



QUALIFYING CRITERIA FOR RENTAL APPLICANTS

* Please read before filling out rental application. *

Make sure the following five (5) items accompany your rental application (or application will not be processed).

- Application Fee-** There is a non-refundable application fee of \$50.00 per applicant (\$32.00 for a Section 8 Applicant). Each applicant must qualify individually. Married couples are considered a single applicant, although a credit report will be processed on each. Room-mates must complete individual applications and each is responsible for the Application Fee charge. **NO CASH ACCEPTED. CREDIT CARD PAYMENT IS ACCEPTED WITH ONLINE APPLICATION.**
- The Work Number** – As we contact employers seeking employment verification, some employers are referring us to The Work Number, an employment verification service. The Work Number is established through Equifax. This service is online and will provide employment verification for a fee of \$35.95. Unfortunately, if your employer refers us to The Work Number, we will need an additional \$35.95 to process your application. **Please ask your employer how employment is verified.**
- Security Deposit** - is required at the time of application and must be paid in cashier's check or money order (certified funds). No personal checks will be accepted for deposits. Please make your cashier's check or money order payable to "Rose & Womble Realty". You may add your own name beside "Rose & Womble Realty" if you would like to do that as well. Be sure to note the rental address on your form of payment. **NO CASH OR CREDIT CARD ACCEPTED.**
- Picture I.D.** - i.e. DMV, Green card, Visa or Passport may be accepted. (Please no Military I.D's, per the Law)
- Proof of Income** - We want to see a total of one month's worth of pay. This could include the following: one 'Leave and Earnings Statement (LES)', two paystubs if you are paid bi-weekly, or four paystubs if you are paid weekly. They will be copied and attached to the application. The last two (2) years tax returns are required for self-employed/1099'd applicants.

Rose & Womble Realty Company L.L.C. (Rose & Womble Realty) utilizes the following criteria and procedures to determine the qualifications for applicants seeking to rent properties managed by Rose & Womble Realty.

Application

Applicant completes an Application for Tenancy and pays a non-refundable fee of \$50.00 to defray the cost of the required credit check and necessary application process obtained through a credit reporting agency. The Security Deposit is also due at the time of application. All deposits must be in certified funds. Pet deposit will also be received, in certified funds, after application approval. Application will not be processed until Security Deposit is paid in Certified funds.

* No Pitbulls, Rottweilers, Chows, Dobermans, any strains thereof or family breed due to owner insurance liability. Also, no Pigs of any breed.

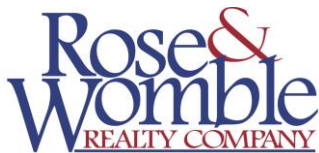
Review

Information provided by the applicant on the application is verified and used as a basis for the following review and may be given out to Landlord or third party upon request:

1. **Income:** A formula is used to determine whether the applicant has sufficient monthly income to pay the rent for the property in question: Monthly debt payments + proposed rent divided by monthly gross income must not exceed 40% debt-to-income ratio in order to receive an acceptable rating for this category.
2. **Credit Check:** A written credit report is obtained from a credit reporting agency. The entire report is reviewed with the following information given specific attention:
 - Credit score – minimum of 600
 - Judgments or Liens – Any? Amount? Age? Has judgment been satisfied? Applicants with unpaid judgments will receive an unacceptable rating for this category.
 - Bankruptcies – Has applicant filed bankruptcy? If so, when? Applicants who have filed bankruptcy proceedings in the past, but have re-established a satisfactory credit history for the last twelve months consecutively receive an acceptable rating for this category. If applicant has filed for bankruptcy and the bankruptcy has not been discharged, the application will be denied.
 - Late payments? How many times late? Charged off accounts due to non-payment.
3. **Rental History:** Rose & Womble Realty contacts applicant's current and past landlord to:
 - Verify information provided by the applicant.
 - Determine amount of previous rent.
 - Determine if the applicant made timely rent payments.
 - Determine if the applicant gave proper notification when lease terminated.
4. **Employment History:** Rose & Womble Realty contacts the applicant's current employer to verify:
 - Status of Employment
 - Occupation
 - Length of Employment
 - Salary
 - If military, PCS orders may be requested
5. **If Military:**
 - Duty station command, address and phone number is required – if assigned to a ship, must list ship, military installation, and contact phone number to the ship.
 - PCS Orders may be required



