

Property Management Advisors looks forward to being of assistance in your determination for a new tenant. Please follow these directions for proper and prompt processing of the application(s):

- ☐ Please use the most recent NVAR K1008 rev 07/13 rental application form
 - ☐ Applications are to be filled out thoroughly, completely and with accuracy. Any missing initials, blanks or questionable information will be cause for delay in approval or immediate rejection
 - ☐ Applicants must be over the age of 18. All occupants of the home must be disclosed including their ages
 - PMA prefers applications with copies of checks and IDs to be scanned to RentalApps@pma-dc.com
 - A non-refundable processing fee of \$50.00 per applicant payable to Property Management Advisors, LLC.
 - to be delivered to our office at 8133 Leesburg Pike, Suite 800, Tysons VA 22182 between 9am-5pm, Monday thru Friday
 - or payment may be made online at <http://www.pma-dc.com/online-rental-application> to pay by eCheck or credit card
 - *If personal checks are returned for non-sufficient funds, an additional \$35 will be due immediately by the applicant or agent*
 - Include an Earnest Money Deposit **equal to one month's rent payable to Landlord** unless a PMA management property whereupon check should be payable to Property Management Advisors
 - Proof of income for each applicant; usually a minimum of two (2) paystubs
 - A copy of the MRIS listing for reference or complete property address noted
 - If represented by a Realtor®, a copy of the agent's business card and best contact information
 - ☐ **IMPORTANT:** If credit status or circumstances may require special consideration, be prepared to provide further supporting documentation, i.e. tax returns, letter of employment, etc.
 - ☐ In cases of pets, letters of referral from past landlords or property management will be expected before ratification of the Lease and related Addenda
 - ☐ Again, rental application should be emailed to RentalApps@pma-dc.com with delivery of checks or use of online payment portal to be discussed upon receipt
 - ☐ Rental applications will be processed Monday thru Friday, 9:00am to 4:00pm with results usually within 24-48 hours, if applications are complete and required documents are submitted properly
- If absolutely urgent, please inquire further about weekend or holiday processing

If approved, tenants should be prepared for the following upon ratification of the Lease

- Name or details of whom remaining checks should be made payable
- Responsibility for a minimum \$100 onboarding fee, if a PMA managed property
- Providing a copy of the renter's insurance declaration within 48 hours of Lease ratification

If there are any questions, please contact PMA at 703.457.6533

RENTAL APPLICATION

This Rental Application ("Application") is an offer to rent. The Lease 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 as well as all classes protected by the laws of the United States, the Commonwealth of Virginia and applicable local jurisdictions, or by the REALTOR® Code of Ethics. This application will be processed in accordance with all Fair Housing and occupancy laws.

BROKERAGE DISCLOSURE

Applicants acknowledge by their initials that in this real estate leasing transaction Listing Broker, **Keller Williams Tysons Metro Center**, represents Landlord and that Leasing Broker, _____, represents ☐ Landlord **OR** ☐ Tenant. (If Broker is acting as a dual representative of both Landlord and Tenant, then the appropriate disclosure form is attached to and made a part of this Application).

Applicant(s) Initials _____ / _____

Leasing Agent must attach a business card. And provide best contact information for questions or concerns.

OFFER TO RENT

_____ ("Applicant 1") and _____
("Applicant 2") offer to lease the property known as _____
(the "Premises"), for _____ years/months beginning _____, for the monthly
rent of \$ _____ payable in advance on the first day of each month.

CONDITIONS

A NON-REFUNDABLE PROCESSING FEE OF \$ 50.00 per Applicant is included with this Application. Processing may take up to 5 business days to complete. **AN EARNEST MONEY DEPOSIT** of \$ **one month's rent** (the "Deposit") is included and will be held by **Property Management Advisors or the Listing Agent**. If this Application is accepted and a lease is signed, the Deposit will be credited to amounts owed to Landlord. If this Application is not accepted, the Deposit will be returned to Applicant(s) less any additional documented processing charges. Funds held by an escrow agent will be deposited no later than 5 business banking days after Application has been approved.

