



# Rental Application

360 Maple Avenue West Suite D Vienna, VA 22180 choiceproperty.us 703-760-8909

This Rental Application is an offer to rent. The Deed of Lease, which is a separate document, is a legally binding contract.

It is unlawful to discriminate on the basis of race, color, religion, national origin, sex, elderliness, familial status or handicap. It is unlawful to discriminate against all classes protected by the laws of any applicable local jurisdictions and the REALTOR (R) Code of Ethics. This Rental Application will be processed in accordance with Occupancy Laws. Upon the receipt of the completed application, supporting documents and applicable checks, it will take 3 – 5 business days to process the application. The showing agent’s name is:

\_\_\_\_\_.

### OFFER TO RENT

\_\_\_\_\_ ( Applicant 1) and \_\_\_\_\_(Applicant 2)

offer to lease the property address known as \_\_\_\_\_,  
 (“Premises” ), for \_\_\_\_\_ year(s) and \_\_\_\_\_ month(s) beginning \_\_\_\_\_, 20\_\_\_\_\_, for the  
monthly rent of \$ \_\_\_\_\_ payable in advance on the first day of each month. Today’s date (Offer  
Date) is \_\_\_\_\_, 20\_\_\_\_\_.

### CONDITIONS

A non-refundable processing fee of **\$45.00 per Applicant** is included with this Rental Application. Processing may take up to 5 business days to complete. **AN EARNEST MONEY DEPOSIT OF \$ \_\_\_\_\_ (“Deposit”)** in certified funds is required within three (3) days of the acceptance of the Application. The Deposit will be credited to amounts owed to the Landlord no later than five (5) business banking days after it is received.

#### CONTACT NUMBERS: APPLICANT 1

Cell #: \_\_\_\_\_

Home #: \_\_\_\_\_

Work #: \_\_\_\_\_

Email: \_\_\_\_\_

#### APPLICANT 2

Cell #: \_\_\_\_\_

Home #: \_\_\_\_\_

Work #: \_\_\_\_\_

Email: \_\_\_\_\_

#### OFFICE USE ONLY

Application Received By: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_ Accepted  Rejected  Withdrawn

Applicant of Agent notified Date \_\_\_\_\_ Time \_\_\_\_\_

**The following items must be attached to the Rental Application for processing:**

- 1) **A copy of Latest Pay Statements/Stubs**
  - a. Military Personnel must submit a copy of LES and orders
  - b. Self-employed or persons with tip income must also submit Last 2 years' Form 1040
- 2) **Copy of each applicant's driver's license or passport**
- 3) **Rental Application Fee of \$45.00 per applicant**

**APPLICANTS AGREE AND UNDERSTAND THAT:**

1. This Rental Application consists of 8 (eight) pages which must be completed in full. Incomplete or missing information will result in delay of a decision. Willful misrepresentation may be grounds for invalidating a Lease.
2. **Occupancy is subject to possession being delivered by the present occupant(s).**
3. **All maintenance requests submitted prior to and/or after Tenant move in, will have to be approved by Landlord. Landlord has the right to refuse any unnecessary and/or cosmetic repairs. The property is accepted "As Is" unless otherwise noted below or by attachment.**
4. This Rental Application, each occupant and each pet are subject to acceptance and approval by the Landlord. Only those persons listed in the Rental Application are to live on Premises.
5. The Listing Company is obligated to present all Rental Applications to the Landlord until the Lease is signed.
6. Landlord and Landlord's Agent may rescind acceptance and resume marketing the Premises at any time until the Lease is signed.
7. Applicant has no Leasehold interest until the Lease is signed.
8. **Any move-in fees, procedures and deposits are the responsibility of the Applicant.**
9. Applicant is responsible for obtaining Renter's Insurance prior to occupancy.
10. **All utilities must be transferred under the Tenant's name prior to occupancy.**
11. Once a Deed of Lease is offered by Landlord/Agent, Applicants are required to sign the Deed of Lease within **three (3)** business days or priority of placement will be forfeited.
12. If Landlord and Applicant(s) cannot agree on terms, the Deposit will be returned.
13. Prior to move-in date, the security deposit and pet deposit, as specified in the Deed of Lease, are due and payable.

I/We agree to the above conditions and authorize Choice Property Management & Services to verify any information contained in this Rental Application and to perform any credit or investigative inquires necessary in properly evaluating this Rental Application and any renewal. If any information is found to be false or misleading, the Rental Application may be rejected. I/We also hereby authorize current and past employers and current and past landlords to release information about my work and my rental history.