\$50 Non-refundable
Application fee
\$32 Non-refundable
Appl fee for Section 8



2725 Gator Road, Suite 100
Virginia Beach, VA 23452
Office (757) 340-6208
Fax (757) 463-0707

PROPERTY MANAGEMENT

COMPLETE RENTAL ADDRESS: _____
DATE YOU WISH TO MOVE IN: _____
RENTAL AMOUNT: \$ _____ **SECURITY DEPOSIT AMOUNT:** \$ _____
PET DEPOSIT: \$ _____

The applicant(s) agree to deposits \$ _____ as security deposit. Applicant understands house will be taken off rental market after the acceptance of rental application by Landlord/Owner. When so approved, applicant agrees to execute a Lease immediately or within three (3) business days after being notified of acceptance & submitting the security deposit or the deposit will be forfeited as liquidated damages in payment of: 1) rental cost per day the unit was taken off the rental market, 2) the agents/owners time and effort in processing any inquiry and application including making necessary investigation of credit, character, and reputation, 3) any REALTOR® commission, finder's fees, 4) \$75.00 re-listing fee. The applicant hereby waives any claim for damages by reason of non-acceptance. (Notice: Co-Applicants Must Complete a Separate Application.)

APPLICANT: _____ **SSN:** _____ **Birthdate:** _____
(First) (Last) (M.I.)

SPOUSE: _____ **SSN:** _____ **Birthdate:** _____
(First) (Last) (M.I.)

CURRENT ADDRESS: _____
Street City State Zip

PHONE #s: APPLICANT: _____ SPOUSE: _____ HOME: _____

EMAIL: _____ **EMAIL:** _____
Applicant Spouse

FORMER ADDRESS: _____
Street City State Zip

OTHERS TO OCCUPY PREMISES:

Relationship _____ Age _____

Relationship _____ Age _____

Relationship _____ Age _____

APPLICANT EMPLOYMENT INFORMATION

FULL-TIME _____ PART-TIME _____ STUDENT _____ RETIRED _____ UNEMPLOYED _____
MILITARY (Please check branch.) NAVY _____ ARMY _____ MARINES _____ AIRFORCE _____ COAST GUARD _____
EMPLOYER: _____ YEARS OF EMPLOYMENT: _____ RANK _____
ADDRESS/DUTY STATION/SHIP: _____
Street City State Zip
PHONE (____) _____ FAX (____) _____ SUPERVISOR: _____
POSITION: _____
GROSS: SALARY: \$ _____ BI-WEEKLY: \$ _____ MONTHLY: \$ _____

SPOUSE EMPLOYMENT INFORMATION

FULL-TIME _____ PART-TIME _____ STUDENT _____ RETIRED _____ UNEMPLOYED _____
MILITARY (Please check branch.) NAVY _____ ARMY _____ MARINES _____ AIRFORCE _____ COAST GUARD _____
EMPLOYER: _____ YEARS OF EMPLOYMENT: _____ RANK _____
ADDRESS/DUTY STATION/SHIP: _____
Street City State Zip
PHONE (____) _____ FAX (____) _____ SUPERVISOR: _____
POSITION: _____
GROSS: SALARY: \$ _____ BI-WEEKLY: \$ _____ MONTHLY: \$ _____



ALL APPLICANTS OTHER MONTHLY INCOME (MUST HAVE PROOF OF THIS)

CHILD SUPPORT: \$ _____ ALIMONY: \$ _____ RETIREMENT: \$ _____ NONE: _____
OTHER: \$ _____ Description - _____

RENTAL INFORMATION:

NAME OF LANDLORD: _____ PHONE: _____ FAX: _____
YEARS/MONTHS: _____ LEASE EXPIRATION DATE: _____ RENT AMOUNT PAID: \$ _____
DO YOU OWN YOUR OWN HOME? _____
IS IT LEASED: YES OR NO \$ _____ / per month /**FOR SALE:** YES OR NO

WILL THE APPLICANT REQUIRE A HEARING IMPAIRED SMOKE DETECTOR?