Occupancy is subject to possession being delivered by the present occupant. **The Premises are accepted "As-Is" unless otherwise noted below or by attachment.**

CONTACT INFORMATION: APPLICANT 1

APPLICANT 2

C: _____

C: _____

H: _____

H: _____

W: _____

W: _____

Email: _____

Email: _____

OFFICE USE ONLY

Application Received Date _____ Time _____

Application Reviewed By _____

Approved ☐ Rejected ☐ Withdrawn ☐ Applicant or Agent notified Date _____ Time _____

APPLICANTS AGREE AND UNDERSTAND THAT:

1. This Application, each occupant and each pet are subject to acceptance and approval by Landlord.
2. Listing Broker is obligated to present all Applications to Landlord until a lease is signed.
3. Landlord and Listing Broker may rescind acceptance and resume marketing the Premises at any time until a lease is signed.
4. **Proof of current income is required.** For example:
 - a. Latest Pay Statements/Stubs
 - b. Last 2 years' Form W-2 for hourly or weekly pay persons
 - c. Last 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income
 - d. Copy of LES and orders for military
5. This Application consists of 4 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.
6. A draft of the proposed lease may be reviewed through Listing Broker. If Landlord and Applicant(s) cannot agree on terms, the Deposit will be returned.
7. Applicant(s) must present valid photo identification or 2 forms of ID before signing the lease.
8. Applicant(s) is responsible for obtaining property and liability insurance (Renter's Insurance) and assuming utility accounts where required before occupying the Premises.
9. Any move-in fees and utility deposits are the responsibility of Applicant(s).
10. Only those persons listed in Application are to live in the Premises.
11. The Premises are not to be used for business except with full knowledge and consent of Landlord and in conformity with all applicable laws and regulations.
12. Applicant(s) has no leasehold interest until a lease is signed.
13. **The applicant(s) acknowledge that if they are submitting this form electronically then they consent that typing their name(s) or initials on the following pages is will serve the same legal function as a written or electronic signature(s).**

I/we agree to the above conditions and authorize the firm processing this Application to verify any information contained herein and to perform any credit or investigative inquiries necessary in properly evaluating this Application, and any renewal. If any information is found to be false or misleading, the Application may be summarily rejected.

Applicant 1 Signature

Date

Applicant 2 Signature

Date

APPLICANT 1

Full Name

Date of Birth

Social Security Number

Current Street Address

City

State

Zip

From:

To:

\$

Dates of Occupancy

Rent ☐ Mortgage ☐

Landlord/Management/Mortgage Co. Name

Phone #

Email

Reason for Moving

APPLICANT 2

Full Name

Date of Birth

Social Security Number

Current Street Address

City

State

Zip

From:

To:

\$

Dates of Occupancy

Rent ☐ Mortgage ☐

Landlord/Management/Mortgage Co. Name

Phone #

Email

Reason for Moving

APPLICANT 1**APPLICANT 2****Previous Street Address**

City _____ State _____ Zip _____

From: _____ To: _____ \$ _____
Dates of Occupancy _____ Rent ☐ Mortgage ☐

Landlord/Management/Mortgage Co. Name _____

Phone # _____ Email _____

Reason for Moving _____

EMPLOYMENT**1.** _____
Current Company NameFrom: _____ To: _____
Location _____ Dates of Employment _____\$ _____ /year
Position/Rank _____ Income _____

Supervisor Name _____ Phone _____

2. _____
Previous Company NameFrom: _____ To: _____
Location _____ Dates of Employment _____\$ _____ /year
Position/Rank _____ Income _____

Supervisor Name _____ Phone _____

ADDITIONAL INCOME\$ _____ /year
Source _____ Amount _____**Previous Street Address**

City _____ State _____ Zip _____

From: _____ To: _____ \$ _____
Dates of Occupancy _____ Rent ☐ Mortgage ☐

Landlord/Management/Mortgage Co. Name _____

Phone # _____ Email _____

Reason for Moving _____

EMPLOYMENT**1.** _____
Current Company NameFrom: _____ To: _____
Location _____ Dates of Employment _____\$ _____ /year
Position/Rank _____ Income _____

Supervisor Name _____ Phone _____

2. _____
Previous Company NameFrom: _____ To: _____
Location _____ Dates of Employment _____\$ _____ /year
Position/Rank _____ Income _____

Supervisor Name _____ Phone _____

ADDITIONAL INCOME\$ _____ /year
Source _____ Amount _____**Do you have any animals?****LIABILITY COVERAGE IS REQUIRED FOR DOGS.**

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

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

ADDITIONAL INFORMATION

Do you plan to bring a waterbed or large aquarium into the Premises?

