



Commercial Lease Application

3905 N. Railroad Avenue, Suite 101 Fairfax, Virginia 22030 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 **\$60.00 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Application Reviewed By: _____ Accepted Rejected Withdrawn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: _____



OCCUPANT(S)

Company _____

Address (Main Office) _____

Number Street City State Zip

DBA _____ Sole Prop Partnership Corp.

Corp. No. _____ Year Established _____

Employer ID# _____ Number of Employees _____

Type of Business _____

Gross Annual Revenue _____

Contact Person _____ Title _____

Phone # () Fax # ()

COMMERCIAL RENTAL HISTORY (No Less Than Two Years)

Present Address _____

Number Street City State Zip

Rent _____ Own _____ Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for leaving _____

Landlord Name/Mortgage Co. _____ Phone # ()

Previous Address _____

Number Street City State Zip

Rent _____ Own _____ Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for leaving _____

Landlord Name/Mortgage Co. _____ Phone # ()

BANKING REFERENCE

Name _____ Phone # ()

Address _____

Number Street City State Zip

Account # _____ Checking _____ Savings _____ Balance _____

OTHER INFORMATION

THE PRINCIPALS

1) _____ Title _____
Last First Middle

Social Security # _____ Date of Birth _____

Address _____

Number Street City State Zip

THE PRINCIPALS

2) _____ Title _____
Last First Middle
Social Security # _____ Date of Birth _____
Address _____
Number Street City State Zip

3) _____ Title _____
Last First Middle
Social Security # _____ Date of Birth _____
Address _____
Number Street City State Zip

CREDIT REFERENCES

1) Company _____ Phone # (_____) _____
Address _____
Number Street City State Zip
Account # _____ Contact Person _____

2) Company _____ Phone # (_____) _____
Address _____
Number Street City State Zip
Account # _____ Contact Person _____

3) Company _____ Phone # (_____) _____
Address _____
Number Street City State Zip
Account # _____ Contact Person _____

AU ORIZATION

Choice Property Management & Services, LLC or any firm acting on its behalf is hereby granted permission to perform a credit check on our company and/or its principals.

SIGNATURE: _____ DATE _____
By _____ TITLE _____

SIGNATURE: _____ DATE _____
By _____ TITLE _____

REALTOR SECTION

This page is to be filled out only if the applicant is represented by a real estate company other than Choice Property Management & Services, LLC.

The purpose of this section is to assist you and your client in a smooth transition into their rental home. If there are any questions regarding any of the information below, please feel free to contact us.

Attach business card here.

In case of faxing or scanning please attach your business card to the application on a separate piece of paper.

Dear Realtor,

To process your commission check, a W-9 form needs to be completed and signed by your broker. Send this form, along with a copy of the listing to

accounting@choiceproperty.us

Please review and check off the following items with your client:

- The applicant is required to attend a Move-In Orientation at Choice Property Management office in Vienna at which point they will receive the keys to the property. The meeting takes 15-20 minutes.
- The applicant is required to obtain and upkeep tenant’s insurance throughout their stay at the rental property and provide Choice Property Management with a copy on the day of the move in orientation.
- The applicant is responsible for the transfer of all applicable utilities and payment of any applicable deposits to their new home by the day of the move in orientation.
- The applicant is required to adhere to the rules of the Home Owner’s/Condo Association and pay any applicable move in / move out fees.
- Choice Property Management is unable to schedule or conduct any move in activities until the Deed of Lease for the property is signed.
- The applicant needs to provide Choice Property Management with a check for the first month’s rent at the time of key receipt.

Choice Property Management & Services, LLC is the sole representative of the Landlord. No other parties including, but not limited to, the Realtor representing the applicant may make any promises, guarantees or representation on behalf of the Landlord or Choice Property Management & Services, LLC regarding the property, its current or its future state.

_____	_____	_____
Realtor Signature	Name	Date
_____	_____	_____
Applicant Signature	Name	Date
_____	_____	_____
Applicant Signature	Name	Date

APPLICATION FEE PROCESSING

The application fee is \$45.00 per applicant. If you wish to pay by a credit card, please go back to the “Rental Application” page, click on “Application Fee” link towards the bottom of the page. If you have a PayPal Account, please do not use it. Use the option of paying by debit or credit card to make your payment. If the payment is not received by Choice Property Management, your application will not be accepted and will not be processed.

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