____ Yes ____ No

PETS

NUMBER OF PETS: _____ TYPE OF PET: _____ BREED OF PET _____
WEIGHT OF PET(S): _____ PET DEPOSIT AMOUNT: \$ _____

* No Pitbulls, Rottweilers, Chows, Dobermans or any strains thereof due to owner insurance liability.

BED BUGS

Have you ever had bed bugs in your current or a prior dwelling? ____ yes ____ no

Please explain: _____

How long were you in the home when the bed bugs were discovered? _____

Was the home professionally treated? ____ yes ____ no What was done to eradicate the bugs? _____

LIST ALL AUTOMOBILES THAT WILL BE PARKED AT THE PROPERTY

MAKE: _____ MODEL/YEAR: _____ LICENSE NO.: _____

MAKE: _____ MODEL/YEAR: _____ LICENSE NO.: _____

PLEASE LIST YOUR BANK AND CREDIT REFERENCES

BANK: _____

MAILING ADDRESS: _____

Street City State Zip

ACCOUNT NO.: _____ TYPE OF ACCOUNT: _____

CREDIT CARD: _____ ACCOUNT NO.: _____

EVER FILED BANKRUPTCY: _____ BEEN EVICTED: _____ REFUSED TO PAY RENT: _____

LIST MONTHLY DEBTS

COMPANY: _____ AMOUNT: _____

COMPANY: _____ AMOUNT: _____

IN CASE OF EMERGENCY CONTACT:

CONTACT SHOULD BE PERSON OTHER THAN SPOUSE / OTHER THAN SOMEONE THAT LIVES WITH YOU

NAME: _____ PHONE:(____) _____ RELATIONSHIP: _____



AGENCY DISCLOSURE

In compliance with Section 63 of the Real Estate Board Regulations, the following is intended to give you a brief explanation of the role of Real Estate Brokers and Agents play in leasing property to you.

Customarily, the Broker and his Agents will represent the owner (Landlord), unless a tenant has an agreement with the Broker or his Agent to the contrary.

The Broker and his Agent owe the Landlord the duties of disclosure, loyalty, and faithfulness. At the same time, Brokers and their Agents are required to treat all parties to a transaction fairly. Rose & Womble Realty Company, L.L.C is governed by the Landlord/Tenant Act of Virginia "which affords the tenant" protection under State Law.

If a Broker represents the Landlord, the Broker and his Agents may still provide tenants with information about properties, may show them properties, and may assist them in preparing an offer to purchase, option, or lease a particular property.

Brokers and their Agents have a duty to respond accurately to customer's questions, to disclose to customers any material information about a particular property of which they have knowledge, and to submit all written offers to purchase, sell, option, or lease a particular property.

I (we) acknowledge that I (we) have read a copy of this Form at or prior to the time when specific real estate assistance was first provided and that Rose & Womble Realty Company, L.L.C. (Brokerage Firm) represents the Landlord.

Permission is hereby given to Rose & Womble Realty Company, L.L.C. to run a credit check and/or to verify all the information on this application. Applicant agrees Rose & Womble Realty Company, L.L.C. may release any and all application information and all tenant information to a landlord, owner or third party. Applicant also agrees Rose & Womble Realty Company, L.L.C. may obtain any and all rental information from current or previous landlords, owners and employers. The above information, to the best of my knowledge, is true and correct. I understand that the penalty for falsifying information could result in immediate termination of the application and/or lease. If the lease is jeopardized, the balance due on all unpaid rents, damages, lease breach fees, finder's fee, court costs, and attorney's fees will be the tenant's responsibility until the property can be re-rented.

How did you hear about us?

