephone: _____
 Formerly Employed By: _____ How long? _____
 Position: _____ Salary \$ _____ (Wk., Mo., Yr) Supervisor: _____
 Telephone: _____

2. Co-Applicant: _____ SSN/TIN: _____ Date of Birth: _____
 Tel # (H): _____ Tel # (W): _____ Cell #: _____ Email: _____
 Present Address: _____ Years: _____ Landlord: _____
 City: _____ State: _____ Zip: _____ Landlord's Tel #: _____
 Previous Address: _____ Years: _____ Landlord: _____
 City: _____ State: _____ Zip: _____ Landlord's Tel #: _____
 Co-Applicant Employed By: _____ How long? _____
 Position: _____ Salary \$ _____ (Wk., Mo., Yr) Supervisor: _____
 Telephone: _____

3. Other Occupants: Name: _____ Age: _____ Relationship: _____
 Name: _____ Age: _____ Relationship: _____
 Name: _____ Age: _____ Relationship: _____

4. Pet Information:

Pet #1	Pet #2	Pet #3
Name: _____	Name: _____	Name: _____
Species: _____	Species: _____	Species: _____
Breed: _____	Breed: _____	Breed: _____
Color: _____	Color: _____	Color: _____
Age: _____	Age: _____	Age: _____
Weight: _____	Weight: _____	Weight: _____
Neutered: _____	Neutered: _____	Neutered: _____

ADDITIONAL PET INFORMATION: _____

5. If you are presently in the Armed Services, state:

Applicant	Co-Applicant
Branch: _____	Branch: _____
Rank: _____	Rank: _____
Outfit: _____	Outfit: _____
Telephone: _____	Telephone: _____

6. OTHER INCOME:

Applicant
Amount \$ _____ Per: _____ Source Of: _____

Co-Applicant
Amount \$ _____ Per: _____ Source Of: _____

7. Number of Vehicles: _____

8. DEBTS/ASSETS: Complete and specifically list any debts now outstanding (attach additional sheet if necessary).

CREDITOR	ADDRESS	ACCOUNT NO.	MONTHLY PAYMENT

CHECKING ACCOUNT NO.	BANK	ADDRESS
SAVINGS ACCOUNT NO.	BANK	ADDRESS

AUTOMOBILE

MAKE MODEL YR	FINANCED BY AND ADDRESS	MO. PAYMENT	LICENSE #

9. CHECK IF YOU OWN: CAMPER MOTORCYCLE BOAT TRUCK TRAILER

10. EMERGENCY CONTACT: In case of emergency notify;

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

11. APPLICATION FEE/THIRD PARTY COSTS/APPLICATION DEPOSIT: A non-refundable Application Fee in the amount of \$_____ accompanies this Application. An Application Deposit of \$_____ accompanies this Application and will become the Security Deposit upon commencement of the Lease Agreement.

12. OBLIGATION TO ENTER INTO LEASE AGREEMENT/ DAMAGES: Upon submission of this Application by Applicant, Agent reserves the right to remove the Dwelling Unit from the available rent list. If this Application is approved and Applicant fails to rent the Dwelling Unit, Landlord shall be entitled to retain that part of the Application Deposit equal to Landlord's actual damages.

13. DISCLOSURE OF BROKERAGE RELATIONSHIP: Landlord and Applicant confirm that in connection with the transaction contemplated by this Application, the Listing Broker and its salespersons represent Landlord. If Listing Broker is engaging in dual or designated agency, a separate consent agreement has been entered into by Listing Broker and Applicant.

14. RENTAL AND CREDIT HISTORY:

(a) Reason for leaving current residence: _____

(b) Has any Applicant ever been rejected for tenancy? Yes ; No . If yes, please explain

(c) Has any Applicant ever been a defendant in an unlawful detainer action or eviction? Yes ; No .

(c) Has any Applicant ever had a judgment or collection? Yes ; No .

