



Steve Doll and Team

RENTAL APPLICATION

Thank you for your interest in our rental property. The following information is provided to assist you with the rental application process.

1. Completing the Application

A married couple may complete one application. A separate application is required for each adult 18 years old and over who will be living in the property. A photo ID is required for all applicants, to be submitted prior to lease signing.

2. Application Fee(s)

Application fees must be submitted with the completed application. The fee is **\$40 per adult** (any person over the age of 18), or **\$50 for a married couple**. This fee is non-refundable and **must be in the form of a cashier's check or money order made payable to RE/MAX Alliance**. We do not accept cash or personal checks for application fees.

3. Application Review

In addition to the information on your application the following items will be verified:

- A) Income (Please provide last 2 pay stubs or a copy of your LES)*
- B) Outstanding Debts *
- C) Credit Report
- D) Rental History **
- E) Employment History (Active Duty Military will be required to provide a copy of orders.)
- F) Other Documentation, as required.

* A formula is used to determine whether the applicant has sufficient income to pay the rent for the property in question: Monthly payments plus proposed rent divided by monthly gross income must not exceed 40% to receive an acceptable rating for this category. This is an industry accepted ratio and may be adjusted on a case by case basis.

** Any fees incurred to verify residency and/or employment will be paid by tenant to RE/MAX Alliance within 24 hours of request.

4. Security Deposit

Once the application is approved, the security deposit **must be received within 24 hours by certified funds payable to RE/MAX ALLIANCE**. The rental property will remain on the market until the required funds are received.

5. **Lease** When the security deposit is received, arrangements will be made to sign the lease documents within seven days. If applicant fails to execute the lease, return the lease within 72 hours of receipt, honor the terms of the lease, and/or occupy the property, this shall result in the forfeiture of all security deposits and fees, and the property may be placed back on the rental market.

6. First Month's Rent & Applicable Fees

Your first month's rent is due on the lease start date by cashier's check or money order. Rent is always due on the first day of the month, so we will prorate the amount accordingly if you move in after the first. If you have an approved pet, the non-refundable pet fee of \$300 per pet will be due at this time as well. The rent and pet fees must be paid with *separate* cashier's checks or money orders, each made payable to RE/MAX Alliance

7. Remaining Monthly Rent Payments

Rent is to be paid via Electronic Funds Transfer, (EFT). We will provide you with the enrollment form when you sign your lease. Your account will be drafted on the evening of the first business day of the month. Tenants that do not pay via EFT are required to pay an additional \$10 monthly processing fee with their rent. Rent is due at our office the 1st day of each month.

8. Renter's Insurance Policy

Proof of your rental insurance policy must be provided by the starting date of your lease. Your policy must have a minimum liability of \$300,000 and include RE/MAX Alliance as an "additional insured." Check with your insurance company about flood insurance, loss of use riders, and additional provisions for your protection.

Before Submitting Your Application: If you live out of the local area, we suggest you contact us to verify the property is still available. Please keep in mind that applications are all processed on a first come first serve basis. We do not "hold" rentals, so expediting the application to us will play an important role in ensuring your opportunity to rent the property.

Applicant has read and understands the information provided on this page. Applicant hereby acknowledges that RE/MAX Agent, Steve Doll, and additional members of his team, represent the Owners of the rental property. Applicants please initial: _____ / _____

Steve Doll & Team ♦ Rental Application

Application is hereby made to lease the premises at: _____

Beginning on the _____ day of _____ (mo). Lease term requested: _____ Monthly rent: \$ _____

Applicant Information (please PRINT all information clearly)

NAME:

Email:	Home Phone:	Mobile Ph:
Date of birth:	SSN:	Work Ph:

CURRENT RESIDENCE

Street Address: _____

City:	State:	ZIP Code:
<input type="checkbox"/> Own <input type="checkbox"/> Rent	Mo payment or rent:	How long?

Current Landlord: _____ Landlord Phone: _____

Reason for leaving current residence: _____

Do you have a lease? <input type="checkbox"/> YES <input type="checkbox"/> NO	Expiration Date: _____	Notice Given: <input type="checkbox"/> YES <input type="checkbox"/> NO
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PREVIOUS RESIDENCE

Street Address: _____

City:	State:	ZIP Code:
<input type="checkbox"/> Own <input type="checkbox"/> Rented	Mo payment or rent:	How long?

