

APPLICATION FOR LEASE

WILLIAMSBURG PROPERTY MANAGEMENT, INC.
811 RICHMOND ROAD/WILLIAMSBURG, VA 23185
(757)229-8292 - PH (757)229-2943 - FAX E-MAIL: wpm@wpmminconline.com

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.

This Application for Lease, is made on, _____, between APPLICANT (whether one or more)
(Date)
and LANDLORD, through WILLIAMSBURG PROPERTY MANAGEMENT, INC. (who represents the Landlord). Applicant
hereby applies for a residential living unit located at _____, Williamsburg, VA,
(Address of property)

for occupancy commencing on _____, and ending on _____, at an initial monthly
(Date of move-in)
monthly rent payment of \$ _____ Dollars.

**PLEASE FILL IN ALL INFORMATION COMPLETELY; IF IT DOES NOT APPLY WRITE "N/A" FOR THAT
ITEM**

1. Applicant 1: _____ SSN: _____ Date of Birth: _____

Driver's License number or Gov. issued identification card number: _____ State issued: _____

Is Applicant a U. S. citizen? _____ If NO, please provide a copy of Passport, Visa or Green card. _____

Tel # (H): _____ Tel # (W): _____ Cell Phone #: _____

Email: _____

Present Address: _____ Do you own? ___ or rent? ___

City _____ State _____ Zip code _____ Landlord/Property Mgmt Co. name: _____

Rent amount: _____ Dates occupied: _____ Landlord's Tel #: _____

****COMPLETE PREVIOUS ADDRESS IF YOU HAVE BEEN AT CURRENT ADDRESS LESS THAN 3 YEARS.****

Previous Address: _____ Do you own? ___ or rent? ___

City _____ State _____ Zip code _____ Landlord/Property Mgmt Co.name: _____

Rent amount: _____ Dates occupied: _____ Landlord's Tel#: _____

Presently Employed by: _____ How Long?: _____
(If self-employed or retired, please provide most recent 2 years tax returns.)

Position: _____ Salary: \$ _____ Supervisor: _____

Telephone number of main/home office and/or Human Resource Dept.: _____

Fax number of Human Resource Dept. if known: _____

Are you a college student? _____ Are you an Undergrad or Grad student? _____

****PLEASE FILL IN ALL INFORMATION COMPLETELY; IF IT DOES NOT APPLY WRITE "N/A" FOR THAT ITEM****

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If starting a new job/second job, please list company name: _____ Position: _____

Salary: _____ Telephone: _____ Supervisor: _____

Start date: _____

Formerly Employed by: _____ How long? _____ Supervisor: _____

2. Applicant 2: _____ SSN: _____ Date of Birth: _____

Driver's License number or Gov. issued I.D. card number: _____ State issued: _____

Is Applicant a U. S. citizen? _____ If NO, please provide copy of Passport, Visa or Green Card. _____

Tel # (H): _____ Tel # (W): _____ Cell Phone #: _____

Email: _____

Present Address: _____ Do you own? ____ or rent? ____

City _____ State _____ Zip code _____ Landlord or Property Mgmt Co. name: _____

Rent amount: _____ Dates occupied: _____ Landlord's Tel #: _____

******COMPLETE PREVIOUS ADDRESS IF YOU HAVE BEEN AT CURRENT ADDRESS LESS THAN 3 YEARS.******

Previous Address: _____ Do you own? ____ or rent? ____

City _____ State _____ Zip code _____ Landlord/Property Mgmt. Co. name: _____

Rent amount: _____ Dates occupied: _____ Landlord's Tel#: _____

Presently Employed by: _____ How Long?: _____

(If self-employed or retired, please provide most recent 2 years tax returns.)

Position: _____ Salary: \$ _____ Supervisor: _____

Telephone number of main/home office and/or Human Resource Dept.: _____

Fax number of Human Resource Dept. if known: _____

Are you a college student? _____ Are you an Undergrad or Grad student? _____

If starting a new/second job, please list company name: _____ Position: _____

Telephone: _____ Salary: _____ Supervisor: _____

Start date: _____

Formerly Employed by: _____ How long? _____ Supervisor: _____

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

Children:

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Anyone age 18 and older must complete an application and pay \$50 application fee.

****PLEASE FILL IN ALL INFORMATION COMPLETELY; IF IT DOES NOT APPLY WRITE "N/A" FOR THAT ITEM****

11. Upon signing of this Application, and approval of the Applicant(s) to become Tenant(s) in this living unit, Agent will remove the said unit from the available for rent list. Applicant(s) agree to pay Landlords actual expenses and damages up to the full amount of the deposit should the Applicant(s) fail to execute a Lease Agreement and begin paying rent specified in this Application for occupancy of the premises. Agent reserves the right to make all appropriate deductions from the deposit to recover the Landlords actual damages and expenses as allowed by applicable Virginia law.