AHRN___ Rentals.com___Rose&Womble.com___Postlets___Craigslist___ Other_____

Have you physically viewed the property? Yes_____ No_____

Any applicant who has not physically seen the property, and who has been approved and executed a signed lease agreement, hereby accepts the property "as is" and "sight unseen" and agrees to all terms and conditions of the lease agreement.

APPLICANT SIGNATURE: _____ **DATE:** _____

SPOUSE SIGNATURE: _____ **DATE:** _____

AGENT WHO SHOWED PROPERTY: _____

SHOWING AGENT'S OFFICE PHONE #: _____ CELL PHONE #: _____

SHOWING AGENT'S EMAIL ADDRESS: _____

SHOWING AGENT'S CO. NAME & ADDRESS: _____

AGENT ID#: _____ **AGENT OFFICE ID#:** _____

FOR OFFICE USE ONLY

Date: _____ Application Fee: \$ _____ Security Deposit:\$ _____ Pet Deposit: \$ _____

APPROVED: _____ DENIED: _____

___PROOF OF INCOME ___ PICTURE ID ___ FULL NAME ___SSN(s) ___ COMPLETE ADDRESS ___SIGNATURES



Property Management

2725 Gator Road, Suite 100 Virginia Beach, VA 23452 P: 757-340-6208 F: 757-463-0707

RENTAL REFERENCE QUESTIONNAIRE

Tenant must complete top section and return with application.

THIS SECTION TO BE COMPLETED BY TENANT

Landlord Name: _____

Landlord Phone #: _____ Landlord Fax #: _____

Applicant/Tenant Name(s): _____

Applicant/Tenant Address: _____

Rent amount: \$ _____

I hereby authorize release of my rental history and payment information to Rose & Womble Realty Co., LLC for the purpose of qualifying for tenancy. All information obtained is confidential.

Applicant/Tenant Signature _____	Date _____	Applicant/Tenant Signature _____	Date _____
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THIS SECTION TO BE COMPLETED BY LANDLORD

Lease start date: _____ Lease end date: _____ Amt of mo. rent: \$ _____

Has rent been paid on time? Yes No If no, how many times late? _____

Is there any balance owed? Yes No If yes, amount owed? \$ _____

Any NSF checks during lease term? Yes No If yes, how many? _____

Was proper notice to vacate given? Yes No If no, please explain: _____

Do tenant(s) have any pets? Yes No / Type & number of pets? _____

Did pet(s) cause any damage? Yes No If yes, please explain: _____

Will/Did the tenant(s) get their full security deposit back? Yes No If no, please explain: _____

Have you ever taken legal action against the tenant(s)? Yes No If yes, please explain: _____

Have the police ever been called to the tenant(s) property? Yes No If yes, please explain: _____

Would you rent to the tenant(s) again? Yes No If no, please explain: _____

Were bed bugs ever found in the rental home during this tenant's occupancy? _____

How were you notified and was the issue remedied? _____

Additional remarks: _____

Landlord Signature _____	Landlord Printed Name _____	Date _____
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***When completed, please fax back to 757-463-0707. Thank you.**

REAL ESTATE INFORMATION NETWORK, INC.

RESIDENTIAL RENTAL CONSUMER DISCLOSURE INFORMATION FORM

The following disclosure information is provided to both prospective landlords and tenants / applicants. Any of the following disclosures may impact the tenant / applicant's use and/or enjoyment of a property. NEITHER THE LANDLORD, REAL ESTATE INFORMATION NETWORK, INC. ("REIN"), THE REIN MEMBER FIRM(S), NOR ANY OF THEIR EMPLOYEES OR AGENTS SHALL BE LIABLE FOR TENANT / APPLICANT'S FAILURE TO INVESTIGATE ANY OF THESE DISCLOSURES PRIOR TO ENTERING INTO A LEASE AGREEMENT.

CONSUMER RESPONSIBILITY: Each party to a rental transaction should carefully read all documents to be sure that the terms accurately express the understanding of the parties as to their intentions and the agreements they have reached. Real estate agents and property managers can counsel on real estate matters, but if legal or tax advice is desired, the parties should consult an attorney.

