



181 Kings Highway, Suite 209
Fredericksburg, Virginia 22405
Office: 540-372-7272 / Cell 571-436-0445
Fax: 540-372-7221

Property Manager: Email: merlyn.banks@bankspropertymanagement.com
Hours of Business Hours Operation Monday – Friday 9-5pm
Our free-standing drop box is available 24 hours a day & 7 days a week
if you want to drop off the application packet at your convenience

To All Applicant(s):

Please note that all applicants must fill out BANKS Property Management & Sales, Virginia Realtors Application and disclosure forms. Please follow Our Rental Criteria instructions. **NO EXCEPTIONS!** All applications must be completely filled out and submit along with the required Documentation and Fees. Please note all our Rentals, Leases, and Property Management Services are governed under the Fair Housing Act & by the Virginia Residential Landlord Tenant Act.” VRLTA”.

RENTAL CRITERIA REQUIREMENTS IN ORDER TO TIMELY PROCESS YOUR APPLICATION:

Application/s are process within (7) Business Days Monday-Friday. Packet must include the following:

- Application Fee is \$50 per person 18+years. MUST BE PAID "CASHIERS CHECK" ONLY (NO MONEY ORDER/NO PERSONAL CHECK)
- Application Deposit equal to one month's rent – PAID IN CASHIERS CHECK ONLY & (PAID SEPERATELY)
- Valid Department of Motor Vehicle "DMV" Issued Identification or Driver's License
- Employment must be Stable with at least 2 years full-time (Military LES/Current copy of PSC Orders)
- Two (2) recent paystubs within a 30 days or 60 days cycle
- Credit & Background checks
- Current & Past Landlord Verifications
- Pets - Applicants must submit for each Pet (Pictures, License, Shot Records, & Neutered Information, along with the Rental Application for consideration – For properties considering pets) NO EXCEPTIONS!
- All other forms (Smoke Addendum/Landlord Verification, Etc.)

Please note it is imperative that all information included in the Application packet are received for processing i.e. Application Fees, Application Deposit, Paystubs, LES/Orders, Employment Information, Landlord Verification Form, Disclosures forms Etc. & must be completely filled out; failure to provide all documentation, will result in application being rejected.

Agents:

- Note, as part of this criteria, and time is of the essence, upon receipt of the application, BANKS Property Management & Sales (BPM); will contact the agent first to if there are missing documents/info; will also contact the applicant(s) directly, to verify the information provided, to include verification of the income, credit info etc., to complete a fair Process.
- Processing of the Application from receipt of all proper documentations, may takes up to (7) business days Monday-Friday or longer, depending on the property owner's location. *Due to multiple Applications /competing offers*, all applicant must be truthful & honest, and avoid any incomplete information to avoid delays or result in the Application being decline.
- We are obligated to process and present ALL applications offers, until a lease is executed, upon processing & presentation of all applications, our office will notify the applicant's agent of the decision and if further explanation is required, we can discuss with the Applicant directly.
- **Agents: Include your business card/Agency Disclosures** *It is your fiduciary responsibility to ensure your clients information on the application packet are fully completed in accordance with our rental policy.
- We require the original application with the pertinent documents & all fees to our office or in our night drop box.
- **Please do not fax or email your applications as it will not be process without the funds.**

APPLICATION:

- All applicants must fill out BANKS Property Management & Sales (BPM) Rental Application Packet. This is required for each person 18 years of age. Each Applicant must pay the processing fees: In addition, all occupants intended to reside at the property must be listed. Note: if the property you are applying for are in a Homeowners or Condo Association, there may be additional paperwork that you will have to fill out and fees required.
- **Must submit a copy of each Applicant's DMV Issue Driver's License with the application(s) No Exceptions!**



PROCESSING FEE(S):

- Are Non-refundable fees and required for each Applicant (\$50) This is a separate fee payable to BANKS Property Management & Sales. (Cashier's check submitted with the Applications) No Exceptions? No money order/no personal check

APPLICATION DEPOSIT:

