

# Johnson & Glazebrook, Inc.

## RENTAL APPLICATION GUIDELINE

Dear Applicant:

Thank you for considering leasing one of our rental properties. We will be pleased to answer any questions you may have concerning the selection of a property. Below is a list of our policies and procedures for renting:

- Income guidelines to qualify for a rental are as follows:
  1. Single applicant – qualify for a rental amount equal to 30% of their gross monthly income.
  2. Two applicants - can combine incomes to meet this guideline.
  3. Three or more applicants - two of the applicants must meet the guideline requirement.
- When completing the rental application please attach a copy of each applicant's driver's license and/or social security card, please provide (3) years residential and employment history, along with the contact names and telephone numbers where the individuals can be reached to verify the information. Please be sure to list all occupants and indicate whether you have a pet. A complete application can expedite processing.
- If we are unable to verify income through standard employee follow-up, applicants may be required to produce additional information such as W-2 or 1099 forms, and if self-employed, a copy of (2) years of federal income tax returns. If military, please include a copy of your most recent L.E.S.
- Co-signers cannot be considered for a lease application.
- Single applicants must submit a complete separate rental application. The processing fee is \$40.00 per applicant. Married applicants can submit one rental application; however the processing fee is still \$40.00 per applicant.
- If your application is contingent upon certain clauses/contingencies, these requirements must be specified, in advance, on the initial application.
- At the time of lease signing the security deposit is due, and the first month's rent is due on or before your move-in date, or when obtaining keys to the property. The owner has the right to require certified funds.
- All parties are required to be noted as occupants and/or Lessees on the application and lease.
- No lease is considered fully ratified until prospective lessee(s) and owner(s) (or agent for owner) have signed and ratified said lease.
- Upon approval, if a lease is not signed and returned with required funds to management within 24 hours from receipt, the management company may relist the property on the active market at the owner's discretion and withdraw the approval.
- Tenant understands that should they default on their obligation in taking possession of the property, the owner may charge an early termination fee as liquidated damages.

CHECKLIST FOR APPLICANT. Before submitting the application, please verify that the following are completed:

- The application is signed and initialed by all applicants.
- The processing fee of \$40.00 per adult applicant has been submitted.
- Three years of employment (including salary information) & rent history have been provided, along with the telephone numbers for verification.
- Applicant has specified whether or not they plan to have a pet.

Thank you for cooperation.



JOHNSON & GLAZEBROOK, INC.  
 1807 William Street, Fredericksburg, VA 22401  
 (540) 372-4444 FAX (540) 373-9848

APPLICATION FOR LEASE

Date \_\_\_\_\_

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

This Rental Application is made to lease premises known as \_\_\_\_\_  
 (ADDRESS OF PROPERTY YOU ARE APPLYING FOR)

for \_\_\_\_\_ year(s), beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the monthly rent of \$\_\_\_\_\_, payable in advance on the first day of each month. It is understood the premises is to be used as a single family residence occupied by not more than \_\_\_\_\_ persons; and that occupancy is contingent upon property being vacated by present occupant.

Landlord is not providing tenant with rental insurance and is not responsible for tenant's personal property. Furthermore, Landlord's insurance coverage does not cover the tenant's personal property. All personal property placed in said premises shall be at tenant's risk and TENANTS ARE REQUIRED TO obtain renter's insurance at their own expense and provide proof of coverage during their occupancy. Tenants understand that renter's insurance does not cover flood damage.

The Processing Fee is \$40.00 per applicant. Applicants acknowledge that the processing fee is NON-REFUNDABLE. The total processing fee amount of \$\_\_\_\_\_ is attached to this application. A COMPLETE APPLICATION WILL EXPEDITE PROCESSING.

Where can you be reached prior to the lease term? Cell #1: ( ) \_\_\_\_\_ Cell #2: ( ) \_\_\_\_\_  
 Email address: \_\_\_\_\_ Work ( ) \_\_\_\_\_

**\*EACH ADULT TO APPEAR ON LEASE OTHER THAN HUSBAND & WIFE MUST FILL OUT A SEPARATE APPLICATION\***

APPLICANT LAST NAME (Suffix)	FIRST NAME	Middle initial	DATE OF BIRTH / /	SOCIAL SECURITY NUMBER - -	RELATIONSHIP to Co-Applicant
CO-APPLICANT LAST NAME (Suffix)	FIRST NAME	Middle initial	DATE OF BIRTH / /	SOCIAL SECURITY NUMBER - -	RELATIONSHIP to Applicant

OTHER OCCUPANTS: LAST NAME	SUFFIX	FIRST NAME	INITIAL	AGE	RELATIONSHIP

**PETS** \*Applicant acknowledges a pet deposit may be required \* **\*\* PLEASE ATTACH A PHOTO OF YOUR PET(S) \*\***

Breeds or mixes of the following breeds are not considered due to landlord insurance restriction guidelines: Rottweiler, Pitt-Bull-type, German Shepherd, Akita, Doberman and Chow.

