



Mark A. Rusnak
The Satisfaction Specialist

RENTAL APPLICANT REQUIREMENTS

For Mark A Rusnak @ RE/MAX Allegiance
575 Lynnhaven Parkway # 100
Virginia Beach, VA 23452
(757) 718-8865

- 1) Applications are to be Submit to the office address listed above
- 2) They may be submitted during the office hours of 9-5 Monday through Friday, and 9-3 on Saturdays, or you may submit applications after hours and on weekends in the night drop off box, to the left of our main entrance. Leave all information in a sealed envelope, and to the attention of Mark A Rusnak, Property Manager. It will be received & logged in the next business day.
- 3) A \$35.00 application / processing fee per person, (or married couple) must be included.
 - a. Application fees are to be paid by **CASH or money order, payable to Mark Rusnak**
 - b. No cash will be accepted by front desk. All Application fees are non-refundable.
- 4) Application must be completed in full. The Application, Rental Application Authorization and Agency Disclosure must be Signed and Dated.
- 5) Additional items to be submitted with the application:
 - a. Copy of a recent pay-stub, W-2, or Leave and Earnings Statement
 - b. A copy of Military orders may also be require
 - c. Photocopy of the Applicant's & Co-Applicants Driver's License, Military or other Photo Identification Card.
 - d. Current or past rental references from landlord or property manager.
- 6) Security Deposits are due within 24 hours of application acceptance. Payable by cashier's check or money order only. No property will be held past 24 hours without a signed lease and the required security deposit.
- 7) All Pets are taken on a case-by-case basis. Some properties do not allow any pets. Additional pet fee's are non refundable and are due at lease execution with the security deposits. (\$300.00)
- 8) Please remember that you are asking us to make a rental decision based on the information you have provided to us on the application, and if it is incomplete, it may have an adverse affect on our final decision.
- 9) The property owner will make the final approval or disapproval of this application, based on our findings, and information in this attached application.

All Applications will be processed within three business days.

Mark A Rusnak "The Satisfaction Specialist" @ RE/MAX Allegiance
575 Lynnhaven Parkway # 100 Virginia Beach, VA 23452.
(757) 718-8865 * (757) 217-1900 * Fax (757) 233-1536
www.marksold.com e-mail MarkRusnak@ReMax.net



RENTAL APPLICANT AUTHORIZATION

For Mark A Rusnak @ RE/MAX Allegiance
575 Lynnhaven Parkway # 100, Virginia Beach, VA 23452
(757) 217-1900 x 305 & 718-8865

I/We hereby authorize and request any present or former landlord, employer, school, police department, financial institution, agency or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for residence.

I/We hereby authorize RE/MAX Allegiance and their Agents, to obtain and verify such information including accessing consumer reporting agencies as well as performing a criminal and eviction record search.

I have been notified that a consumer report will be requested and understand that the information that it obtains is to be used in the processing of my rental application.

I hereby release and hold harmless RE/MAX Allegiance, its affiliates, employees and agents and any other organization that provides information from any and all liabilities arising out of the use of such information in connection hereto.

I also hereby acknowledge that I have received and signed a copy of the Agency Disclosure as required by the state of Virginia, and acknowledge that the Property manager may also be the Owner of this Property in which I am making application for, and that the application fee is for the processing this paperwork, including an in-file credit report in order to make an informed decision on the applicants and their credit worthiness.

Print Full Name _____

SSN # _____ - _____ - _____ Date of Birth _____

Applicant's Signature _____ Date _____

Print Full Name _____

SSN # _____ - _____ - _____ Date of Birth _____

Co-Applicant's Signature _____ Date _____

Mark A Rusnak "The Satisfaction Specialist" @ RE/MAX Allegiance
575 Lynnhaven Parkway # 100 Virginia Beach, VA 23452.
(757) 718-8865 * (757) 217-1900 * Fax (757) 233-1536
www.marksold.com e-mail MarkRusnak@ReMax.net





VIRGINIA ASSOCIATION OF REALTORS®
APPLICATION FOR LEASE

(This is a legally binding contract. If not understood, seek competent advice before signing.)



RE/MAX ALLEGIANCE

The property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap, or elderliness in compliance with all applicable federal and state and local fair housing laws and regulations.

This Application for Lease, is made on _____,
between _____,
_____ (Applicant or Tenant, whether one or more)
and _____ (Landlord)
through _____ RE/MAX Allegiance (Listing Broker or Agent, who represents Landlord),
and _____ RE/MAX Allegiance (Leasing Broker, who does [] or does not [X] represent Applicant).