(d) Has any Applicant ever filed for bankruptcy? Yes ; No . If 'Yes' date of discharge _____

(e) Please give the names and phone numbers of three references:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

(f) Please provide the following information if the Lease Agreement will be guaranteed by any non occupant(s). (*A separate Guarantor Rental Application and Application Fee for each Guarantor must accompany this application.*)

Name of Guarantor: _____ Relationship: _____

SSN/ITIN: _____ Date of Birth: _____

Address: _____

Phone Number: _____

Name of Guarantor: _____ Relationship: _____

SSN/ITIN: _____ Date of Birth: _____

Address: _____

Phone Number: _____

15. CRIMINAL HISTORY: Has any Applicant ever been convicted of, pleaded guilty to, or entered a plea of no contest to any felony, or to any misdemeanor involving a crime of moral turpitude in any jurisdiction? YES NO

If the answer is yes, please give all details, including the specific offense(s), date(s), sentence(s) and jurisdiction(s) in which the offenses occurred, as well as any information on the status of any current probation.

16. MEGAN'S LAW DISCLOSURE: Applicant should exercise whatever due diligence Applicant deems necessary with respect to information on any sexual offenders registered under Chapter 23 (sec. 19.2-387 et seq.) of Title 19. Such information may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674-2000 or www.vsp.state.va.us/.

17. LEAD BASED PAINT: The United States Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) have determined that properties built prior to 1978 may contain lead-based paint which can cause serious health problems. The Property was was not built prior to 1978. If the Property was built prior to 1978, then *Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards* shall be completed and executed by the Landlord and Tenant and incorporated into the Lease.

18. INFORMATION CORRECT: Applicant hereby certifies that the information contained in this Application is true and correct to the best of Applicant's knowledge and belief. Applicant hereby authorizes Listing Broker to conduct a credit check on Applicant and such background checks as determined appropriate by Listing Broker to verify information provided herein by Applicant for approval or rejection of this Application.

We have read the terms and conditions of this Application. We understand this is a binding contract separate and apart from the Lease Agreement.

SIGNATURE OF APPLICANT _____ /_____/_____
Date

SIGNATURE OF APPLICANT _____ /_____/_____
Date

SIGNATURE OF GUARANTOR _____ /_____/_____
Date

SIGNATURE OF GUARANTOR _____ /_____/_____
Date



EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY APPLICANT

TO: (Name and address of employer) _____ Date: _____

_____ Employer Fax Number: _____

RE: _____
Applicant/Tenant Name

Applying to rent property located at: _____
Address

I hereby authorize release of my employment information.

Signature of Applicant/Tenant Date

The individual named directly above is an applicant/tenant of a rental housing that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Sincerely _____
Property Manager



Return Form To:

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____

Presently Employed: Yes ___ No ___ Date First Employed _____ Last Day of Employment _____

Current Wages/Salary: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

Average # of regular hours per week: _____ Year-to-date earnings: \$ _____ through ___/___/___

Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____

Commissions, bonuses, tips, other: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

List any anticipated change in the employee's rate of pay within the next 12 months: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Additional remarks: _____

Employer's Signature Employer's Printed Name Date

Employer [Company] Name and Address

Phone Fax E-mail



LANDLORD VERIFICATION

THIS SECTION TO BE COMPLETED BY APPLICANT

TO: (Name and address of Landlord)

Date: _____
Landlord Fax Number: _____

Applicant/Tenant Name _____

Current Address _____

Applying to rent property located at: _____ Address

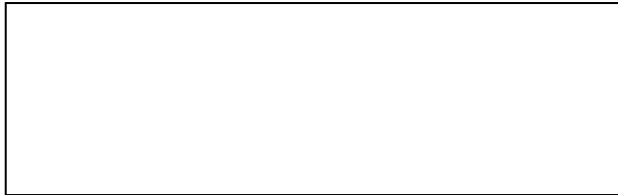
I hereby authorize release of my rental history/ information.

