



**HARRISON & LEAR, INC., REALTORS®**

Property Management

Multifamily | Single Family | Commercial | Association | Investment | Development

THANK YOU FOR CONSIDERING US IN YOUR SEARCH FOR A NEW HOME.

DATE OF APPLICATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

NAME OF SPOUSE: \_\_\_\_\_

UNIT SIZE DESIRED: \_\_\_\_\_

DATE DESIRED: \_\_\_\_\_

LEASE TERM DESIRED: \_\_\_\_\_

APPLICATION FEE PAID: \_\_\_\_\_

(non-refundable)

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

A non refundable application fee is given to the landlord by the applicant(s) to depreciate the expense incurred by the landlord to process the application.

A holding fee shall be delivered to the Business Office within 48 hours once the application is approved and shall be applied in part / whole towards the Security Deposit referred by the rental agreement. If this application is approved, and its applicant(s) does not move in, the amount(s) paid toward the security deposit shall be retained by the agent as liquidated damages in accordance with the Virginia Residential Landlord Tenant Act.

I / We understand that the holding fee accompanying this application is non-refundable after three (3) business days. If the applicant(s) are not approved, any monies paid toward the holding fee / Security deposit shall be refunded to the applicant(s). It is understood by the applicant(s) that this application is preliminary only and involves no obligation to the landlord or the agents of the landlord to approve this application or deliver occupancy of said unit.

Our master community insurance policy does not cover damage by fire, water, flood or any other cause to a resident's personal property (*ex: clothes, furniture, electronics, etc.*) located in the unit or anywhere on the community property or common area. Each resident shall be responsible for obtaining insurance coverage for their personal property. All Harrison & Lear Inc. properties require residents to maintain Renters Insurance as a requisite of the Rental Agreement and must be presented prior to lease signing.

**With this in mind, the following information is necessary, and again thank you for choosing us!**



Harrison & Lear Inc. does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, sex, national origin, handicap or familial status.

**Applicant Information - Each adult applicant must submit a separate application unless married**

Applicant	Last	First	Middle	Date of Birth	Social Security Number
				/ /	- -

Spouse	Last	First	Middle	Date of Birth	Social Security Number
				/ /	- -

**Other Occupants**

Last	First	Middle	Date of Birth	Relationship
			/ /	

Last	First	Middle	Date of Birth	Relationship
			/ /	

**Residency**

Current Home Address	City, State, Zip	Home Phone
		( )

Date Moved In	Rent / Mortgage	Apartment Community / Owner	Mgr / Owner Phone
	\$		( )

Previous Home Address	City, State, Zip	Date Moved In
		( )

Date Moved Out	Rent / Mortgage	Apartment Community / Owner	Mgr / Owner Phone
	\$		( )

**Employment**

Applicants Employer's Name	Employer Phone Number	Occupation
	( )	

Employers Address	Gross Monthly Income	Supervisor
	\$	

Length of Employment

Spouses Employer's Name	Employer Phone Number	Occupation
	( )	

Employers Address	Gross Monthly Income	Supervisor
	\$	

Length of Employment

**Vehicles**

Auto Make	Year	Color	License Number	State

Auto Make	Year	Color	License Number	State

**Emergency Contact (Not residing with you, a person over the age of 18)**

Name	Address	City, State, Zip	Relationship

Work Phone	Home Phone Number	Cell Phone Number
( )	( )	( )

**Pet Information**

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Type/ Breed	Weight	Age
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No animal shall be allowed on the premises without prior written consent from management, payment of fees, and execution of a pet agreement. Pets are limited to two (2) per apartment. Service animals are not considered pets.

Do you have renter's insurance? \_\_\_\_\_ Company \_\_\_\_\_  
Yes or No

I / We agree to provide proof of a valid renter's insurance policy prior to the signing of a lease agreement, listing **HARRISON & LEAR INC., REALTORS** as additional insured prior to lease signing.

