



## HELPFUL INFORMATION FOR SUBMITTING YOUR RENTAL APPLICATION

Thank you for looking to BHHS Towne Realty for your next home. The following information will help us in processing your rental application as quickly as possible. A copy of BHHS Towne Realty's Tenant Selection Criteria is available in the Rental Office and online at [www.BHHSTowneRentals.com](http://www.BHHSTowneRentals.com).

To apply online, please visit our website: [www.BHHSTowneRentals.com](http://www.BHHSTowneRentals.com), click "View Featured Rentals", search for the property you have been shown and you are interested in applying for. Once you find the property, click "Apply Now" and follow the directions provided OR you may download the rental application and submit in person at our main office listed below.

**If you have a fraud alert or freeze on your credit file, you will need to lift the fraud alert or freeze PRIOR to submitting your application. Not doing so will require you to re-apply and incur an additional \$50 application fee.**

- 1. Please fill out the rental application in its entirety and please don't forget to sign it. Please sign the Landlord Verification form as well.**
2. Along with your application, please submit the application fee made payable to BHHS Towne Realty in the amount of \$50.00 for each individual.
3. Within 24 hours after your rental application is approved, you must present us with a Cashier's Check or Money Order made payable to BHHS Towne Realty as your Application Deposit (we will notify you of this amount at the time of rental application approval). You may also pay the Application Deposit online. Until funds are received, the property will remain on the rental market and other rental applications may be received.
4. We will need a copy of your photo ID and your social security card or your letter issued by the IRS stating your individual taxpayer identification number.
5. We will need your current, as well as former landlord's name, address and phone number. If you now own your home, we will need mortgage information. We will also need documentation regarding your plans for that home (i.e.: copy of listing for sale, copy of sales contract, copy of lease agreement)
6. CIVILIANS: We will need your current funds provider, or employer information. If you have an employer, you must provide copies of your 2 most recent pay stubs. If you have a funds provider, i.e. Social Security benefits, Child Support, Voucher Program, etc., we will need a copy of the document stating your benefits. **NOTE: If you are self-employed, we will need your tax return(s) for the previous three (3) years.**
7. MILITARY PERSONNEL: We will need a copy of your most current LES and a copy of your current transfer orders.
8. PETS/ANIMALS: To help ensure ALL of our Tenants understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile (No Pet/Pet/Animal). This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. **Only Pet Owners will have a \$20 non-refundable fee paid directly to our third-party screening service provider.** Please get started by selecting a profile category on our landing page: <https://bhhstownerentals.petscreening.com>

### **ALL REQUESTED IDs AND DOCUMENTATION WILL BE REQUIRED TO BE INCLUDED WITH YOUR APPLICATION SUBMISSION.**

The Property Manager whose property you are applying for will process your application. Your credit history, criminal history, landlord references and your source of funds will be evaluated in qualifying you to rent the property. In addition, any applicant with a bankruptcy must show a discharge more than three (3) years ago and have established new credit with a positive rating with at least one account. If we receive all information needed and it can be verified easily, the application process will normally take 2 – 3 business days, excluding weekends. We will contact you immediately upon completing the process to discuss the results with you. Thank you!



# Application for Tenancy

**All sections must be completed. Incomplete applications will not be processed.**  
*Website: [www.BHHSTowneRentals.com](http://www.BHHSTowneRentals.com)*

PM Initials: \_\_\_\_\_

I would like to apply for the property located at \_\_\_\_\_ for occupancy commencing on \_\_\_\_\_ for a term of \_\_\_\_\_ at an initial monthly rent payment of \$\_\_\_\_\_.