- **Deposit must be paid in CASHIERS CHECK, Paid Separately from Application Fee. No Exceptions!** No Money Order/No Personal Checks. must be submitted with the Application packet for processing and payable to BANKS Property Management & Sales (BPM) "Management Company" or as otherwise stated in the MLS listing Payable to Landlord/Owner; Failure to comply, the Application will be considered incomplete and the property will remain on the Active MLS Listing.
- The Application Deposit becomes the "Security Deposit upon acceptance & execution of the Lease, failure to execute the lease within 72 hours of application acceptance or refusal to rent the dwelling after acceptance will allow the Landlord to be entitled to retain part or all of the Application Deposit for actual damages (re-marketing the property until its re-rented.) as outlined in the application Sec:55-248.61) VRLTA.
- The Application Deposit is equal to the advertised rent of one full month's rent. However, an owner may consider an Application due to credit worthiness, with two (2) month's deposit; the maximum allowed by statute.

EMPLOYMENT & INCOME INFO:

- **Net Income requirements are used for each applicant individually; All applicants must prove financial stability and credit, ability to rent the subject property. (Income will be combined if related by blood or marriage)**
- Employment must be 2+ years fulltime with guaranteed income, submit proof of Two (2) recent paystubs within a 30 days or 60 days cycles).
- Transfer of employment must be in the same field of expertise, with at least 2+ years fulltime, proof of signed acceptance & transfer letter from employer.
- Self-Employed-must provide proof recent two (2) years IRS Tax Forms 1040 & all Schedule C Pages; filed with the IRS or with a certified public accountant.
- All Supplemental income will be considered but will not be used as the base salary income requirements.
- Applicant in the SCRA, members (Government contractors/Military Personnel must provide Military Orders & LES or payroll check stubs and any additional documents to assist in verifying employment.

LANDLORD REERENCE:

- All Applicants must please sign the Landlord Release which is included in our rental packet, provide name and phone contact information. Landlord history past and present must be in good standing with at least a minimum of one (1) year of tenancy with favorable compliance to the lease. A Letter from your current or previous Landlord verifying good rental reference may also be submitted for consideration.

CREDIT:

- BANKS Property Management & Sales (BPM) will pull each Applicant's credit report using Transunion Credit agency. We look at the current and past five (5) years payment history with creditors and any unpaid debts will disqualify your application offer.

BACKGROUND CHECKS:

- BANKS Property Management & Sales (BPM) will review all Applicant's background, for criminal /civil convictions/felonies current and past seven (7) years, for any illegal activities, felony of any kind, controlled substances, past or present evictions, pending unlawful detainers, criminal or civil matters pending, or unpaid, against you may disqualify your Application.

APPLICANT WITH BANKRUPTCY/SHORT SALE OR FORECLOSURE SITUATIONS:

- Please note if you are in a current bankruptcy situation it may cause your application to be decline. It is best to wait until you are discharged and have any re-establishment of credit in good faith, since the Bankruptcy.
- If you are in a current in short sale, foreclosure situation, this must be the only default on the credit report.

INCOME REQUIREMENTS USED FOR EACH APPLICANT INDIVIDUALLY, with (Exceptions to Married Couples) is This is the Formula used for each applicant (except for related by blood or marriage) to determine the qualifying income requirements.

- *Advertised Monthly Rent multiply by 30 or 3 = then add 20%; DTI ratio. = Total Qualifying Income*
- **Example Advertised rent of \$1100 x 30=\$33,000 plus 20% Debt ratio=\$39,600 will qualify for an \$1100 rental= income requirement. Net Income is used.**



DEBT TO INCOME RATIO:

- As a guideline, Applicant(s) total debt should not be more than 20% of the total Net Annual Income Cost of Living allowance (COLA).

CO-SIGNORS/GUARANTOR TO LEASE:

- **We may require a cosigner or guarantor** when income & credit is weak, if this is the case, please note: All co-signors/guarantors Must be a Virginia resident and be employed in Virginia
- Cosigners will need to completed the Rental Application Packet and pay the application fee(s).
- Submit income requirement/documentations see employment requirement.
- Required to be on the Lease and sign a separate Guarantor Lease Agreement
- Co-Signor: Net Income is determined by: Taking the property Total Qualifying Income X .3 = Co-signer Income requirement (PLUS- factoring the debt income of 20%)

PETS: If permitted will be in the MLS Listing and require written approval of the Landlord.