Do you have a need in your apartment for a visual smoke detector? \_\_\_\_\_  
(Visual smoke detectors are for the hearing impaired.) Yes or No

**MEGAN'S LAW DISCLOSURE:** Tenant(s) should exercise whatever due diligence they deem necessary with respect to information on any sexual offenders registered under Chapter 23 (e19.2-397 et sq.) of Title 19.2 whether the owner precedes under subdivision 1 or 2 of subsection A of e55-519. Such information may be obtained by contacting your local police department or the Department of State Police, Central Criminal Records Exchange at (757) 874-2000 or <http://sex-offender.vsp.virginia.gov/sor/html/search.htm>

**LEAD-BASED PAINT:** The United States Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) have determined that properties built prior to 1978 may contain lead-based paint which can cause serious health problems. The Property XXX was \_\_\_\_\_ was not built prior to 1978. If the property was built prior to 1978, the (1) attached Disclosure Information or Lead-Based Paint and Lead -Based hazards shall be completed and executed by the Landlord and Tenant and is incorporated in the Rental Application and Agreement to Lease.

**SIGNATURE OF ALL ADULTS TO APPEAR ON LEASE**

I / We the applicant(s) represent that the statements made about are true and correct and hereby authorizes verification of references. Any false statements herein are grounds for the rejection of this application. I (we) hereby authorize the holder of this application to investigate my (our) history of the past years for the purpose of determining approval or disapproval of my (our) applications. I / We also agree and understand that "Management" and its designated agents and employees may obtain additional information on each of us in the future to update or review our account. I / We authorize the holder of this application to review a "Consumer Report" for qualification purposes, account updates and for purposes of collection. A consumer report can include credit, public records, searches, and employment, background and residence verifications.

**FALSIFICATION OF INFORMATION WILL RESULT IN DENIAL OF THE APPLICATION OR TERMINATION OF THE LEASE AGREEMENT.**

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Applicant Signature	Date	( ) Cell Phone	Email Address
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Spouse Signature	Date	( ) Cell Phone	Email Address
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Occupancy Guidelines:

No more than two individuals per bedroom may occupy an unit. One infant up to the age of 18 months may reside in the unit without being counted in the occupancy count. Residents whose newborn has reached 18 months of age during the lease term will be required upon the expiration of their current lease term to either move into another available dwelling of the owner which has more bedrooms or move out. A bedroom is defined as a space that is used primarily for sleeping, designed to be closed with a door and a closet space for clothing.

Qualification Guidelines:

All leaseholders or occupants 18 years and older must fill out an application. (Married couples may complete one application). Resident history, credit history, and income / employment are verified for all applicants. Harrison & Lear Inc., Realtors shall ask to make a photocopy of each applicant's driver's license or state issued photo identification card and social security card. Military identification may be presented but shall not be counted towards this requirement. All information provided must be true and correct, as well as verifiable. All verified information is entered into a scoring system which determines rental eligibility. Each applicant's resident, credit, and employment information will be individually scored; leaseholders' income will be individually scored. All occupants of legal age must be a leaseholder unless dependency status can be verified. Cosigners may be accepted to assist with income requirements. Cosigners shall not be accepted for declined applicants due to credit or background checks.

Employment:

Leaseholders must be with their current job for a minimum of 6 months, providing two consecutive paychecks or a W-2 form from current employer. Persons relocating must provide proof of a local job offer accepted in writing, and pay stubs from current and/or previous job. Employment verification will include length of employment with current employer as well as anticipated annual income. If self employed or primarily commission-based one of the following will be required: a copy of the previous two years' tax return, a financial statement from a CPA verifying employment and income, photocopies of three most current bank statements illustrating the ability to pay rent through the entire lease term or notarized statement from your attorney.

Income:

Leaseholders must have verifiable gross income greater than 3 times the amount of monthly rent. Gross Annual income will be verified for all lease holders. Additional sources of income may be considered. Other verifiable income may mean, but not limited to, alimony /child support, trust accounts, retirement accounts, and social security). Applicants who do not meet income requirements shall pay the entire leasing agreement in full by certified check or money order provided credit is acceptable.

