

**GUARANTOR APPLICATION FOR LEASE**

**WILLIAMSBURG PROPERTY MANAGEMENT, INC.**  
**811 RICHMOND ROAD/WILLIAMSBURG, VA 23185**  
(757)229-8292 - PH (757)229-2943 - FAX E-MAIL: [wpm@wpminconline.com](mailto:wpm@wpminconline.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 Guarantor Application for Lease, is made on, \_\_\_\_\_, between GUARANTOR (whether one  
(Date)  
or more) and LANDLORD, through **WILLIAMSBURG PROPERTY MANAGEMENT, INC.** (who represents the Landlord).

NAME OF PERSON YOU ARE GUARANTOR FOR: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

AMOUNT TO BE GUARANTEED: \_\_\_\_\_

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

1. Guarantor: \_\_\_\_\_ 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: \_\_\_\_\_ Own or Rent? Landlord or Property Mgmt Co.: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Landlord's Tel #: \_\_\_\_\_

Rent amount: \_\_\_\_\_ Dates rented: \_\_\_\_\_

County of Residence (if different from City): \_\_\_\_\_

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

Previous Address: \_\_\_\_\_ Own or Rent? Landlord or Property Mgmt Co.: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Landlord's Tel #: \_\_\_\_\_

Rent amount: \_\_\_\_\_ Dates rented: \_\_\_\_\_

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

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: \_\_\_\_\_

If starting a new job, please list company name: \_\_\_\_\_ Position: \_\_\_\_\_

Salary: \_\_\_\_\_ Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start date: \_\_\_\_\_

Formerly Employed by: \_\_\_\_\_ How long? \_\_\_\_\_ Supervisor: \_\_\_\_\_

2. If you are presently in Armed Services, state:

Applicant's Branch: \_\_\_\_\_ Co-Applicant's Branch: \_\_\_\_\_

Rank: \_\_\_\_\_ Rank: \_\_\_\_\_

Outfit: \_\_\_\_\_ Outfit: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Other Income: Such as education loans, stocks, savings, retirement, etc.

**Must be able to verify for it to be counted (i.e.: tax return, bank letter).**

Applicant:

Amount: \$ \_\_\_\_\_ Per: \_\_\_\_\_ Source of: \_\_\_\_\_

4. A non-refundable application fee in the amount of \$40 per guarantor payable by MONEY ORDER OR CASHIER'S CHECK (NO CASH OR PERSONAL CHECKS ACCEPTED).

5. 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.

6. RENTAL AND CREDIT HISTORY:

(a) Has 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: \_\_\_\_\_

(b) Has any Applicant ever filed for bankruptcy? Yes \_\_\_ No \_\_\_. If yes, please give dates of filing and status of case: \_\_\_\_\_

\_\_\_\_\_

7. 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.

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8. 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/](http://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 GUARANTOR \_\_\_\_\_

DATE \_\_\_\_\_

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

# DO NOT COMPLETE THIS PAGE

## The following to be completed by WPM, INC:

The undersigned acknowledges receipt from guarantor 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 non-refundable application fee of \$40 per guarantor**, payable by **cashier's check or money order-NO CASH-NO PERSONAL CHECKS**, must accompany the application.
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. Guarantors (co-signer) will be accepted for college students. Guarantors (co-signer) 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). **STUDENTS MUST HAVE A GUARANTOR UNLESS THEY HAVE SUFFICIENT INCOME TO QUALIFY. STUDENT AND GUARANTOR'S APPLICATIONS MUST BE SUBMITTED AT SAME TIME.**
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