Applicant hereby applies for a residential living unit located at _____, Virginia, in
the City/County of _____ Virginia Beach _____, for occupancy commencing on _____,
at an initial
monthly rent payment of _____ Dollars (\$ _____).

PLEASE FILL IN ALL INFORMATION COMPLETELY

1. Applicant: _____ SSN: _____ Date of Birth: _____
Tel # (H): _____ Tel # (W): _____ Cell Phone #: _____
Email: _____
Present Address: _____ Years: _____ Landlord: _____
Street / P.O. Box
City State Zip Landlord's Tel #: _____
Previous Address: _____ Years: _____ Landlord: _____
Street / P.O. Box
City State Zip Landlord's Tel #: _____
Presently Employed By: _____ How long? _____
Position: _____ Salary \$ _____ (Wk., Mo., Yr.) Supervisor: _____
Telephone: _____
Formerly Employed By: _____ How long? _____ Supervisor: _____

2. Co-Applicant: _____ SSN: _____ Date of Birth: _____
Tel # (H): _____ Tel # (W): _____ Cell Phone #: _____
Email: _____
Present Address: _____ Years: _____ Landlord: _____
Street / P.O. Box
City State Zip Landlord's Tel #: _____

CHECKING ACCOUNT NO.	BANK	ADDRESS		
SAVINGS ACCOUNT NO.	BANK	ADDRESS		
AUTOMOBILE: MAKE YR.	MODEL	FINANCED BY AND ADDRESS	MO. PAYMENT	LICENSE #:
AUTOMOBILE: MAKE YR.	MODEL	FINANCED BY AND ADDRESS	MO. PAYMENT	LICENSE #:

CHECK IF YOU OWN: CAMPER MOTORCYCLE BOAT TRUCK TRAILER

Will any person named above require a visual smoke detector for the deaf or hearing impaired?

Yes _____ No _____

In Case of Emergency Notify: _____
Name Address Phone Relationship

A non-refundable application fee in the amount of _____ must accompany this Application. A deposit of _____ must accompany this Application and will become the security deposit provided in the lease agreement upon the commencement of the lease term. A pet deposit of _____ is due at the time of execution of the lease agreement.

Upon application by Applicant to become tenants in this residential living unit, Agent will remove the unit from the available rent list. Applicant has been furnished a copy of Landlord's standard lease agreement to review. If this application is approved and Applicant and/or Guarantor, if required, fails to execute a lease agreement in substantially the form of Landlord's standard lease agreement and begin paying rent on the date specified in this Application for occupancy of the premises, Applicant agrees to pay Landlord's actual expenses and damages up to the full amount of the security deposit. Agent reserves the right to make all appropriate deductions from the deposit to recover the Landlord's actual damages and expenses as allowed by applicable Virginia law.

DISCLOSURE OF BROKERAGE RELATIONSHIP: Landlord and Applicant confirm that in connection with the transaction contemplated by this Application, the Listing Broker and its salespersons represent Landlord, and the Leasing Broker and its salespersons represent Landlord or Applicant . If Listing Broker is engaging in dual or designated agency, a separate consent agreement has been entered into by Listing Broker and Applicant.

RENTAL AND CREDIT HISTORY:

Reason for leaving current residence: _____

Has any Applicant ever been rejected for tenancy? Yes ; No If yes, please explain: _____

Has any Applicant ever refused to pay rent when due, been a defendant in an unlawful detainer action or eviction, or otherwise been sued by a landlord for matters related to a tenancy? If so, please give details, and the status of any pending actions: _____

Has any Applicant ever filed for bankruptcy? Yes ; No If so, please give dates of filing and status of case: _____

Please give the names and phone numbers of three references:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Please provide the following information if the lease will be guaranteed.

Name of Guarantor: _____ Relationship: _____

Address: _____

Phone Number: _____

Applicant should exercise whatever due diligence Applicant deems necessary with respect to information on any sexual offenders registered under Chapter 23 (sec. 19.2-387 et seq.) of Title 19. Such information may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674-2000 or www.state.va.us/vsp/vsp.html.

The Applicant hereby certifies that the information contained in this Application for Lease is true and correct to the best of Applicant's knowledge and belief. Applicant hereby authorizes Listing Broker to conduct a credit check on Applicant and an appropriate background check to verify information provided herein by Applicant for approval or rejection of this Application.

We have read the terms and conditions of this Application for Lease. We understand this is a binding contract separate and apart from the Lease Agreement.