## PERSONAL INFORMATION

Name: (\_\_\_\_\_) \_\_\_\_\_  
(Mr/Mrs/Ms/Miss) First Middle Name Last (Sr/Jr/ 1<sup>st</sup>/2<sup>nd</sup>)

Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship to Co-Applicant: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Phone: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

Dates at this address: From \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Do you have a lease:  Yes  No Expiration Date: \_\_\_\_\_ Notice given:  Yes  No

Former Address: \_\_\_\_\_  
Street City State Zip

Former Landlord Name: \_\_\_\_\_ Former Landlord Phone: \_\_\_\_\_

Dates at former address: From \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## SOURCE OF FUNDS INFORMATION

Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_ How long there: \_\_\_\_\_

Funds Provider (i.e.: Social Security Benefits, Voucher Program, etc.): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Monthly Benefits: \_\_\_\_\_

### IF MILITARY, PLEASE COMPLETE THIS SECTION

Duty Station: \_\_\_\_\_

Rate/Rank: \_\_\_\_\_ Phone: \_\_\_\_\_

Commanding Officer: \_\_\_\_\_ Home of Record: \_\_\_\_\_

**IN CASE OF EMERGENCY, NOTIFY: *(Must be someone who does not reside with you)***

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Street City State Zip

**CREDIT/DEBT INFO:**

OUTSTANDING DEBTS	MONTHLY PYMT	OUTSTANDING DEBTS	MONTHLY PYMT
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Bank: \_\_\_\_\_ Acct #: \_\_\_\_\_

Address: \_\_\_\_\_

**LIST ALL OTHER PERSONS WHO WILL OCCUPY THE PROPERTY:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_  
 DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_  
 DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_  
 DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_  
 DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_

**VEHICLE INFORMATION:**

VEHICLE MAKE/MODEL: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

VEHICLE MAKE/MODEL: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

VEHICLE MAKE/MODEL: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**OTHER:**

I understand that by applying to lease with this company I will have to create either a pet/animal profile or a no-pet profile using this company's third-party screening service.  Y  N

You may go to <https://bhstownerentals.petscreening.com> to start.

Do you have any Pets?  Y  N How many?: \_\_\_\_\_ Are they Neutered/Spayed?  Y  N

List type and weight of all pets?: \_\_\_\_\_

List breed and age of all pets: \_\_\_\_\_

Do you have any unpaid judgments or collections?  Y  N Have you filed Bankruptcy in the last 3 years?  Y  N

Are you now being or have you ever been evicted?  Y  N Have you ever been convicted of a crime?  Y  N

If you answered Yes to any of the above, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Renter's Insurance?  Y  N With Whom? \_\_\_\_\_

Applicant hereby authorizes Agent to verify all information contained in this Rental Application and to conduct credit and criminal background checks. Applicant certifies that information contained in this application is true and accurate to the best of Applicant's knowledge. Should Applicant withhold or provide false or inaccurate information, this application and any lease entered into based on this information may be voided immediately. Application fee must be received with application made payable to BHHS Towne Realty and is NON-REFUNDABLE.

Each Applicant must pay at the time this Application is made a non-refundable Application Fee in the amount of \$50 per applicant as an offset to Agent's cost, time and expense of processing my initial Application. In addition, the Applicant must pay an Application Deposit within 24 hours of rental application approval. The Application Deposit is not a security deposit but will convert into the Security Deposit on the Commencement Date of the Lease Agreement.

To help ensure ALL of our Tenants understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile (No Pet/Pet/Animal). This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. **Only Pet Owners will have a \$20 non-refundable fee paid directly to our third-party screening service provider.** Please get started by selecting a profile category on our landing page: <https://bhstownerentals.petscreening.com>

Upon submission of this Application, Agent reserves the right to remove the Dwelling Unit from the available rent list. If this application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this Application is approved and Applicant fails to rent the Dwelling Unit, Landlord shall be entitled to retain that part of the Application Deposit equal to Landlord's actual damages and expenses as provided in Section 55.1-1203 of the Virginia Residential Landlord Tenant Act (VRLTA).

No representations, promises, or agreements as to occupancy or date of possession have been made and this application shall not be construed as a lease or agreement therefore. Applicant should exercise whatever due diligence Applicant deems necessary with respect to information on the property including without limitation, mold, lead-based paint, pests or insects, and any sexual offenders registered under Chapter 23 (§19.2-387 et seq.) of Title 19. Information regarding registered sex offenders may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674-2000 or [www.vsp.state.va.us](http://www.vsp.state.va.us). Upon Applicant's request, Agent will provide Applicant with a copy of the Lease for review.

