



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 based on 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 jurisdiction 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:

_____. **The offer to Rent must be submitted by the leasing agent to the listing agent.**

Leasing agent certifies that the applicant has viewed the rental property prior to submitting this offer. (Agent to sign here.)

OFFER TO RENT

_____ (Applicant 1) and _____(Applicant 2)
offer to lease the property address known as _____,
("Premises"), for _____ year(s) and _____ month(s) beginning on _____, 20____, (Start date) 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Application Reviewed By: _____ Accepted Rejected Withdrawn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 with five (5) business days.
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 <input type="checkbox"/>	Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>		Dates of Occupancy <input type="checkbox"/>	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 <input type="checkbox"/>	Rent <input type="checkbox"/> Mortgage <input type="checkbox"/>		Dates of Occupancy <input type="checkbox"/>	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 #
ADDITIONAL INCOME		ADDITIONAL INCOME	
\$ /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 on 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 a 14-day period on 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:

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
 Telephone Address City State Zip

2. _____
 Name Relationship
 Telephone Address City State Zip

GENERAL RENTAL APPLICATION PROCEDURES AND POLICIES

Choice Property Management & Services is an Equal Housing Opportunity provider. Additionally, Choice Property Management & Services is acting as the agent (“Agent”) for the Owner/Landlord and the agents of the company are sub-agents, all of whom are working to protect and promote the interest of the Owner/Landlord. However, the company policy is to treat all parties with honesty.

Please review all this information carefully and contact us for any further assistance you may require.

1. Applicants are screened on a first-come, first-qualified basis with consideration for the most favorable terms such as the amount of rent, lease commencement date, and length of lease. When qualifying criteria are equal the Owner/Landlord will accept the Rental Application that was received first. All applicants are accepted or rejected on the authority of the Owner/Landlord.
2. **At the direction of Agent, priority may not be given to an applicant if s/he has not viewed the subject rental property in person.**
3. Special Applicant’s circumstances should be explained in writing, in advance, and submitted with the original Rental Application whenever possible.
4. Agent utilizes a Credit reporting Agency for credit and criminal background checks. No credit report obtained by the applicant may be accepted.
5. Only two applicants may combine their incomes to qualify. The combined monthly income should be at least three (3) times the monthly rent.
6. If Landlord and Applicant cannot agree on Lease Terms, Deposit will be refunded. The application fee is non-refundable.
7. A property offered for sale and/or rent simultaneously is subject to removal from the rental market upon the acceptance of a sales contract.
8. If pets are allowed by the Owner/Landlord, additional pet security deposit (minimum \$500.00 per pet) and additional rent (\$25.00 per pet) will be negotiated.
9. Occupancy of residents shall conform to applicable zoning laws, applicable bylaws and all property owners’ association rules and regulations.
10. Occupancy is subject to possession being delivered by the present occupant.
11. Leases of more than twelve months may include a rent adjustment in each additional year.
12. The Premises are not to be used for business.
13. Any partial month’s rent will be pro-rated based on a daily rate.
14. **THE SECURITY DEPOSIT CANNOT BE USED FOR RENT AT ANY TIME.**

Applicant Signature Name Date

Applicant Signature Name Date

REALTOR SECTION

This page must 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 Homeowner’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 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