Credit:

Credit reports will be secured for all leaseholders through Corelogic Safe Rent, which applies a score to each report. Applicants must meet the preset score to be accepted for residency. Applicants may be approved with additional deposit provided they are within the acceptable range of score. Applicants with no credit history that meet the income criteria and rental history criteria may be approved. Unfavorable accounts include, but are not limited to: collection, charge off, repossession and current delinquency. If acceptable check writing history does not meet criteria, the applicant will be required to pay by cashier's check or money order only. Previous judgments for rent will result in denial of the application. Bankruptcies are accepted provided that a discharge has been complete and proof is provided at the time of the application. Bankruptcies must be discharged at least 6 months prior to an application being accepted in our office. In keeping with the policy of confidentiality and privacy, we do not discuss the contents of the individual credit reports with an applicant. If you would like to discuss or dispute anything on your credit report, you will need to contact the credit bureau that made the report. Applicants who are declined will be provided necessary documents to speak with the credit bureau.

References:

A minimum of two years resident history is required for all leaseholders. Rental verification will include length of occupancy, payment record, status, and compliance with rules and regulations. Renting from a relative is not considered resident history as contract performance cannot be determined. Home mortgages may substitute for resident history. An applicant who have been evicted within the past seven years or owes landlord monies, the application will be declined.

Non-US Citizens:

Applicants who are citizens of another country must provide a passport and the INS document that entitles the applicant to be in the United States and proof of employment in this country or an I-20 verifying student status. Harrison & Lear Inc., Realtors shall ask to make a photocopy of any of the applicant's INS documents, passport and visa. In addition for applicants who do not have credit history in this country, Harrison & Lear Inc., Realtors will accept in lieu of the credit requirements an additional deposit of two months' rent.

Non Approval:

Reasons for not approving an application include, but are not limited to: Bankruptcy within the past 6 months, insufficient income, unpaid judgments, evictions, outstanding rent debit, household size exceeding occupancy limits, and falsification of the application information.

Agency Disclosure:

We are the managing agent for the owner. However, it is a **REALTORS** responsibility under the Code of Ethics to bring about a fair and equitable transaction involving all parties. The owner being our client is owed our loyalty and faithfulness. While the managing agent is not the tenant's agent, he or she is able to provide you with a variety of valuable market information and assistance in your decision making process.

# Verification of Residency

**Applicant(s) Name(s):** \_\_\_\_\_  
Last First Middle

**Spouses Name(s):** \_\_\_\_\_  
Last First Middle

Current / Previous Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Name of Community / Rental Company: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Rental Dates: \_\_\_\_\_

*Please provide dates in which you occupied rented unit. (Ex. January 1, 2012 to December 31, 2012)*

Thank you for your cooperation in obtaining this information.

I authorize the above to release to Harrison & Lear Inc., Realtors the above information regarding my residency.

\_\_\_\_\_  
**Applicant Signature** Date **Spouses Signature** Date

*DO NOT FILL OUT BELOW THIS LINE*

Property / Unit Name: \_\_\_\_\_

Length of Occupancy: \_\_\_\_\_ to \_\_\_\_\_ Current Rental Rate \$ \_\_\_\_\_

Did resident break their lease agreement? \_\_\_\_\_ Reason? \_\_\_\_\_

Was rent paid late? \_\_\_\_\_ How many times? \_\_\_\_\_ Number of NSF \_\_\_\_\_  
*In the last (12) months*

Balance Due \_\_\_\_\_ Was a notice to vacate served by management? \_\_\_\_\_

Was Resident ever under eviction? \_\_\_\_\_ Reason : \_\_\_\_\_

Were any notices served for non-compliance issues? \_\_\_\_\_

Did the resident give proper notice to vacate? \_\_\_\_\_ Notice terms? \_\_\_\_\_ Did the resident have pet(s)? \_\_\_\_\_  
*Are 30 or 60 days required?*

Would you rent to them again? \_\_\_\_\_

Additional comments: \_\_\_\_\_

Thank you for taking the time to fill out and return this form to the Business Office.