Applicant acknowledges that Agent represents the Landlord/Owner and signatures below indicate this fact has been disclosed. Agent adheres to all applicable federal, state and local fair housing laws and regulations and the property will be shown and made available to all persons without regard to any protected class under such laws or regulations.

**SIGNATURE: (required for processing)**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number where applicant may be contacted: \_\_\_\_\_

Showing Agent: \_\_\_\_\_ Firm: \_\_\_\_\_

**NOTE: Our application fee is \$50 for each individual applicant.**

**FOR OFFICE USE ONLY**

Application fee received: \$ \_\_\_\_\_ Check/M.O./Cashier's Check #: \_\_\_\_\_

Received by: \_\_\_\_\_ Date & Time of Application: \_\_\_\_\_  AM  PM

Application Deposit received: \$ \_\_\_\_\_ M.O./Cashier's Check #: \_\_\_\_\_

Received by: \_\_\_\_\_ Date & Time of Application: \_\_\_\_\_  AM  PM

**LANDLORD VERIFICATION**

**THIS SECTION TO BE COMPLETED BY APPLICANT**

I hereby authorize release of my rental history/information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**THIS SECTION TO BE COMPLETED BY PROPERTY MANAGER**

The individual named directly above is an applicant of a rental housing that requires verification of rental payment history and care of rental property. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Sincerely: \_\_\_\_\_  
Property Manager

Date: \_\_\_\_\_

TO: (Name and address of Landlord)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Landlord:Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Current or Former Address: \_\_\_\_\_

Applying to rent property located at: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY VERIFYING LANDLORD ONLY**

Dates of Residency? Lease from \_\_\_\_\_ to \_\_\_\_\_

Amount of monthly rent \$ \_\_\_\_\_ Number of returned checks: \_\_\_\_\_

Do they pay their rent on time? Yes  No  If not, how many times late? \_\_\_\_\_

Proper move-out notice given? Yes  No  Notice given by:  Tenant  Landlord

Reason for Leaving: \_\_\_\_\_

Were there any deductions from their security deposit? Yes  No  Please comment: \_\_\_\_\_

Do they have an outstanding balance? Yes  No  If so, how much? \$ \_\_\_\_\_

Would you rent to them again? Yes  No  Please comment: \_\_\_\_\_

If pets, any problems? (i.e.: odor, fleas, damage, etc.) Yes  No  Please comment: \_\_\_\_\_

Did you ever take legal action on them? Yes  No  Please comment: \_\_\_\_\_

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Landlord's Printed Name & Title

\_\_\_\_\_  
Date

**Return Form To: BHHS Towne Realty**

**PM:** \_\_\_\_\_

**PM Phone:** \_\_\_\_\_

**Fax or E-mail:** \_\_\_\_\_

**FOR PROPERTY MANAGER USE ONLY:**

PM Received: \_\_\_\_\_ Date & Time: \_\_\_\_\_  AM  PM

Landlord Reference: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Source of Funds Verification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agreed Rent Amount: \_\_\_\_\_ Sec. Dep. Amount: \_\_\_\_\_

Pet Deposit / Fee: \_\_\_\_\_  Pet Deposit  Pet Fee

Date Application Approved by Owner: \_\_\_\_\_ Date Accepted by Applicant: \_\_\_\_\_

**Alternate Rent Offer:**

Applicant's Offer: \_\_\_\_\_ Date Conveyed to Owner: \_\_\_\_\_

Amount Countered or Accepted by Owner: \_\_\_\_\_  Countered  Accepted

Date Offer Countered or Accepted by Owner: \_\_\_\_\_  Countered  Accepted

Date Offer Accepted by Applicant: \_\_\_\_\_

**Other Funds Received:**

Explanation of Funds (i.e.: move/in rent; 1<sup>st</sup> month full rent, etc.): \_\_\_\_\_

Check/M.O./Certified Check Number(s): \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_