**Applicant 1:** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant 2:** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICANT 1			APPLICANT 2		
Name			Name		
Date of Birth		Social Security Number	Date of Birth		Social Security Number
LANDLORD INFORMATION (Current Landlord)					
Current Street Address			Current Street Address		
City	State	Zip	City	State	Zip
Lived From:	To:	\$	Lived From:	To:	\$
Dates of Occupancy		Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>	Dates of Occupancy		Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>
Landlord/Management/Mortgage Co. Name			Landlord/Management/Mortgage Co. Name		
Phone #		Fax #	Phone #		Fax #
Reason For Moving			Reason For Moving		
LANDLORD INFORMATION (Previous Landlord)					
Previous Street Address			Previous Street Address		
City	State	Zip	City	State	Zip
Lived From:	To:	\$	Lived From:	To:	\$
Dates of Occupancy		Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>	Dates of Occupancy		Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>
Landlord/Management/Mortgage Co. Name			Landlord/Management/Mortgage Co. Name		
Phone #		Fax #	Phone #		Fax #
Reason For Moving			Reason For Moving		
Current Employment Information for Applicant # 1			Current Employment Information for Applicant # 2		
Current Company Name			Current Company Name		
Income \$		/year	Income \$		/year
Dates of Employment		From: To:	Dates of Employment		From: To:
Your Position/Rank			Your Position/Rank		
Supervisor Name:			Supervisor Name:		
Phone #		Fax #	Phone #		Fax #
Previous Employment Information for Applicant # 1			Previous Employment Information for Applicant # 2		
Previous Company Name			Previous Company Name		
Income \$		/year	Income \$		/year
Dates of Employment		From: To:	Dates of Employment		From: To:
Your Position/Rank			Your Position/Rank		

Supervisor Name:		Supervisor Name:	
Phone #	Fax #	Phone #	Fax #
<b>ADDITIONAL INCOME</b>		<b>ADDITIONAL INCOME</b>	
\$ /year		\$ /year	
Source	Amount	Source	Amount

**Do you have animals? LIABILITY COVERAGE IS REQUIRED FOR DOGS.**

TYPE	BREED	COLOR	NAME	AGE	WEIGHT	M/F	NEUTURED/DECLAWED

Only the pets listed above are authorized to live in Premises upon approval. Leaving the above area blank serves as acknowledgement that there will not be any pets on Premises.

VEHICLE TYPE, MAKE, MODEL	STATE	VEHICLE TYPE, MAKE, MODEL	STATE

**ADDITIONAL INFORMATION**

- Do you plan to bring a waterbed or aquarium into the Premises?  YES  NO
- Do you intend to smoke or permit smoking in the Premises?  YES  NO
- Do you intend to have a gas or charcoal grill on the Premises?  YES  NO
- Do you anticipate any guests staying over 14 day period in the Premises?  YES  NO

**PLEASE ANSWER**

- |   | <u>APPLICANT 1</u>                                       | <u>APPLICANT 2</u>   |
|---|--|--|
| 1. Have you ever filed for bankruptcy?              | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 2. Have you ever been evicted?                      | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 3. Do you have any judgments?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 4. Have you had a foreclosure?                      | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 5. Are you party to a lawsuit?                      | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 6. Do you pay alimony or child support?             | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 7. Are you a co-signer for a loan or another lease? | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 8. Have you ever had a Rental Application rejected? | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 9. Do you own any additional properties?            | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 10. Will you require a visual smoke detector?       | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 11. Are you entitled to diplomatic immunity?        | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 12. How would you rate your credit?                 | _____  | _____  |

If you answered yes to any of the questions above please elaborate:

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**DEBTS (List major loans or credit card debt)**

	APPLICANT 1	APPLICANT 2
Type of Debts (List all)		
Total Balance		
Total Monthly Payment		

**ASSETS (Submit supporting documentation if necessary for qualification)**

	APPLICANT 1	APPLICANT 2
Type of Assets (List all)		
Total Value		

**OTHER OCCUPANTS OF THE PREMISES**

(Occupants over 18 must submit separate Rental Applications.)

LAST NAME	FIRST NAME & M.I.	M/F	D.O.B.	LENGTH OF STAY	RELATIONSHIP

Only the occupants listed above are authorized to live in Premises upon approval. Leaving the above area blank serves as acknowledgement that there will not be any additional occupants on Premises.

**DESIGNATED CONTACTS (Someone who knows how to reach you) OR NEXT-OF-KIN**

1. \_\_\_\_\_

Name Relationship

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Telephone Address City State Zip

2. \_\_\_\_\_

Name Relationship

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Telephone Address City State Zip





**APPLICATION FEE PROCESSING**

The application fee is \$45.00 per applicant. If you wish to pay by a credit card, please click on the link below. If the payment is not received by Choice Property Management, your application will not be accepted and will not be processed.

**Application Fee**

I made the required application fee payment and I am submitting my rental application for processing.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Once completed, please save your completed application and email it along with copies of each applicant's latest pay statements/stubs and driver's license or passport to:

**[rentals@choiceproperty.us](mailto:rentals@choiceproperty.us)**