Completed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

# Criminal Background Search Applicant Consent

The undersigned applicant(s) here by consent to allow Harrison & Lear Inc., ("Management"), itself or through its designated agents or employees, to obtain criminal record information for the purpose of determining whether to lease a unit to me / us. I / We also agree and understand that "Management" and its designated agents and employees may obtain additional criminal record reports on each of us in the future to update or review our account. Upon my / our request, "Management" will tell me / us whether criminal records were requested and the names and addresses of any agency that provided such reports

ANY UNANSWERED "YES" OR "NO" QUESTIONS SHALL RESULT IN THE DENIAL OF YOUR APPLICATION

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to any felony?

\_\_\_\_\_Yes                      \_\_\_\_\_No

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to a sexual offense?

\_\_\_\_\_Yes                      \_\_\_\_\_No

Have you or any member of your household ever been listed on a registry of sexual offenders?

\_\_\_\_\_Yes                      \_\_\_\_\_No

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to any drug related criminal offense?

\_\_\_\_\_Yes                      \_\_\_\_\_No

If yes to any of the above questions, please explain, providing the location, date and nature of the offense:

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\_\_\_\_\_  
**Applicants Name** (*Please Print*)

\_\_\_\_\_  
**Applicants Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Spouses Name** (*Please Print*)

\_\_\_\_\_  
**Spouses Signature**

\_\_\_\_\_  
Date

# Verification of Employment

The individual below has submitted a rental application to \_\_\_\_\_

Please provide the information requested and fax the completed form to \_\_\_\_\_

Thank you for your prompt response.

Applicant Name: \_\_\_\_\_  
Last First Middle

Social Security Number: \_\_\_\_\_  
\*\*\*\*\_\*\_\*\_

I authorize the above community or company to release to Harrison & Lear Inc., Realtors the above information regarding my employment.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouses Signature \_\_\_\_\_ Date \_\_\_\_\_

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*DO NOT FILL OUT BELOW THIS LINE*  
*(TO BE COMPLETED BY EMPLOYER)*

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Date of Hire: \_\_\_\_\_

Salary: \_\_\_\_\_ per \_\_\_\_\_ (*year, month, week*)

Is Employment Permanent: \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

# Military Contact Information

## **Military Applicant Information** *(Fill out ONLY if you are active duty military)*

_____	_____	_____	_____	_____
Last	First	Middle	Rank	Pay Grade
_____	_____	( _____ )	( _____ )	_____
Apartment Address	_____	Home Phone	Cell Phone	Email

## **Military Base Information**

_____	_____	( _____ )	( _____ )
Base/Ship Name	Command Name	Command Phone	Alt Phone
_____	_____	_____	_____
Command Address	Immediate Supervisor Name	_____	Immediate Supervisor
_____	( _____ )	_____	_____
Commanding Officer Name	Commanding Officer Phone	_____	_____

## **Emergency Contact Information**

_____	_____	( _____ )
Emergency Contact Name	Emergency Contact Address	Home Phone
( _____ )	( _____ )	_____
Cell Phone	Work Phone	_____

# Disclosure of brokerage relationships.

## **A. Purchase transactions.**

1. Unless disclosure has been previously made by a licensee, a licensee shall disclose to an actual or prospective buyer or seller who is not the client of the licensee and who is not represented by another licensee and with whom the licensee has substantive discussions about a specific property or properties, the person whom the licensee represents in a brokerage relationship, as that term is defined in §54.1-2130 of the Code of Virginia.
2. Except as otherwise provided in subdivision 3 of this subsection, such disclosure shall be made in writing at the earliest practical time, but in no event later than the time specific real estate assistance is first provided. Any disclosure complying with the provisions of §54.1-2138 A of the Code of Virginia shall be deemed in compliance with this disclosure requirement.
3. A licensee acting as a dual or designated representative shall obtain the written consent of all clients to the transaction at the earliest practical time. Such consent shall be presumed to have been given by a client who signs a disclosure complying with the provisions of §54.1-2139 of the Code of Virginia. Such disclosure shall be given to, and consent obtained from, (i) the buyer not later than the time an offer to purchase is presented to the licensee who will present the offer to the listing agent or seller, and (ii) the seller not later than the time the offer to purchase is presented to the seller.
4. Any disclosure required by this subsection may be given in combination with other disclosures or information, but, if so, the disclosure must be conspicuous, printed in bold lettering, all capitals, underlined, or within a separate box or as otherwise provided by §54.1-2138 of the Code of Virginia.