☐ Yes ☐ No

Do you intend to smoke or permit smoking in the Premises?

☐ Yes ☐ No

PLEASE ANSWER

	<u>Applicant 1</u>	<u>Applicant 2</u>	<u>Explanation*</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. How would you rate your credit?	_____	_____	_____

*Attach separate sheet if necessary.

DEBTS (List major loans or credit card debt)

Type of Loan	Creditor	Balance	Monthly Payment
1. _____	_____	_____	_____
2. _____	_____	_____	_____

ASSETS (Submit supporting documentation if necessary for qualification)

Type of Asset	Value
1. _____	_____
2. _____	_____

OTHER OCCUPANTS OF THE PREMISES

(Occupants over 18 must submit separate applications)

LAST NAME	FIRST NAME AND M.I.	M/F	D.O.B.	RELATIONSHIP

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

1.	Name	Relationship	Email		
	Telephone	Address	City	State	Zip
2.	Name	Relationship	Email		
	Telephone	Address	City	State	Zip



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Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Tenant: _____ / _____
2015 BLANK

Rental Application Verification



Dear Resident Manager, Landlord or Agent:

We have received a rental application from the aforementioned individual and they have specified you and/or your company as a present or previous landlord. We request that you respond to the following questions as soon as possible so we may process their application promptly. *If you do not have a response, or do not know the answer, please leave the question blank.* If you have additional information to help in our decision, please add comments.

APPLICANT

I / We, do hereby authorize the parties within this Request for Verification to release necessary rental and financial information for review and consideration of the aforementioned residential rental application.

_____ Printed Name	_____ Date	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Date	_____ Signature of Co-Applicant	_____ Date

REFERENCE

I do hereby provide the following truthful and accurate information to the best of my ability as landlord or an authorized representative for the tenant inquiry cited above. I understand this information will be used for purposes of qualifying the applicant for new residency and will be shared with the applicant, if necessary. All information is truthful and accurate.

_____ Printed Name of Landlord/ Authorized Company Representative	_____ Date		
_____ Signature of Landlord / Authorized Company Representative	_____ Date	_____ Management Company Name, if applicable	_____ Date

Please return this document via efax (240.238.8650) or email rentalapps@pma-dc.com

REFERENCE RESPONSES

YES	NO
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Is the applicant (s) currently renting from you?

If so, is the applicant current with all rental payments?

Please confirm amount of current/past monthly rent? \$ _____

Please confirm amount of current/past security deposit? \$ _____

Was the applicant ever late within the last 12 months?

If so, how many times? _____

Did the applicant have any pets?

If so, how many & what kind/size? _____

Have you had to give the applicant a notice at any time during the last twelve 12 months?

If so, for what reason? _____

Was the matter resolved quickly? Amicably?

Has the resident completed their lease terms?

If a current resident, has the applicant given notice to you that they will be moving?

Was the applicant asked to vacate by you or one of your company agents?

If so, why? _____

Did you, or will you, withhold part or all of the security deposit because of damages?

Is the applicant moving voluntarily or after judicial eviction?

Would you rent to this applicant again?

Additional Notes: _____

NOTICE: Per policy of this firm, please know that no representatives affiliated with Residential Property Management, Inc. or Property Management Advisors, LLC. will request further social security number or credit card information beyond what has been provided on the submitted rental application. If any calls relating to obtaining said applicant finances or federal identification are received, please contact us immediately at 703.457.6533 ext. 4 to provide details of inquiry.

Randy Huntley, President • PO Box 300 • Dunn Loring VA 22027 • (703) 457.6533 • efax (240) 238.8650