Previous Landlord: _____ Landlord Phone: _____

EMPLOYMENT INFORMATION (Applicant)

Current employer: _____

Employer address:	How long?	
City:	State:	Zip Code:
Supervisor:	Phone:	FAX:
Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Annual income:

(If current employment is less than 2 years) Formerly Employed By: _____

How Long? _____ Supervisor's Name/Phone: _____

MILITARY PERSONNEL (applicant) You will be required to provide us with a copy of your orders prior to lease signing

CURRENT DUTY STATION:	RANK/RATE:
New Duty Station Transferring to:	Report Date:
New Immediate Supervisor:	Command Phone:
End of Current Enlistment:	

Co-Applicant Information (SPOUSE ONLY)

NAME:		
Email:	Home Phone:	Mobile Ph:
Date of birth:	SSN	Work Ph:

Spouse's Employment Information		
Current employer:		
Employer address:		How long?
City	State:	ZIP Code:
Supervisor:	Phone:	FAX:
Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Annual income:

Military Personnel (Spouse) You will be required to provide us with a copy of your orders prior to lease signing	
CURRENT DUTY STATION:	RANK/RATE:
New Duty Station Transferring to:	Report Date:
New Immediate Supervisor:	Command Phone:
End of Current Enlistment:	

Additional Income (Optional) Applicant may at their discretion, choose to disclose alimony, child support or separate maintenance income and its source, if he/she wishes it to be considered for the purpose of the application for tenancy.	
Amount \$ _____ monthly	Source: _____

CREDIT INFORMATION & HISTORY- as it applies to Both Applicants. If you answer "Yes" to any of these questions, please provide a detailed explanation. If you need more space, feel free to attach a separate sheet of paper with your written explanation.	
Do you have any Judgments? ___NO ___YES Explanation:	
Have You Ever Filed for Bankruptcy? ___NO ___YES, Date Discharged: _____ Explanation:	
Have you ever been sued or evicted for nonpayment of rent? ___NO ___YES Explanation:	
Have you ever refused to pay rent or not have a lease renewed? ___NO ___YES Explanation:	
Have you ever been rejected for tenancy? ___NO ___YES Explanation:	
Have you ever been subject to a foreclosure or short sale? ___NO ___YES Explanation:	
Do You Have Any Liens? ___NO ___YES Explanation:	

Please list in detail all your outstanding debt and monthly payment obligations	
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$
Outstanding Debt	Monthly Payment \$

Bank Information (must be completed in full)			
Bank:	Acct#:	Type of Account(s): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Bank:	Acct#	Type of Account(s): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Emergency Contact (a person not residing with you)			
Name		Relationship:	
Address:		City/State/Zip:	
Email:	Home Ph:	Work:	Mobile:
Your Pets			
Do You Have Any Pets? ____NO ____YES		How Many?	Spayed / neutered? <input type="checkbox"/> YES <input type="checkbox"/> NO
Type of Pet, Age, & Approx Weight:			
Automobiles: Total number of motor vehicles: _____			
Type/Color:	Make/ Model:	License Plates:	
Type/Color:	Make/ Model:	License Plates:	
CIRCLE IF YOU OWN: CAMPER MOTORCYCLE BOAT TRUCK TRAILER			
Will you be parking any commercial vehicles on the property? ____ YES , explain: _____ ____ NO			
Occupants: _____ Total Number of Persons who will occupy the rental premises			
Name:	Relationship:	Date of Birth:	
1.			
2.			
3.			
4.			
5.			
6.			
Personal References			
Name	Address:	Phone:	
1.			
2.			
<p>The owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your household goods. Neither the Agent nor Owner of the property is responsible for damages to your personal property. You are required to add RE/MAX Alliance as an additional insured under your liability section with a minimum liability of \$300,000.</p> <p>Each applicant certifies information provided in this application is true and accurate to the best of their knowledge. Owner and Agent have each applicant's permission to obtain credit history, public records, and verify any information provided for the purpose of this application process, and also in the future as long as the tenant has any outstanding balance due RE/MAX Alliance and/or the Owner. If any applicant withholds or gives false information, this application is considered void and the lease agreement may be terminated by the Owner.</p> <p>If the application is approved and the Applicants do not enter into a lease, any fees/deposits paid by the applicant(s) may be retained by the agent. Full Security Deposit must be received in certified funds by Agent within 24 hours after application approval. Property remains on the market until deposit is received. Application fees are nonrefundable.</p> <p>Owner and Agent are pledged to the letter and spirit of U.S. Policy for achievement of equal housing opportunity. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtain housing because of race, color, religion, sex, handicap, familial status, elderliness or national origin.</p> <p>Megan's Law Disclosure: Applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sex offenders registered under Chapter 23 (19.2-387 et seq) of Title 19.3. Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchanged, at 804-674-2000 or on the internet at www.vsp.state.va.us.</p> <p>Each Applicant understands that the Agent represents the Owner of the premises. By signing below, each application hereby authorizes credit checks and verification of the information that has been provided. All applicants further understand that the application fee is non-refundable, and they are not entitled to a refund if the application is denied.</p>			
Signature of Applicant			Date
Signature of Spouse			Date

**Applications must be submitted with required application fee in the form of a Cashiers Check or Money Order
Made Payable to: RE/MAX ALLIANCE** (We Cannot Accept Cash or Personal Checks for Application Fees)

RE/MAX Alliance 4701 Columbus St, Suite 200 Virginia Beach, VA 23462