TYPE of ANIMAL	BREED	WEIGHT	AGE	COLOR	SPAYED/NEUTERED/DE-CLAWED

**AUTOMOBILES, CAMPERS, VANS, TRAILERS, TRUCKS, COMMERCIAL VEHICLES, ETC.**

MAKE	MODEL	YEAR	COLOR	STATE	LICENSE NUMBER

**PERSONAL REFERENCES**

NAME	PHONE
ADDRESS	CITY, STATE ZIP
NAME	PHONE
ADDRESS	CITY, STATE ZIP

**IN CASE OF EMERGENCY, NOTIFY (list nearest person NOT living with you):**

NAME	PHONE	RELATIONSHIP
ADDRESS	CITY, STATE	ZIP

**RESIDENTIAL HISTORY**

**CURRENT (Present Address) \* Must have three (3) years of residential history \*** OFFICE USE ONLY - DO NOT WRITE BELOW

ADDRESS	CITY, STATE ZIP	YEARS
YEARS	MONTHLY PAYMENT \$	PAYMENT: RENTED / OWNED
NAME OF LANDLORD OR MORTGAGE COMPANY	PHONE NUMBER	COMMENTS:
REASON FOR MOVING		VERIFIED BY:

**PREVIOUS (Please use separate form or back of application for additional entries as needed.)** OFFICE USE ONLY - DO NOT WRITE BELOW

ADDRESS	CITY, STATE ZIP	YEARS
YEARS	MONTHLY PAYMENT \$	PAYMENT: RENTED / OWNED
NAME OF LANDLORD OR MORTGAGE COMPANY	PHONE NUMBER	COMMENTS:
REASON FOR MOVING		VERIFIED BY:

**EMPLOYMENT HISTORY**

IF APPLICANT IS SELF-EMPLOYED, APPLICANT MUST ATTACH COPIES FOR PAST TWO YEARS OF:

- A. Individual U.S. Tax Form 1040
- B. Self-employment U.S. Tax Schedule C

IF APPLICANT IS PAID ON AN HOURLY, OR WEEKLY BASIS, W-2 FORMS FOR THE PAST TWO YEARS MAY BE REQUIRED.

**APPLICANT PRESENT EMPLOYMENT \* Must have three (3) years of employment history \*** OFFICE USE ONLY - DO NOT WRITE BELOW

APPLICANT EMPLOYED BY:	HOW LONG?	POSITION:
BUSINESS ADDRESS	PHONE NUMBER:	HOW LONG:
POSITION	SALARY \$ PER	SALARY:
SUPERVISOR NAME AND TITLE	PHONE NUMBER:	ADDTL INFO:
FAX NUMBER FOR SUPERVISOR or HR DEPT:	ATTN NAME:	VERIFIED BY:

**APPLICANT OTHER INCOME** OFFICE USE ONLY - DO NOT WRITE BELOW

\$	PER	SOURCE:
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**APPLICANT PREVIOUS EMPLOYMENT** OFFICE USE ONLY - DO NOT WRITE BELOW

APPLICANT EMPLOYED BY:	HOW LONG:	POSITION:
BUSINESS ADDRESS	PHONE NUMBER:	HOW LONG:
POSITION	SALARY \$ PER	SALARY:
SUPERVISOR NAME AND TITLE	PHONE NUMBER	ADDTL INFO:
FAX NUMBER FOR SUPERVISOR or HR DEPT:	ATTN NAME:	VERIFIED BY:

**CO-APPLICANT PRESENT EMPLOYMENT**

OFFICE USE ONLY - DO NOT WRITE BELOW

CO-APPLICANT EMPLOYED BY		HOW LONG:	POSITION:
BUSINESS ADDRESS	PHONE NUMBER:		HOW LONG:
POSITION	SALARY \$	PER	SALARY:
SUPERVISOR NAME AND TITLE	PHONE NUMBER:		ADDTL INFO:
FAX NUMBER FOR SUPERVISOR or HR DEPT	ATTN NAME:		VERIFIED BY:

**CO-APPLICANT OTHER INCOME**

OFFICE USE ONLY - DO NOT WRITE BELOW

\$	PER	SOURCE:	
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**CO-APPLICANT PREVIOUS EMPLOYMENT**

OFFICE USE ONLY - DO NOT WRITE BELOW

CO-APPLICANT EMPLOYED BY		HOW LONG:	POSITION:
BUSINESS ADDRESS	PHONE NUMBER:		HOW LONG:
POSITION	SALARY \$	PER	SALARY:
SUPERVISOR NAME AND TITLE	PHONE NUMBER:		ADDTL INFO:
FAX NUMBER FOR SUPERVISOR or HR DEPT	ATTN NAME:		VERIFIED BY:

**FINANCIAL HISTORY**

**BANK REFERENCES**

BANK NAME/BRANCH	SAVINGS/CHECKING

**MONTHLY PAYMENTS**

TO	FOR	BALANCE	MONTHLY PAYMENT
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

HAS APPLICANT/CO-APPLICANT EVER FILED FOR BANKRUPTCY? IF YES, PLEASE ATTACH LETTER OF EXPLANATION.	( ) YES ( ) NO
HAS APPLICANT/CO-APPLICANT EVER BEEN EVICTED OR HAD JUDGMENT ISSUED AGAINST HIM/HER?	( ) YES ( ) NO
ARE THERE ANY OUTSTANDING JUDGMENTS AGAINST APPLICANT/CO-APPLICANT?	( ) YES ( ) NO
HAS APPLICANT/CO-APPLICANT HAD PROPERTY FORECLOSED UPON OR GIVEN TITLE OR DEED IN LIEU THEREOF IN THE PAST SEVEN (7) YEARS?	( ) YES ( ) NO
IS APPLICANT/CO-APPLICANT PARTY TO A LAWSUIT?	( ) YES ( ) NO
IS APPLICANT/CO-APPLICANT OBLIGATED TO PAY ALIMONY, CHILD SUPPORT OR SEPARATE MAINTENANCES?	( ) YES ( ) NO
IS APPLICANT/CO-APPLICANT A CO-MAKER OR ENDORSER ON A NOTE?	( ) YES ( ) NO
<b>IF APPLICANT/CO-APPLICANT ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS PLEASE PROVIDE A LETTER OF EXPLANATION BELOW OR ATTACH A SEPARATE LETTER WITH THIS APPLICATION:</b>	

The Applicant(s) hereby certify that the information contained in this Application for Lease is true and correct to the best of Applicant(s)' knowledge and belief. Applicant(s) hereby authorize Agent to conduct a credit check on Applicant(s) and an appropriate background check to verify information provided herein by Applicant(s) for approval or rejection of this Application, or during or after tenancy for collection purposes. It is understood that this application, including each prospective occupant, is subject to approval and acceptance. The Applicant(s) further authorizes their current and past Landlord/Management Company and also their current and past Employer(s) to release Applicant(s)' rental history and employment information to Johnson & Glazebrook, Inc.

**DISCLOSURE OF BROKERAGE RELATIONSHIP IN A RESIDENTIAL REAL ESTATE TRANSACTION:**

The undersigned party(ies) do hereby acknowledge disclosure that the licensee \_\_\_\_\_ (Broker or Salesperson) associated with \_\_\_\_\_ (Brokerage Firm) represents only the following party in a residential real estate transaction: represents  Landlord as Landlord's representative OR  Tenant as Tenant's representative.

*(If Broker is acting as dual representative of both Landlord and Tenant, the appropriate form is attached to and made part of this Application for Lease.)*

**APPLICANT SIGNATURE** \_\_\_\_\_

**CO-APPLICANT SIGNATURE** \_\_\_\_\_

*I certify that I have seen the condition of the property and make this application to rent in its present physical condition except as noted below:* \_\_\_\_\_

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

**Applicant Initials:** \_\_\_\_\_

**Co-Applicant Initials:** \_\_\_\_\_

LEASING AGENT (Please attach business card)

FIRM ADDRESS/TELEPHONE NUMBER

\*\*\*\*\*  
 (FOR JGI OFFICE USE ONLY - DO NOT WRITE BELOW)

FUNDS COLLECTED:

\* Separate checks must be collected \*

Non-Refundable Processing Fee \$ \_\_\_\_\_ form \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_ form \_\_\_\_\_