SIGNATURE OF APPLICANT _____ Date _____

SIGNATURE OF APPLICANT _____ Date _____

SIGNATURE OF APPLICANT _____ Date _____

LISTING BROKER TO VERIFY APPLICANT'S IDENTIFICATION

TYPE OF IDENTIFICATION _____

The undersigned acknowledges receipt from Applicant of the sum of \$ _____ by cash or personal check payable to _____, which amount consists of an application fee in the amount of \$ _____ and a security deposit in the amount of \$ _____.

Signature of Recipient **Mark A Rusnak** Date Received _____

This Application for Lease is hereby ACCEPTED as of the _____ day of _____, _____.

Signature of LANDLORD or Listing Broker

Leasing Broker's Address **575 Lynnhaven Parkway # 100, Virginia Beach, VA 23452**

Phone no. **(757) 217-1900 x 305** Cell Phone or pager no. **(757) 718-8865** Email: **MarkRusnak@remax.net**

Broker's Code: **5204**

COPYRIGHT©2003 by the VIRGINIA ASSOCIATION OF REALTORS®. All rights reserved. This form may be used only by members in good standing with the VIRGINIA ASSOCIATION OF REALTORS®. The reproduction of this form, in whole or in part, or the use of the name "VIRGINIA ASSOCIATION OF REALTORS®", in connection with any other form, is prohibited without prior written consent from the VIRGINIA ASSOCIATION OF REALTORS®.



REAL ESTATE INFORMATION NETWORK, INC.
BROKERAGE RELATIONSHIP AND INFORMATION FORM



DISCLOSURE OF BROKERAGE RELATIONSHIP: The Code of Virginia of 1950, as amended ("Code"), §§ 54.1-2100, et seq., sets forth the statutory framework which governs the obligations and responsibilities of real estate agents and brokers to the public, which framework is further supplemented by regulations issued by the Virginia Real Estate Board ("VREB").

1. AGENCY: Agency is the relationship formed when a real estate licensee acts for or represents a person by express authority in a real estate transaction, unless a different relationship is intended. People whom licensees represent are called clients. People who receive services from licensees without being represented by licensees are called customers.

2. CLIENT STATUS: A buyer or seller may enter into a brokerage relationship with a licensee for that licensee to represent such buyer or seller. For sellers, this agreement is usually called a listing. For buyers, this agreement is usually called a buyer broker or exclusive right to represent buyer agreement.

3. CUSTOMER STATUS: A buyer or seller may elect not to establish a brokerage relationship with a licensee (although they will still be required to sign a disclosure form), but rather have the licensee perform ministerial acts. Ministerial acts are routine acts which a licensee can perform for a person which do not involve discretion or the exercise of the real estate agent's own judgment.

4. RESPONSIBILITIES OF STANDARD AGENT: The Code sets forth the framework of a standard agent which requires that the licensee shall perform in accordance with the brokerage relationship and maintain the confidentiality or (i) all personal and financial information received from the client and (ii) any other information that the client requests be maintained confidential during the brokerage relationship.

5. DUAL REPRESENTATION: Dual Agency, or Dual Representation, occurs when the same company represents both the buyer and the seller. These situations typically arise when a buyer who is a client of a licensee becomes interested in property which is listed with the broker for whom the licensee works.

6. COMPENSATION: Prior to entering into any brokerage relationship, a licensee shall advise the prospective client of: (i) the type of brokerage relationship proposed by the licensee and (ii) the licensee's compensation and whether the licensee will share such salary or compensation with another licensee who may have a brokerage relationship with another party to the transaction.

7. CHANGE IN STATUS: If a licensee's relationship with a client or customer changes, the licensee shall disclose that fact in writing to all clients and customers already involved in the contemplated transaction.

THE BROKERAGE RELATIONSHIP SHOULD BE REVIEWED AND UNDERSTOOD BY A BUYER OR SELLER BEFORE SIGNING.

THE UNDERSIGNED DO HEREBY ACKNOWLEDGE DISCLOSURE THAT:

THE LICENSEE RE/MAX Allegiance NAME OF BROKERAGE FIRM

REPRESENTS THE [] SELLER [X] LANDLORD [] BUYER [] TENANT [] OPTIONOR [] OPTIONEE (CHECK ONE) IN A REAL ESTATE TRANSACTION.

RE/MAX Allegiance Firm Name Name (Signature) Date

By: Signature of Licensee Mark Rusnak Date Name (Signature) Date