- **Applicants must submit for each pet (pictures, license, shot records, & Neutered information, along with the application for consideration)-No Exceptions!**
- All Pets are considered on a case by case basis; Cats are not accepted (see listings to confirm pet weigh etc.)
- An Application can be denied due to the type, weight, of pet, & at the sole discretion of the property owner
- Pet fee(s) are all non-refundable & are per pet, note, there are limit on the pet fee requirement
- Monthly pet fee or non-refundable pet fees; Tenants must pay all fees at the time of occupancy.
- Pet fee/s does not waive any pet damages caused to the owner's property.
- Only the authorized pets are to be on the premises, and if something happens to that pet there will be no replacement of pet(s).

APPLICANT: Understand that BANKS Property Management & Sales (BPM) "the Listing Company" Obligation are too:

- Process all Rental Applications providing proper documentation are submitted, if there are concerns, BPM will contact the Applicant directly if there's a discrepancy on credit, income, etc. before and during processing prior to submittal.
- Present all Rental Applications offers, to the Landlord for Acceptance until the Lease is executed.
- Once the applicant has been notified of acceptance- Lease Doc's must be signed within 72 hours (3) days of receipt.
- If the Application was denied, the Application Deposit will be refunded to Applicant by mail or for pick up at our office.
- The Application Fee will not be returned, as it is a Non-Refundable fee.
- *The decision to accept or reject an applicant will be based on the information obtained from the credit check, background, employment & landlord verifications. All Final decisions rest upon the property owner.

APPLICANT: Applying for our property sign unseen-

- Note that the Applicant/s acknowledge and agree that they are making their sole decision to an application submittal for rental consideration and to leasing the rental property based on A "Sight Unseen "Applicant(s) mean the Applicant made Application and did not personally view the property prior to making Application, and may have their Realtor Agent, relative or friend whom they trusted previewed the premises, taken pictures etc. for them on their behalf. It is understood upon acceptance of the Rental Application. That Applicants will become Tenants upon the execution of the Deed of Lease a binding legal contract between the Tenant/s and landlord/s, and said tenant/s will be solely, jointly and several responsible for the lease. Any refusal or failure to take possessions upon tenant's actual seeing the said premises or refusing to oblige to the lease premises will cause the tenants security deposit to be forfeited. The Tenants will be held accountable and responsible solely, jointly and several for the lease premises and all obligations to the Lease. Failure to take occupancy of the property Tenants will be held rent payments and lease responsible i.e. Utilizes and property maintenance until a new tenant is procured. In addition, all advertising fees, and re-leasing fees will be the charge to Tenant. It is further agreed that the condition to sign the Lease and obligations to lease said premises is not conditioned on any Landlord repairs or improvements and that tenants will indemnify, the Managing Agent, Property Owner, Realtor, and said Property from any and all liabilities in this regard.

APPLICATION ACCEPTANCE:

- Failure to execute the Lease within 72hrs of approval & receipt of lease documents, Landlord may make certain deductions against the deposit or forfeit for damages, being that the property was taken off the market.
- Applicant have no Leasehold interest until the Lease is executed and ratified
- Tenant(s) solely responsible to obtain info on the property, i.e. HOA i.e. parking decals, utilities, trash etc.
- Tenant must email Management proof of all utilities connection & services prior to obtaining keys & occupancy i.e. Home Owner Association (HOA) Tenant Parking/Registration/Initiation fees, Electricity, Gas, Water, Fuel, Trash, and Tenant to pay for any necessary deposits.
- **All of our Rental Properties are NON-SMOKING!** Please sign the Smoke Addendum included in the Application Packet.
- Tenant to email Proof of Renters Insurance as a mandatory requirement on or before occupancy date.



