



5127 E. Virginia Beach Blvd.
Norfolk, VA 23502
(757) 466-9372 office | (757) 466-8500 fax
info@realtyspecialistsva.com
www.realtyspecialistsva.com

Rental Application

NON-REFUNDABLE APPLICATION FEE: \$40 PER APPLICANT

The undersigned hereby makes an application to rent _____ at a monthly rental rate of \$_____, minimum security deposit of \$_____, and the anticipated move in date of _____.

PLEASE TELL US ABOUT YOURSELF (Co-applicants must complete separate application form)

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated

Full Name: _____
Last First Middle

Date of Birth (DOB): _____

Social Security Number (SSN): _____

Email Address: _____

Home Phone: _____ Other Phone: _____

Other Occupants: (Everyone over age 18 must complete an application)

(1) _____
Name DOB SSN Relationship

(2) _____
Name DOB SSN Relationship

(3) _____
Name DOB SSN Relationship

(4) _____
Name DOB SSN Relationship

Are any changes in household composition anticipated in the next 12 months? ☐ Yes ☐ No

If yes, please explain: _____

RESIDENTIAL HISTORY

Current
Address: _____ Apt. # _____ Rent Amount: \$_____ Date From: _____ Date To: _____
Street Name

City State Zip Code (required) Landlord's Name/Phone #: _____

Landlord's Address: _____
Reason For Moving



RESIDENTIAL HISTORY (Continued)

Previous
Address: _____ Apt. # _____ Rent Amount: \$ _____ Date From: _____ Date To: _____
Street Name _____
City _____ State _____ Zip Code (required) _____ Landlord's Name/Phone #: _____
Reason For Moving _____ Landlord's Address: _____

EMPLOYMENT INFORMATION

Employer: _____ Address: _____ Phone Number: _____
How Long Employed: _____ Occupation: _____ Supervisor: _____
Salary: _____ ☐ Week ☐ Bi-Week ☐ Month ☐ Year Add'l Income: _____ Source: _____
If Military, Complete Following: (Attach a copy of orders and LES)
Duty station: _____ Rank/Rate: _____ End of current Enlist: _____
Commanding Officer: _____ Phone: _____ Next Rotation Date: _____

CREDIT AND BACKGROUND INFORMATION

Do you have any judgments/collection accounts? ☐ Yes ☐ No
If yes, please explain: _____
Have you filed for bankruptcy within the past two years? ☐ Yes ☐ No
If yes, please explain: _____
Have you ever been evicted? ☐ Yes ☐ No
If yes, please explain: _____
Have you paid your rent late more than twice in a year? ☐ Yes ☐ No
If yes, please explain: _____
Have you ever been convicted of a crime? ☐ Yes ☐ No
If yes, please explain: _____
Name of Bank: _____ Account Type: _____ Account Number: _____
Name of Bank: _____ Account Type: _____ Account Number: _____



OTHER INFORMATION

Driver's License #: _____ State: _____ Expires: _____

Vehicle Model/Color: _____ Year: _____ License Plate #: _____

Vehicle Model/Color: _____ Year: _____ License Plate #: _____

Emergency Contact Person:

Name: _____ Phone: _____ Relationship: _____ Address: _____

Name: _____ Phone: _____ Relationship: _____ Address: _____

The owner of the unit you are applying for carries insurance on the building only. You will be required to obtain renters insurance on your personal belongings, as well as loss of use coverage. The agent and the owner of the property are **NOT** responsible for damage to your personal property.

By signing below, you certify the foregoing information is true and accurate to the best of your knowledge. The agent or owner has my consent to investigate my credit history and verify credit, employment, and rental or income references. In the event applicant withholds information or gives false information, this application and the lease agreement may be terminated by the Agent/Owner.

You understand and agree that you are applying for the property subject to the terms and conditions of the Agent's governing Tenant Screening Guidelines. You hereby acknowledge that you have been given an opportunity to inspect these guidelines, which include pet criteria and fees, maximum number of allowable occupants, and credit and income guidelines. You understand that your application fee and deposit, if any, will be non-refundable if you are approved for the rental unit, but decide not to rent the property. You further agree that neither Owner nor Agent have made any promises or agreed to any conditions which are not in writing and acknowledge that no special conditions or repairs will be made to the property unless they are contained in the lease agreement.

You will be required to sign a lease and/or pay your security deposit in certified funds within 24 hours after your application has been approved. If you fail to do so, the unit will be placed back on the rental market. If this application is approved, you will have fifteen (15) days from the approval date to sign the lease agreement. If you decide not to rent the property and /or sign the lease agreement (due to no fault of Agent/Owner), any security deposit and /or pet deposit will be forfeited. You will also be required to pay your first month's rent in certified funds at the time you receive keys to the property.

THIS FORM MUST BE READ AND SIGNED BEFORE YOUR APPLICATION IS PROCESSED. TO AVOID DELAYS, BE SURE ALL INFORMATION IS COMPLETE.