Signature of Applicant/Tenant

Date

The individual named directly above is an applicant/tenant of a rental housing that requires verification of rental payment history and care of rental property. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Sincerely _____
Property Manager



Return Form To:

THIS SECTION TO BE COMPLETED BY LANDLORD

Dates of Residency: Lease Start Date: _____ Lease End Date: _____ Amount of Monthly Rent: \$ _____

Do they pay on time? YES [] NO [] If NO, how many times late: _____ Is the rent in arrears? YES [] NO [] Amount past due? \$ _____

Any NSF checks within the last twelve (12) months? YES [] NO [] If yes, how many: _____

Did the tenant give you proper notice for vacating? YES [] NO [] Reason for leaving: _____

Do you plan to, or did you, return the applicant's security deposit in full? YES [] NO [] If NO, please explain _____

Are you aware of any incidents relating to the applicant that required police presence at the premises? YES [] NO [] If YES, please explain. _____

Did you ever take Legal Action against them? YES [] NO [] If YES, please explain: _____

Would you rent to them again? YES [] NO [] If NO, please explain: _____

Additional remarks: _____

Landlord's Signature

Landlord's Printed Name

Date

Phone

Fax

E-mail

**REAL ESTATE INFORMATION NETWORK, INC.
RESIDENTIAL RENTAL CONSUMER DISCLOSURE INFORMATION FORM**

The following disclosure information is provided to both prospective landlords and tenants. Any of the following disclosures may impact the tenant's use and/or enjoyment of a property. NEITHER THE LANDLORD, REAL ESTATE INFORMATION NETWORK, INC. ("REIN"), THE PROPERTY MANAGEMENT FIRM, THE TENANT'S AGENT, NOR ANY OF THEIR EMPLOYEES OR AGENTS SHALL BE LIABLE FOR TENANT'S FAILURE TO INVESTIGATE ANY OF THESE DISCLOSURES PRIOR TO ENTERING INTO A LEASE AGREEMENT.

CONSUMER RESPONSIBILITY: Each party to a rental transaction should carefully read all documents to be sure that the terms accurately express the understanding of the parties as to their intentions and the agreements they have reached. Real estate agents and property managers can counsel on real estate matters, but if legal or tax advice is desired, the parties should consult an attorney.

LIMITATIONS OF EXPERTISE: Real estate agents and property managers do not have the expertise to offer advice concerning various conditions such as, but not limited to, the following: mechanical systems or structure; soil and drainage conditions; flood hazard areas; possible restrictions on the use of property due to restrictive covenants, zoning, subdivision and environmental laws, easements or other documents; airport or aircraft noise; planned land uses, roads, or highways; and construction materials and/or hazardous materials such as flame retardant treated plywood (FRT), radon, urea formaldehyde insulation (UFFI), polybutylene pipes, asbestos, or lead-based paint. Information about these issues may be obtained from appropriate governmental agencies.

1. AIRCRAFT NOISE / ACCIDENT ZONES AND NOISE CONTOUR DISTRICT DISCLOSURE: All properties are affected by aircraft noise to some degree; however, some properties are located in specific noise zones, and/or accident potential zones, as such zones may be designated by the federal government or municipalities within which the property may be located. The livability and/or enjoyment of a property may be impacted if property is located adjacent to an airport or in or near an aircraft noise zone, noise contour district and/or accident potential zone. Aircraft noise zones, noise contour districts and/or accident potential zones are subject to change from time to time. New residential construction, and modifications to nonconforming residences, may be required to conform to standards promulgated by the municipality in which a tenant intends to locate because of elevated noise levels. A tenant should investigate to ascertain if the property in question is located within an aircraft noise zone, noise contour district or aircraft accident potential zone.

2. COMMUNITY ASSOCIATIONS:

A. CONDOMINIUM / CO-OP DISCLOSURE: (i) Some properties may be recorded as a condominium unit, some of which have mandatory fees, and subject to the rules and regulations of the unit owners' association. (ii) Some properties may be subject to the provisions of a cooperative interest. Tenants are advised to investigate to ascertain if the property in question is a condominium unit or a co-op.