## **B. Lease transactions.**

1. Unless disclosure has been previously made by a licensee, a licensee shall disclose to an actual or prospective landlord or tenant who is not the client of the licensee and who is not represented by another licensee, that the licensee has a brokerage relationship with another party or parties to the transaction. Such disclosure shall be in writing and included in the application for lease or the lease itself, whichever occurs first. If the terms of the lease do not provide for such disclosure, the disclosure shall be made in writing not later than the signing of the lease.
2. This disclosure requirement shall not apply to lessors or lessees in single or multi-family residential units for lease terms of less than two months.

### **DISCLOSURE OF BROKERAGE RELATIONSHIP**

In compliance with §54.1-2138 of the Code of Virginia, you are hereby advised that **HARRISON & LEAR INC., REALTORS** is employed by **WILLOW OAKS OF HAMPTON LLC** as MANAGING AGENT for **WILLOW OAKS APARTMENTS** with Rental Office located at **600 WILLOW OAKS BLVD, HAMPTON, VIRGINIA 23669, (757-850-0911)** consisting of **(99 UNITS)**

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Applicant Signature

Date

Spouse Signature

Date

**FOR OFFICE USE ONLY**

Apartment Assigned: \_\_\_\_\_ Base Monthly Rent \$ \_\_\_\_\_ Monthly Pet Fee \$ \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ Date Deposit: \_\_\_\_\_

Holding Fee / Application Deposit \$ \_\_\_\_\_ Date Deposit: \_\_\_\_\_

Community Fee \$ \_\_\_\_\_ Date Deposit: \_\_\_\_\_

Concession (if applicable) \_\_\_\_\_

Additional Items Requested (*i.e. furniture, washer/dryer, etc.*)

Item: \_\_\_\_\_ \$ \_\_\_\_\_ (Cost)    Item: \_\_\_\_\_ \$ \_\_\_\_\_ (Cost)

Item: \_\_\_\_\_ \$ \_\_\_\_\_ (Cost)    Item: \_\_\_\_\_ \$ \_\_\_\_\_ (Cost)

**APPLICATION VERIFICATION CHECKLIST**

Every applicant must provide a valid Social Security Number and driver's license or government issued (*federal, state, local*) photo ID or passport.

- Match the photo ID to applicant. Photocopy the photo ID and attach to the application. If any applicant is not able to provide SS #, that person is probably a non-US citizen. In this situation, there are four (4) other government issued ID cards (*listed below*) that can be used to confirm identity. There are no other acceptable forms of ID. Photocopy the ID used in place of the SS# and attach to the application.
- Form I-551 (*Green Card*)     Form I-688     I-688A     Form I-94

Confirmation by: \_\_\_\_\_ (employee signature)

**COMMUNITY STANDARDS & REQUIREMENTS**

Initial after completion. (*Attach documentation where required*)

- Rental / Pet Reference Received     Public Records/ Criminal Report Received
- Credit Report Received     Employment / Income Verification Received

**APPLICATION APPROVED**     (Please check, if applicable)

Approval with Adverse Action (*attach office copy of adverse action letter*)

- Approved with additional deposit of \$ \_\_\_\_\_
- Co-signer / Guarantor required    Approved by: \_\_\_\_\_

Date Applicant notified: \_\_\_\_\_    Notified by: \_\_\_\_\_

**APPLICATION DECLINED** (*Check, if applicable, and attach office copy of denial letter*)

**Reason(s) for Denial**    (Check below all that apply)

- Unfavorable credit report     Unfavorable rental reference
- Insufficient income     Exceeds occupancy standards
- Inaccurate information submitted     Other (specify) \_\_\_\_\_

How was Holding Fee Application Deposit returned? \_\_\_\_\_    Returned by: \_\_\_\_\_  
Employee Signature

Holding fee / Application Deposit received by: \_\_\_\_\_    Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

Property Manager's Signature: \_\_\_\_\_    Date: \_\_\_\_\_