



RE/MAX ALLIANCE

THE RENTAL APPLICATION PROCESS

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

- 1. Filling Out Your Application: A married couple may complete one application.** A separate application is required for each adult 18 years old and over who will be living in the property. A photo ID is required for all applicants no later than lease signing.
- 2. Application Fee:** The following fees must be submitted with the completed applications: The application fee is **\$40 per adult** (any person over the age of 18) or **\$50 for a married couple**. This fee is non-refundable and **must be in the form of a cashier's check or money order made payable to RE/MAX Alliance**. We **DO NOT** accept cash or personal check for application fees.
- 3. Application Review:** In addition to the information on your application the following items will be verified:
 - A) Income (Please provide 2 most recent paystubs 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) 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.

** Any fees incurred to verify residency and/or employment will be paid by tenant to RE/MAX Alliance within 24 hours of request.
- 4. Security Deposit:** Once the application is approved, the security deposit and additional fees and/or deposits must be received within 24 hours by certified funds payable to RE/MAX Alliance. The rental property will remain on the market until the required funds are received.
- 5. Lease:** When the security deposit is received, arrangements will be made to sign the lease documents within 7 days. If applicant fails to execute the lease and/or occupy the property, this may result in the forfeiture of all security deposits, fees and the property may be placed back on the market.
- 6. First Month's Rent & Applicable Fees:** Your first month's rent is due on the lease start date by cashiers check or money order.
- 7. Remaining Monthly Rent Payments:** Rent is to be paid via Electronic Funds Transfer, (EFT). Your account will be drafted the evening of the 1st business day of the month. We will provide the enrollment form when you sign your lease. Anyone that does not pay their rent via EFT will be required to pay an additional \$_____ monthly processing fee in their rent payment, rent is due at our office the 1st day of each month.
- 8. Rental Insurance Policy:** Proof of your rental insurance policy must be provided by the starting date of your lease. Your policy must have a minimum liability of \$300,000 and include RE/MAX Alliance as an additional insured. Check with your insurance company about flood insurance, loss of use riders and additional provisions for your protection.

INITIALS: _____ / _____

AGENT'S NAME: _____

RE/MAX Alliance		
<input type="checkbox"/>	4701 Columbus Street Suite 200	Virginia Beach VA 23462 Office 757.456.2345
<input type="checkbox"/>	717 South Battlefield Blvd. #16	Chesapeake VA 23322 Office 757.546.5555
<input type="checkbox"/>	4360 Shore Drive	Virginia Beach VA 23455 Office 757.333.3366



RE/MAX[®] ALLIANCE

Rental Application

Application is hereby made to lease the premises at: _____

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

Applicant Information (please PRINT all information clearly)

NAME:

Email:	Home Phone:	Mobile Ph:
Date of birth:	SSN: - -	Work Ph:

CURRENT RESIDENCE

Street Address:

City:	State:	ZIP Code:
<input type="checkbox"/> Own <input type="checkbox"/> Rent	Mo payment or rent:	How long?
Current Landlord:	Landlord Phone:	
Reason for leaving current residence:		
Do you have a lease? ___NO ___YES	Expiration Date:	Notice Given: ___NO ___YES

PREVIOUS RESIDENCE

Street Address:

City:	State:	ZIP Code:
<input type="checkbox"/> Owned <input type="checkbox"/> Rented	Mo payment or rent:	How long?
Previous Landlord:	Landlord Phone:	

EMPLOYMENT INFORMATION (Applicant)

Current employer:

Employer address:	How long?	
City:	State:	Zip Code:
Supervisor:	Phone:	FAX:
Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Annual income:

If current employment is less than 2 years: Formerly employed by: _____

How Long: _____ Supervisor/Phone: _____

Military Personnel (Applicant)

CURRENT DUTY STATION:	RANK/RATE:
New Duty Station Transferring to:	Report Date:
New Immediate Supervisor:	Command Phone:
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 re: Spouse		
CURRENT DUTY STATION:		RANK/RATE:
New Duty Station Transferring to:		Report Date:
New Immediate Supervisor:		Command Phone:
End of Current Enlistment:		
Additional Income: Amount _____ Source: _____ Applicant need not disclose alimony, child support or separate maintenance income or its source, unless he/she wishes it to be considered for the purpose of the application for tenancy.		
CREDIT INFORMATION & HISTORY (as it applies to Both Applicants) If you answer "Yes" to any of these questions, please provide a detailed explanation		
Do you have any Judgments? ___NO ___ YES Explain		
Have you ever filed for bankruptcy? ___NO ___YES Date Discharged: _____ Explain:		
Have you ever been sued or evicted for nonpayment of rent? ___NO ___ YES Explain		
Have you ever refused to pay rent or not have a lease renewed? ___NO ___ YES Explain:		
Have you ever been rejected for tenancy? ___NO ___YES Explain:		
Have you ever been subject to a foreclosure or short sale? ___NO ___YES Explain:		
Do You Have Any Liens? ___NO ___ YES Explain		
Please list in detail all your outstanding debt. (Monthly payments, child support & alimony.)		
Outstanding Debt	Monthly Payment \$	
Outstanding Debt	Monthly Payment \$	
Outstanding Debt	Monthly Payment \$	
Outstanding Debt	Monthly Payment \$	
Outstanding Debt	Monthly Payment \$	

Bank Information			
Bank:	Acct#:	Type of Account(s): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Bank:	Acct#	Type of Account(s): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Emergency Contact (a person not residing with you)			
Name		Relationship:	
Address:		City/State:	
Email Address:	Home:	Work:	Mobile:
Your Pets			
Do You Have Any Pets? ___NO ___YES	How Many?	Has your pet ever been vicious? __YES __NO	
Type of Pet, Breed, Age, & Approx Weight:			Spayed / neutered? __YES __NO
Automobiles: Number of Automobiles / Trucks: _____			
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 ___NO			
List All Persons who will occupy the rental premises: Number of people who will occupy the property? _____			
* Use a separate piece of paper if additional space is needed*			
Name:	Relationship:	Date of Birth:	
1.			
2.			
3.			
4.			
5.			
6.			
Personal References			
Name	Address:	Phone:	
1.			
2.			
<p>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 Owner of the property is responsible for damages to your personal property. You will be required to add RE/MAX Alliance as an additional insured under your liability section with a minimum liability of \$300,000.</p> <p>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 and verify any information provided. If any applicant withholds or gives false information, this application is considered void and the lease agreement may be terminated by the Owner.</p> <p>If the application is approved and the Applicants do not enter into a lease, any 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 hrs after application approval. Property remains on the market until deposit is received. Application fees are nonrefundable.</p> <p>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.</p> <p>Each Applicant understands that the Agent represents the Owner of the premises. By signing below, each application hereby authorizes verification of the information provided on this form.</p>			
Signature of Applicant			Date
Signature of Spouse			Date

**Applications must be submitted with required application fee in the form of a cashiers check or money order
Payable to: RE/MAX ALLIANCE (Sorry, We Cannot Accept Cash)**