REQUIRED PRIOR TO OCCUPANCY:

- Tenant will have the opportunity to set up an online tenant portal prior to move in & pay all Funds online, Or in person upon key /delivery by Certified Funds, PAYABLE to BANKS Property Management & Sales "Management Company".
- Pay all Rent (Prorated /First month &, Pet fee(s)
- Proof of all utilities Connections-email management confirmation of all utilities will be fine
- Renters Insurance: Required liability/renter's insurance-Proof required on or before obtaining keys/occupancy.
- Utilities Confirmation: All utilities are connected and effective on the date of lease commencement-proof required prior to occupancy. i.e. Email our office all utilities connection/confirmation

INFORMATION THAT MAY CAUSE AN APPLICATION TO BE DECLINED

Based on our rental guidelines, an applicant may be declined due to the items listed below. Please note under the Fair Credit Reporting Act: All applicants have the right to a free copy of their credit report (s) from the reporting agency that provided the report, you must request it no later than 60 days after you receive notice from our office. In addition, if you find that any information reported to you is inaccurate or incomplete, you have the right to dispute the matter with the credit reporting agency by contacting: Trans-Union – 1-800-883-4213.

- Insufficient income requirements;
- Background checks with last (7) years of history
- Falsification of the information provided by applicant/s on the application
- Unable to provide proof of government issued identification (Department of Motor Vehicle "DMV" Issued Identification or Driver's Licenses)
- Derogatory credit (Garnishment, Repossession, Liens, Fraud, Collections, unpaid Judgments, Civil Actions, Evictions)
- New employment less than 1 year or Irregular or Unstable employment.
- Not having current or past landlord references or unable to contact landlord
- Late Rental History not current at the time of application.
- Current Lease term not fulfilled at the time of application.
- Rental History Past or present filing of unlawful detainers, Poor Rental payment, NSF, Late payments, Property damages, Lease Violations, Pet/Animal Violation, unpaid balances.
- Unable to verify employment or landlord references
- Excessive and Unpaid Medical and Student loans debts
- Excessive obligations to debts past or present in relation to income
- Making an application contingent upon repairs that an owner has not approved in writing or is not willing to do
- Incomplete application i.e. Processing Fees/Application Deposit, information, required not included in Application
- Multiple late payments to creditors, landlords, having unauthorized pet on premises, illegal or unlawful activities to past or present rental premises

NOTICE: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (with certain limited exceptions); because all or part of the applicant's income derives from any public assistance programs; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. Applicants will be notified verbally and in writing if the application has been denied due to poor credit or credit unworthiness.

APPLICANT RELEASE & CONSENT: Applicant(s) hereby agree and understood that the Applicant understand BANKS Property Management & Sales (BPM) screening process and hereby release consent to BANKS Property Management & Sales (BPM) through its designated Agent, Broker, Landlord, and its Employees, to obtain & verify applicants credit, income, landlord & background information, and may contact applicant directly, to verify any concerns provided on the rental application on credit, income, background/landlord information, for the purpose of confirming such information prior to Application submittal to lease a rental property. It is further understood that Applicant give full consent to release all information to BANKS Property Management & Sales (BPM), from any credit agency to the property owner/landlord, Broker, Agent, Co-Broker Agency, Firm, to determine if Applicant has met the qualification requirement described in this rental criterion to lease a rental property and to review and determine applicant(s) credit worthiness in renting a property. Applicant further agreed and indemnify and hold harmless, BANKS Property Management & Sales from any and all claims & liability in regards to the landlord decision if applicant was denied base on the rental criteria policy in determining whether or not to lease a rental property. In further, Applicant hereby consent and allow BANKS Property Management & Sales to review all credit information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.



By signing below, this is to certify that the Applicant(s) and his/her agent has reviewed and understand BANKS Property Management & Sales rental selection criteria requirements and hereby acknowledge permission by signing below.

Applicant/Date

Applicant/Date

Applicant/Date

Applicant/Date

Applicant Agent/Realtor: Acknowledged he/she has Reviewed this Criteria with Applicant

Listing Company/BANKS Property Management & Sales /Date



Office is Independently Owned and Operated





**VIRGINIA ASSOCIATION OF REALTORS®
APPLICATION FOR RESIDENTIAL LEASE**

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

The property will be shown and made available to all persons without regard to any protected class under federal, state or local fair housing law or regulations, or the REALTOR® Code of Ethics.

