



Exit Realty Professionals

1932 Kempsville Road #107

Virginia Beach, VA 23464

(757) 962-1284

Office Hours: Mon-Fri 9:00 - 5:30

QUALIFYING CRITERIA & REQUIREMENTS

FOR ALL RENTAL APPLICANTS

Please read carefully

Property Address: _____

- * All initial payments for Security Deposit, Tenant Reserve, and/or Pet Fee's are all required in certified funds prior to possession of property (acceptable certified funds: Certified Cashiers Checks & Money Orders) **** NO PERSONAL CHECKS OR CASH ACCEPTED ****
- * All Property Management Payments for Security Deposits, Tenant Reserves, Rent, Pet Fees, etc. are to be made payable separately to: **Exit Realty Professionals**
- * Pet Fees, if approved, are non-refundable and must be paid at time of lease signing, or within 5 days of obtaining a pet (if approved) during the term of the lease. Additional monthly pet rent, per pet, may be applicable.
- * **An Application and Processing Fee of \$45 per adult will be charged. This Application Fee/ Processing Fee must be paid in advance in certified funds and are non refundable! Married co-applicants may complete one application and pay a \$65 Application Fee.**
- * **Your application may be in competition with other applications for the same property!**
- * Military ID card and latest "LES" are needed for each applicant on active duty in the military.
- * Paycheck Stub/proof of income will be needed for any non military applicant.
- * DMV pictured ID with Social Security Number is required for all applicants at time of application.

**** Complete information is required for all adults (occupants 18 & over) in property **** Exit Realty utilizes the following criteria and procedures to determine the qualifications of applicants seeking to rent properties managed by Exit Realty Professionals.

I. APPLICATION STAGE

Applicants complete an Application for Tenancy and pay a **non-refundable application fee** for the required credit check, verification of employment, verification of rental history, and final processing of all rental applications. Applicants will be required to execute a lease and submit an application deposit and tenant reserve (if required) within 24 hours of notification of application approval.

NOTE: Applications received on weekends or holidays are processed on the following Monday or first work day of the week. In the event there are multiple applications, **the applicant that is most qualified will be accepted at the sole discretion of the Property Manager.**

II. REVIEW STAGE

Information provided by the Applicant on the application will be verified and used as a basis for the following review:

Income - A formula is used to determine whether the applicant has sufficient income to pay the rent for the property in question:

Monthly debt payment + 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.

Credit Check - A written report, when possible, is reviewed with the following information given specific attention:

Judgments - Any? Amount? Age? Has judgment been satisfied? Applicants who have unpaid judgments will receive an unacceptable rating for this category. Case-by-Case, the Property Manager will view each case in its own merits, discuss the merits with the owner, taking special care to avoid violating confidentially and Federal Laws, and a joint decision will then be made.

Bankruptcies - Has applicant filed bankrupt? If so, when? Applicants who have filed bankruptcy which was discharged at least two years ago and who have subsequently established a satisfactory credit history may receive an acceptable rating fro this category. If discharged, the individual property manager, based upon the reason for the bankruptcy, the type of bankruptcy, and date of discharge, will then review the situation with the owner.

III. RENTAL HISTORY

Exit Realty will make every effort possible to contact applicant's current and past landlords to:

- A. Verify information provided by the applicant.
- B. Determine/confirm the amount of the previous rent.
- C. Determine if the applicant took good care of the property.
- D. Determine if the applicant made timely rental payments.
- E. Determine if the applicant gave proper notification when terminating the lease.
- F. Determine the condition of the property when the applicant vacated.

IV. EMPLOYMENT HISTORY

Exit Realty will contact the applicant's employer to determine and verify:

- A. Employment
- B. Occupation
- C. Length of employment
- D. Prospects of continued employment
- E. If active duty military, PCS orders may be requested.

V. ACCEPTANCE

Once the application has been accepted, failure to execute the lease and/or occupy the property result in forfeiture of the Security Deposit to the Lessor/Owner less the Management Fee and/or other related expenses.

VI. MONTHLY RENT PAYMENTS

All applicants must allow for auto-deduct from checking for rent payments. **OUR OFFICE WILL NOT ACCEPT CASH FOR RENTAL PAYMENTS!**

The owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your household goods. Exit Realty, the Agent/Property Manager, nor Owner of the property is responsible for damages to your personal property. **Water Beds are NOT allowed in rental property!**

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 and verify any information provided. If any applicant withholds or gives false information, this application is considered void and the lease agreement may be terminated by the owner.

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 obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

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 (1932-387 et seg.) of Title 19.2. Such information may be contacting your local police department of the Virginia State Police, Central. Criminal Records Exchange, at 800-674-2000 or on the hamlet at <http://sex-offender.vsp.state.va.us>.

Each Applicant understands that the agent represents the Owner of the property and acknowledges having received a copy of this application at the time it was submitted.

Applicants authorize Exit Realty Professionals to conduct Credit and other Tenant Reports as required.