12. DISCLOSURE OF BROKERAGE RELATIONSHIP: Landlord and Applicant confirm that in connection with the transaction contemplated by this Application, the Listing/Leasing Broker and its salespersons represent Landlord.

13. 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 refused to pay rent when due, been a defendant in an unlawful detainer action or eviction, or otherwise been sued by a landlord for matters related to a tenancy? Yes____ No____. If so, please give details, and the status of any pending actions: _____

d.) Has any Applicant ever filed for bankruptcy? Yes____ No____. If yes, please give dates of filing and status of case: _____

14. 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), dates(s), sentence(s) and jurisdiction(s) in which the offenses occurred, as well as any information on the status of any current probation.

15. Applicant(s) 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/.

The Applicant(s) hereby certifies that the information contained in the Application for Lease is true and correct to the best of Applicant's knowledge and belief. Applicant(s) hereby authorizes Listing Broker to conduct a credit check on Applicant(s) and an appropriate background check (ie.: employment/salary/rental history) to verify information provided herein by Applicant(s) for approval or rejection of this Application.

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

SIGNATURE OF APPLICANT _____

DATE

SIGNATURE OF APPLICANT _____

DATE

PLEASE ATTACH COPY OF A PICTURED ID OF EACH APPLICANT IF NOT PRESENT WHEN SUBMITTING APPLICATION TO WILLIAMSBURG PROPERTY MANAGEMENT, INC.

LISTING BROKER TO VERIFY APPLICANT'S IDENTIFICATION

DO NOT COMPLETE THIS PAGE

The following to be completed by WPM, INC:

The undersigned acknowledges receipt from Applicant of the sum of \$ _____ by **money order** or **cashier's check** payable to WILLIAMSBURG PROPERTY MANAGEMENT, INC., which amount consists of an application fee in the amount of \$ _____ and a security deposit in the amount of \$ _____.

Signature of Recipient

Date/Time Received

This Application for Lease is hereby ACCEPTED as of _____ day of _____, _____.

Signature of Agent

RESIDENT SELECTION CRITERIA

INTRODUCTION: Residents are to be impartially selected in accordance with applicable Federal and State laws. **Williamsburg Property Management, Inc.** reserves the right to reject anyone that may jeopardize the future stability of the property. To be eligible for occupancy, applicants must meet the following selection criteria:

1. Applicant(s) must be 18 years of age or older to qualify.
2. A \$50 per person (\$80 per married couple) non-refundable application fee must accompany the application, payable by **cashier's check or money order-NO CASH-NO PERSONAL CHECKS**. We also reserve the right to require a higher security deposit.
3. **Applicant(s) must present a photo ID and original social security card** with application. Persons without social security cards, or **non-U.S. citizens, must provide an acceptable form of ID as follows:**
 - a. **Form I-551 Permanent Resident Card (Green Card)**
 - b. **Form I-94 Arrival/Departure Record, Form I-94W (green paper)**
 - c. **Work Visa (B-1, B-2, F-1, H-1B, etc.)**

We will not accept Personal Taxpayer ID or the Matricular Consular Card. The taxpayer ID is simply issued by the IRS for the purpose of filing a tax return and is issued regardless of immigration status. The only purpose of the Matricular Consular Card is to show that the bearer is a Mexican national living outside of Mexico.

4. Applicant(s) must be currently employed. Employment will be verified for the previous 6 (six) months. Exceptions will be made for full time college students.
5. Household income will be verified. Gross income must be three times the monthly rental rate to qualify. Additional income sources (child support, retirement benefits, social security, etc.) requires written proof in the form of tax documentation or bank statements. (If all income cannot be verified, an applicant is not eligible for occupancy).
6. Applicant's credit history must be good. Applicants will be denied if any of the following appear on the credit report:
 - a. A bankruptcy that has not been discharged.
 - b. Judgments for rent or evictions.
7. Applicant's previous rental history is considered. Documentation from previous Landlord concerning applicant's noncompliance with lease, rental payments, rules and regulations, or unsanitary housekeeping, will result in the applicant being rejected. Termination or non-renewal of lease by current or previous Landlord or apartment community will result in rejection of the application.
8. Co-signers will be accepted for college students. Co-signers must meet all the requirements as stated above and must have income that equals at least 6 (six) times the monthly rent. (If not a student, Landlord will have final say whether to consider a co-signer/guarantor).
9. Should Landlord allow a pet, there will be a pet deposit. Pet Deposit amount is set by Landlord (usually a minimum of \$300 but, can vary). Deposit is refundable if no damage. NO Pit Bulls, Rottweilers, Chow Chows or any mixes of these dogs are allowed.
10. Should false information be furnished on the rental application, the application will be automatically rejected and security deposit returned.

I have read and understand the Resident Selection Criteria.

Signature

Date

Signature

Date