This Application for Residential Lease (the "Application") is made as of _____, 20____ by and between _____ ("Applicant") and _____ ("Landlord") through _____ BANKS Property Management & Sales ("Listing Broker" or "Agent," who represents Landlord), and _____ ("Leasing Broker"), who does OR does not represent Applicant. If Listing Broker is engaging in dual or designated agency, a separate consent agreement has been entered into by Listing Broker and Applicant.

Applicant hereby applies for a residential dwelling unit (the "Dwelling Unit") located at _____, Virginia, in the City/County of _____, for occupancy commencing on _____ at an initial monthly rent payment of _____ Dollars (\$_____). **All persons over the age of 18 who will reside in the Dwelling Unit must complete this Application.**

PLEASE FILL IN ALL INFORMATION COMPLETELY

1. Applicant Information.

	Applicant #1	Applicant #2	Applicant #3
Name			
SSN/ITIN			
Date of Birth			
Home #			
Work #			
Cell Phone #			
Email Address			
Present Address			
Rental Amount			
Years			
Landlord			
Landlord Address			
Landlord Phone			
Previous Address			
Rental Amount			
Years			
Landlord			

	Applicant #1	Applicant #2	Applicant #3
Landlord Address			
Landlord Phone			
Presently Employed By			
How long?			
Position			
Salary (Wk., Mo., Yr.)	\$	\$	\$
Supervisor			
Telephone			
Formerly Employed By			
How long?			
Supervisor			
Other Occupants: Name/Age/Relationship			
Email Address:			

2. Vehicle Information:

	<u>Applicant #1</u>	<u>Applicant #2</u>	<u>Applicant #3</u>
Number of Vehicles			
Make			
Model			
License #			

3. Animals:

	<u>Animal #1</u>	<u>Animal #2</u>	<u>Animal #3</u>
<u>Name of Animal</u>			
Type			
Breed			
Color			
Weight			

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

	<u>Applicant #1</u>	<u>Applicant #2</u>	<u>Applicant #3</u>
Branch			
Rank			
Outfit			
Telephone			

5. Other Income You Would Like Landlord to Consider:

	Applicant #1	Applicant #2	Applicant #3
Amount (Wk., Mo., Yr.)	\$	\$	\$
Source			

6. Bank or Savings Accounts:

	Applicant #1	Applicant #2	Applicant #3
Bank Name/Address Account No. Type of Account			
Bank Name/Address Account No. Type of Account			
Bank Name/Address Account No. Type of Account			

7. In Case of Emergency Notify:

	Applicant #1	Applicant #2	Applicant #3
Name			
Address			
Phone			
Relationship			

8. Rental and Credit History:

a. Reason for leaving current residence:

Applicant #1	Applicant #2	Applicant #3

b. Have you ever been rejected for tenancy? If Yes, please explain:

Applicant #1	Applicant #2	Applicant #3
<input type="checkbox"/> Yes / <input type="checkbox"/> No 	<input type="checkbox"/> Yes / <input type="checkbox"/> No 	<input type="checkbox"/> Yes / <input type="checkbox"/> No

c. Have you 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? **If so, please give details, and the status of any pending actions:**

Applicant #1	Applicant #2	Applicant #3
<input type="checkbox"/> Yes / <input type="checkbox"/> No 	<input type="checkbox"/> Yes / <input type="checkbox"/> No 	<input type="checkbox"/> Yes / <input type="checkbox"/> No

d. Have you ever filed for bankruptcy? If so, please give dates of filing and status of case:

Applicant #1	Applicant #2	Applicant #3
<input type="checkbox"/> Yes / <input type="checkbox"/> No 	<input type="checkbox"/> Yes / <input type="checkbox"/> No 	<input type="checkbox"/> Yes / <input type="checkbox"/> No

e. Please give the names and phone numbers for three references:

Applicant #1	Applicant #2	Applicant #3
Name: _____ Phone #: _____	Name: _____ Phone #: _____	Name: _____ Phone #: _____
Name: _____ Phone #: _____	Name: _____ Phone #: _____	Name: _____ Phone #: _____
Name: _____ Phone #: _____	Name: _____ Phone #: _____	Name: _____ Phone #: _____