Applicant/Resident Signature

Print Name

Date





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Release and Consent

In consideration of Realty Specialists' review of my rental/renewal application, I hereby voluntarily consent to and authorize Realty Specialists to obtain information with regards to my qualification as a resident of this property.

I/We authorize all persons and organizations that may have information relevant to my residency to disclose such information to Realty Specialists. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original, which will be on file and will remain in effect for one year from the date signed.

GROUPS OR INDIVIDUALS WHO MAY BE ASKED TO RELEASE INFORMATION

Past and present employers	Welfare agencies	Educational institutions
Police department official records	State unemployment agencies	Veterans Administration
Child support and alimony providers	Social Security Administration	Credit bureaus
Retirement systems/administrations	Medical and childcare providers	Banks and other financial institutions
Previous and present landlords		

Applicant/Resident Signature

Print Name

Date

Co-Applcant/Resident Signature

Print Name

Date

Other Adult Member of Household

Print Name

Date

Other Adult Member of Household

Print Name

Date





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Rental Reference Request

I/We certify that the information given is complete, true, and correct. I/We hereby expressly authorize Realty Specialists to verify the accuracy and correctness of these statements, to communicate with my employer and creditors, and to procure other such information which you may require to evaluate this application. A misrepresentation or omission shall entitle Landlord or his Agent to immediately cancel the rental agreement and require the applicant to vacate immediately and forfeit any rent or security deposit. Realty Specialists represents the owner as managing agent.

RENTAL REFERENCE REQUEST

Signature: _____ Signature: _____

Name: _____ Name: _____
Please Print Please Print

SSN: _____ SSN: _____

Address: _____

1. Is tenant under a current lease? _____ Has/Did tenant give(n) proper notice? _____
Lease expired(s) _____

2. Amount of rent: \$ _____ # of late payments in last 12 months: _____
Did you ever have to file an Unlawful Detainer in court? ☐ Yes ☐ No # of times: _____

3. Do/Does the tenant have an outstanding balance with you? ☐ Yes ☐ No
Current payment arrangement (if applicable)? _____

4. Were there any sanitation, housekeeping, or property condition issues during the tenancy that resulted in lease violations, property damage, pest infestation, or health or safety concerns? ☐ Yes ☐ No

If yes, please explain: _____

5. Did you require the tenant to vacate? ☐ Yes ☐ No

If yes, please explain: _____

6. Is the tenant eligible for lease renewal or re-rental? ☐ Yes ☐ No If no, please explain: _____

7. Any complaints about this tenant? ☐ Yes ☐ No If yes, please explain: _____

8. Other comments: _____

Signature

Title

Date





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Rental Application Instructions

QUALIFICATION CRITERIA

Prior to submitting your application, we ask that you carefully review the following tenant qualification criteria:

1. **Complete Rental Application Form:** The form must be completely filled out before it can be processed. Missing information will result in delays. All occupants 18 years of age or older must complete an application, pay the application fee and are required to be on the lease as a resident.
2. **Nonrefundable Application Fee:** There is a nonrefundable \$40 application fee per adult applicant. This fee is paid separately from any deposit. Married couples are considered separate applicants, and each must fill out an application and submit the application fee (\$50 for a married couple). Only money orders or cashier's check payable to Realty Specialists are acceptable.
3. **Income:** Income must be at least three (3) times the monthly rent amount. Married couples and residents over 18 may combine income. Three (3) consecutive paystubs are required to verify income. If self-employed or retired, we will require two (2) recent bank statements or other sources of verifiable income (e.g. social security, child support, disability, retirement, tax returns).
4. **Photo ID:** All applicants must provide a government issued photo ID, such as a driver's license or passport, for viewing and applying for rentals. Please provide a copy of your driver's license or government-issued photo ID with your application.
5. **Credit:** A credit report will be processed. All credit situations will be considered on a case- by-case basis. Some general guidelines include Fico score above 550, bankruptcies (Chapter 7 or 13), landlord collections, outstanding judgments, rental collections and seriously delinquent or past due accounts.
6. **Criminal History:** We abide by principles of equal opportunity and welcome all responsible renters into our homes. If you have been convicted of a felony within the last 10 years involving drug manufacture or sales, or a violent crime (such as murder, rape, arson), your application to rent will be denied. Applicants registered as sexual offenders will also be denied.
7. **Rental History:** Rental history will be verified for each applicant. A minimum of 1-year verifiable rental history is required. Prior evictions may result in an automatic denial of the application.

APPLICATION SUBMITTAL

We must receive your completed application, the application fee and all required documents to process your application. Incomplete applications (or applications with missing documents) will not be processed. The following items are required before an application is processed:

Rental Application Form	Income Documentation
Nonrefundable Application Fee	Photo Identification

These documents should be mailed, delivered or emailed to:

- Realty Specialists
5127 East Virginia Beach Blvd.
Norfolk, VA 23502
- info@realtyspecialistsva.com