B. PROPERTY OWNERS' ASSOCIATIONS (POA): Some properties may belong to a community which has a Property Owners' Association or Homeowners' Association, some of which have mandatory fees, and subject to the rules and regulations of the Property Owners' Association or Homeowners' Association and all are subject to the Virginia Property Owners' Association Act.

3. ENVIRONMENTAL DISCLOSURES:

A. INDOOR MOLD: United States Environmental Protection Agency advised that certain types of indoor mold may have the potential to cause adverse health effects or symptoms. While there are no current federal or state laws or regulations establishing residential standards for molds or requiring that inspections for mold be conducted, a tenant may want to take steps to evaluate the presence of mold in a resident dwelling prior to leasing.

B. LEAD WARNING STATEMENT: Every tenant of any residential dwelling which was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The landlord is required to provide the tenant with any information on lead-based paint hazards from risk assessments or inspections in the landlord's possession and notify the tenant of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to occupancy.

Landlords' Initials: _____ / _____

Tenants' Initials: _____ / _____

4. **MEGAN'S LAW DISCLOSURE:** Tenant(s) should exercise whatever due diligence they deem necessary with respect to information on any sexual offenders registered under Chapter 23 (§19.2-387 et seq.) of Title 19.2 whether the landlord proceeds under subdivision 1 or 2 of subsection A of §55-519. Such information may be obtained by contacting your local police department or the Department of State Police, Central Criminal Records Exchange, at 804-674-2000 or <http://sex-offender.vsp.virginia.gov/sor/>
5. **OCCUPANCY PERMIT AND HISTORICAL DISTRICT PROGRAMS:** Several municipalities have implemented occupancy permit and historical district programs which may require compliance with the program upon sale and/or rental of property. An occupancy permit program may require the owner of real property subject to such programs to make certain repairs upon sale and/or rental of property. Each municipality will be able to advise you as to whether the property you are interested in is subject to an occupancy permit and/or historical district program and the conditions and requirements of the program.
6. **CASUALTY INSURANCE AND RENTER'S INSURANCE:** A landlord may require as a condition of tenancy that a tenant pay for the cost or premiums for property and casualty insurance, obtained by the landlord, to provide liability coverage for the tenant and property coverage for the tenant's personal property in the dwelling unit, which is generally known as "renter's insurance." If the landlord will not be providing this coverage for the tenant, it is strongly recommended that the tenant obtain a separate renter's insurance policy. The landlord's insurance on the dwelling will not cover tenant's personal property. A tenant may also investigate the availability of Flood Insurance coverage.
7. **SCHOOL REDISTRICTING:** All properties may be subject to school redistricting. A tenant should contact the local school board to ascertain which school districts are assigned to a property in question.
8. **SMOKE DETECTION:** Tenant should be aware that many municipalities require, and prudent and safe practice dictates, that operative smoke detection is available in the property. Tenant should investigate to ensure that smoke detection is available in the property, if required by law, and is operative prior to occupancy.

THERE MAY BE OTHER RELEVANT INFORMATION CONCERNING THE TRANSACTION WHICH MAY BE OBTAINED FROM OTHER SOURCES OR APPROPRIATE GOVERNMENTAL CONSUMER AGENCIES. IF YOU HAVE QUESTIONS AFTER READING THE RESIDENTIAL RENTAL CONSUMER DISCLOSURE INFORMATION, YOU MAY SEEK FURTHER INFORMATION FROM THE APPROPRIATE CONSUMER AGENCIES OR CONSULT LEGAL COUNSEL OR OBTAIN OTHER PROFESSIONAL ADVICE OR INSPECTIONS OF THE PROPERTY.

PROPERTIES AVAILABLE THROUGH REAL ESTATE INFORMATION NETWORK, INC. ARE OFFERED WITHOUT RESPECT TO RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, ELDERLINESS, OR NATIONAL ORIGIN.

William E. Wood & Associates Realtors
 (Firm)

 (Landlord or Tenant Name) (Print)

By: _____
 (Signature of Licensee) (Date)

 (Landlord or Tenant Signature) (Date)

 (Landlord or Tenant Name) (Print)

 (Landlord or Tenant Signature) (Date)