9. 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 for a crime that involved harm to any other person or property, or moral turpitude? **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.**

Applicant #1	Applicant #2	Applicant #3
____ Yes / ____ No	____ Yes / ____ No	____ Yes / ____ No

10. SERVICEMEMBERS: For purposes of this Section 10, a "Servicemember" is defined as a member of the armed forces of the United States or a member of the Virginia National Guard serving on fulltime duty or a Civil Service technicians with a National Guard unit, and "Military Orders" is defined as: (i) a permanent change of station orders to depart thirty-five miles or more (radius) from the location of the Premises; (ii) temporary duty orders in excess of three months' duration to depart thirty-five miles (radius) from the location of the Premises; (iii) a discharge or release from active duty with the armed forces of the United States or from full-time duty or technician status with the Virginia National Guard; or (iv) an order to report to government-supplied quarters resulting in the forfeiture of basic allowance for quarters.

Applicant #1	Applicant #2	Applicant #3
Are you currently a Servicemember?_ ____ Yes / ____ No	Are you currently a Servicemember?_ ____ Yes / ____ No	Are you currently a Servicemember?_ ____ Yes / ____ No
If Yes, do you currently have any pending Military Orders? ____ Yes / ____ No	If Yes, do you currently have any pending Military Orders? ____ Yes / ____ No	If Yes, do you currently have any pending Military Orders? ____ Yes / ____ No

11. CHECK IF ANY APPLICANT OWNS: ____CAMPER ____MOTORCYCLE ____BOAT ____TRUCK ____TRAILER

12. APPLICATION FEE/THIRD PARTY COSTS/APPLICATION DEPOSIT: Each Applicant must pay at the time this Application is made the following, non-refundable amounts: i) an Application Fee in the amount of _____, and (ii) payment for third party costs incurred by Landlord in the amount of _____. In addition, the Applicant must pay an Application Deposit in the amount of _____ at the time this Application is made, which may be refundable to Applicant, in accordance with Section 13 of this Application. The Application Deposit will convert into the Security Deposit on the Commencement Date of the Lease.

13. OBLIGATION TO ENTER INTO LEASE/ 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 denied by Landlord, the Application Deposit shall be refunded to Applicant. 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 and expenses as provided in Section 55-248.6:1 of the Virginia Residential Landlord Tenant Act (“VRLTA”).

14. GUARANTY. Please provide the following information if the Lease will be guaranteed, in accordance with the Rental Selection Criteria of Listing Broker or Landlord.

Name of Guarantor : _____
Relationship: _____
SSN/ITIN: _____
Date of Birth: _____
Address: _____

Phone Number: _____

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. APPLICANT INVESTIGATION: Applicant should exercise whatever due diligence Applicant deems necessary with respect to information on the Dwelling Unit, including without limitation, mold, lead-based paint, pests or insects, and any sexual offenders registered under Chapter 23 (sec. 19.2-387 et seq.) of Title 19. Information regarding registered sex offenders 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. Upon Applicant’s request, Landlord will provide Applicant with a copy of the Lease for review.

16. INFORMATION CORRECT: Each Applicant hereby certifies that the information contained in this Application is true and correct to the best of Applicant's knowledge and belief. Each 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.

17. OTHER PROVISIONS:

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

APPLICANT #1 SIGNATURE

Date: _____

Type of ID: _____

Copy of Photo ID: ___Yes / ___No

APPLICANT #2 SIGNATURE

Date: _____

Type of ID: _____

Copy of Photo ID: ___Yes / ___No

APPLICANT #3 SIGNATURE

Date: _____

Type of ID: _____

Copy of Photo ID: ___Yes / ___No

SIGNATURE OF GUARANTOR: _____

Date: ___/___/___

SIGNATURE OF GUARANTOR: _____

Date: ___/___/___

SIGNATURE OF GUARANTOR: _____

Date: ___/___/___

The undersigned acknowledges the receipt of the following fees and deposits:

Applicant #1	Applicant #2	Applicant #3
Application fee:\$ _____	Application fee:\$ _____	Application fee:\$ _____
Check No. _____ or Cash _____	Check No. _____ or Cash _____	Check No. _____ or Cash _____
Third Party Costs:\$ _____	Third Party Costs:\$ _____	Third Party Costs:\$ _____
Check No. _____ or Cash _____	Check No. _____ or Cash _____	Check No. _____ or Cash _____

An Application Deposit in the amount of \$ _____, paid by check number _____, or cash _____ which shall be deposited in the Landlord or Agent's escrow account within five (5) business banking days after the approval of this Application, if approved.