Signature _____ Date _____ Signature _____ Date _____
 Email Address _____ Email Address _____

APPLICATION FOR TENANCY

Please Fill out this form completely and print clearly for uninterrupted application processing!

Application is hereby made to lease the premises located at _____
Beginning on the _____ day of _____ (month) 20_____.
Lease term requested: _____ Monthly rent \$ _____

APPLICANT (Cell Ph # _____)

Full Legal Name: _____

SSN #: _____

Birth Date: _____

Home Phone Number: _____

Relationship to Co-Applicant: _____

Address: _____

*How long at current address: _____

Rent or Own _____ Monthly rent _____

Do you have a lease? _____

Expiration Date: _____ Notice given: _____

*Current Landlord: _____

*Landlord Phone: _____

*Former address: _____

*Former Landlord: _____

*Phone number: _____

Do you own real estate? _____ If yes, where:

*What percent of the new rent will you be responsible for? _____

*What pe

EMPLOYMENT INFORMATION

Employer: _____

Address: _____

Occupation: _____

How long employed: _____

Supervisor: _____

Phone: _____

Salary _____ per week/ bi-week/ monthly/ yearly

Add'l income amount: _____

Source: _____

(Alimony, child support or separate or maintenance income or source)

If Military complete the following:

(Attach copy of orders/LES)

Duty Station: _____

Rank/Rate: _____ Report Date: _____

Is this area to be permanent duty station? Y N

CO-APPLICANT (Cell Ph # _____)

Full Legal Name: _____

SSN #: _____

Birth Date: _____

Home Phone Number: _____

Relationship to Applicant: _____

Address: _____

*How long at current address: _____

Rent or Own: _____ Monthly rent: _____

Do you have a lease? _____

Expiration Date: _____ Notice given: _____

*Current Landlord: _____

*Landlord Phone: _____

*Former address: _____

*Former Landlord: _____

*Phone number: _____

Do you own real estate? _____ If yes, where:

*What percent of the new rent will you be responsible for? _____

EMPLOYMENT INFORMATION

Employer: _____

Address: _____

Occupation: _____

How long employed: _____

Supervisor: _____

Phone: _____

Salary _____ per week/ bi-week-monthly / yearly

Add'l income amount: _____

Source: _____

(Alimony, child support or separate or maintenance income or source)

If Military complete the following:

(Attach copy of orders/LES)

Duty Station: _____

Rank/Rate: _____ Report Date: _____

Is this area to be permanent duty station? Y N

CREDIT INFORMATION

Do you have any judgments? Y N Have you filed for bankruptcy? Y N Do you have any liens? Y N

Have you ever been sued or evicted for nonpayment of rent? Y N Have you ever been subject to a foreclosure? Y N

If you answered yes to any of the above, explain in detail: _____

BANKING INFORMATION

Bank: _____ Account # _____

Bank: _____ Account #: _____

Address: _____ Phone #: _____

The person to contact in case of emergency or tenant death to handle your rental/lease affairs is:

Name: _____ Relationship: _____

Address: _____ Phone: _____

List ALL other persons who will occupy the rental property with you:

Name	Relationship	DOB	SSN#

Do you have any pets? Y N How many? _____ Type/Breed _____ Weight _____

Do you have renters insurance? Y N What Company? _____

Other Information for Application

**AGREEMENT REGARDING THE
SERVICEMEMBERS CIVIL RELIEF ACT**
(Each Tenant must sign a separate Agreement)

1. **Agreement.** This Agreement relates to the rental agreement dated _____
Between the Landlord and Tenant identified below for the lease premises described as follows:
_____ (the "Lease").

2. **Reason for Agreement.** For purposes of the **Service members Civil Relief Act** ("SCRA"), it is important for the Landlord to be advised of the military status of the Tenant. Further, the SCRA permits the waiver of certain rights under the SCRA, and this Agreement contains such a waiver.

3. **Military Status:** The Tenant represents as follows:

The Tenant (check one) _____ IS or _____ IS NOT in the military service of the United States.

If the Tenant is in the military service of the United States, the names, address and telephone number of the Tenant's command is:

The Tenant agrees to immediately notify the Landlord in writing of changes to the Tenant's or the Tenant's command's mailing address or phone number or changes to the Tenant's military status.

4. **Waiver.** In accordance with the provisions of 50 App. U.S.C.A. § 517, if the Tenant is, at the time of signing this Agreement, in the military service of the United States or a dependent of a service member in the military service of the United States, the Tenant waives all rights under the **Service members Civil Relief Act** relating to the Lease, the termination of the Lease, and/or eviction from the leased premises.

5. **Other rights unchanged.** This Agreement is separate from the Lease and does not, except as expressly stated herein, modify any of the contractual rights and duties of the Landlord or the Tenant set forth in the Lease.

_____(SEAL) _____
Signature of Tenant Date

_____(SEAL) _____
Signature of Tenant Date