SIGNATURE OF Recipient: _____
Date: ____/____/____

Leasing Broker's Address: _____
Phone number: _____ Cell phone or pager number: _____
Email: _____

OFFICE USE ONLY	
Application Received: Date _____	Time _____
Application Reviewed By _____	
Accepted <input type="checkbox"/>	Rejected <input type="checkbox"/> Withdrawn <input type="checkbox"/> Applicant notified: Date _____ Time _____
DISCLOSURES: If applicable, Applicant has been provided with the following disclosures	
_____ Military Air Installation	
_____ Defective Drywall	

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**DISCLOSURE OF BROKERAGE RELATIONSHIP
FOR UNREPRESENTED PARTY(IES)**

The undersigned unrepresented party(ies) do hereby acknowledge disclosure that the licensee _____ (Broker or Salesperson) associated with _____ (Brokerage Firm) represents only the following party in a residential real estate transaction for the sale or lease of _____ (Property):

- Seller(s) OR Landlord(s)
 Buyer(s) OR Tenant(s)

SELLER/LANDLORD

BUYER/TENANT

Print Name

/_____
Date Signature

Print Name

/_____
Date Signature

SELLER/LANDLORD

BUYER/TENANT

Print Name

/_____
Date Signature

Print Name

/_____
Date Signature



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 Fredericksburg, VA 22405
 Tel: (540) 372-7272
 Fax: (540) 372-7221
 Email: Merlyn.Banks@bankspropertymanagement.com
www.bankspropertymanagement.com

RENTAL /LANDLORD VERIFICATION

Applicants (s) Names(s) _____

Current Address: _____

Names and address of Current Landlord/Management Company _____

I/We authorize our current Landlord or Management Company to release the following information regarding our rental history at the above reference property.

Applicant Signature/Date _____

Applicant Signature/Date _____

FOR LANLORD USE ONLY***APPLICANT*****DO NOT COMPLETE THE BELOW*******

Date of Occupancy Rented? From: _____ to: _____ : Monthly Rent \$ _____

Paid as Agreed? Yes _____ No _____ Number of times late? Over (30) days _____

Any Pets? Yes _____ : No: _____ Any complaints on Pets?: Yes _____ /No _____

Smoking?: Yes _____ /No _____ Property Notice Given?: Yes _____ /No _____ No Comment: _____

Any property Damages? Yes _____ No _____ : Will you re-rent to this Tenant Again? Yes _____ No _____

Other information you wish to Share: _____

Landlord Signature/Date _____

We appreciate your time, please Fax: (540) 372-7221 or Email: Merlyn.Banks@bankspropertymanagement.com

BANKS Property Management & Sales®

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SMOKE ADDENDUM TO LEASE

This Addendum is made on this day _____ by and between BANKS Property Management & Sales also knowns as managing agent, and _____ (applicant who has made application to become Tenants of the Property) and _____ (Property Owner/Landlord) For the premises known as _____

It is hereby understood by all parties that the above reference property are a smoke free environment, therefore no smoking of any kind shall be permitted inside the premises/residence or other buildings included in this lease.

This restriction applies to tenants and their guests or visitors. If tenant and/or guests, invitees, visitors smoke out of doors, care must be taken with disposal of cigarettes, cigars or pipe residue to avoid litter or fire hazard.

Note that smoke damages can result from the use of candles, Incense or plug-In air fresheners. The tenant shall be fully responsible for any type remediation to the interior of the premises and exterior for any smoke related damages to include unauthorized cigarette/cigar/pipe, grease fire, candles, plugs in air fresheners etc.

Tenant/Date

Tenant/Date

Tenant/Date

Tenant/Date

Landlord/Managing Agent