LIMITATIONS OF EXPERTISE: Real estate agents and property managers do not have the expertise to offer advice concerning various conditions such as, but not limited to, the following: mechanical systems or structure; soil and drainage conditions; flood hazard areas; possible restrictions on the use of property due to restrictive covenants, zoning, subdivision and environmental laws, easements or other documents; airport or aircraft noise; planned land uses, roads, or highways; and construction materials and/or hazardous materials such as flame retardant treated plywood (FRT), radon, urea formaldehyde insulation (UFFI), polybutylene pipes, asbestos, or lead-based paint. Information about these issues may be obtained from appropriate governmental agencies.

1. AIRCRAFT NOISE / ACCIDENT ZONES AND NOISE CONTOUR DISTRICT DISCLOSURE: All properties are affected by aircraft noise to some degree; however, some properties are located in specific noise zones, and/or accident potential zones, as such zones may be designated by the federal government or municipalities within which the property may be located. The livability and/or enjoyment of a property may be impacted if property is located adjacent to an airport or in or near an aircraft noise zone, noise contour district and/or accident potential zone. Aircraft noise zones, noise contour districts and/or accident potential zones are subject to change from time to time. New residential construction, and modifications to nonconforming residences, may be required to conform to standards promulgated by the municipality in which a tenant / applicant intends to locate because of elevated noise levels. A tenant / applicant should investigate to ascertain if the property in question is located within an aircraft noise zone, noise contour district or aircraft accident potential zone.

2. COMMUNITY ASSOCIATIONS:

A. CONDOMINIUM / CO-OP DISCLOSURE: (i) Some properties may be recorded as a condominium unit, some of which have mandatory fees, and subject to the rules and regulations of the unit owners' association. (ii) Some properties may be subject to the provisions of a cooperative interest. Tenants / applicants are advised to investigate to ascertain if the property in question is a condominium unit or a co-op.

B. PROPERTY OWNERS' ASSOCIATIONS (POA): Some properties may belong to a community which has a Property Owners' Association or Homeowners' Association, some of which have mandatory fees, and subject to the rules and regulations of the Property Owners' Association or Homeowners' Association and all are subject to the Virginia Property Owners' Association Act.

3. ENVIRONMENTAL DISCLOSURES:

A. INDOOR MOLD: United States Environmental Protection Agency advised that certain types of indoor mold may have the potential to cause adverse health effects or symptoms. While there are no current federal or state laws or regulations establishing residential standards for molds or requiring that inspections for mold be conducted, a tenant / applicant may want to take steps to evaluate the presence of mold in a resident dwelling prior to leasing.

B. LEAD WARNING STATEMENT: Every tenant / applicant of any residential dwelling which was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The landlord is required to provide the tenant / applicant with any information on lead-based paint hazards from risk assessments or inspections in the landlord's possession and notify the tenant / applicant of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to occupancy.

C. WOOD PRESERVATIVES: The United States Environmental Protection Agency advises that certain wood preservatives used on decks and/or other exterior wood structures may have the potential to cause adverse health effects or symptoms. A tenant / applicant may want to take steps to evaluate the presence of materials which might contain wood preservatives prior to occupancy.

Initials: _____ **/Date:** _____

Initials: _____ **/Date:** _____

D. DEFECTIVE DRYWALL: If the landlord of a residential dwelling unit has actual knowledge of the existence of defective drywall in such dwelling unit that has not been remediated, the landlord shall provide to a prospective tenant a written disclosure that the property has defective drywall. Such disclosure shall be provided prior to the execution by the tenant of a written lease agreement or, in the case of an oral lease agreement, prior to occupancy by the tenant. "Defective Drywall" is defined in Section 36-156.1 of the Code of Virginia.

E. PROPERTY PREVIOUSLY USED TO MANUFACTURE METHAMPHETAMINE: If the landlord of a residential dwelling unit has actual knowledge that the dwelling was previously used to manufacture methamphetamine and has not been cleaned up in accordance with the guidelines established pursuant to §32.1-11.7, the landlord shall provide to a prospective tenant a written disclosure that so states. Such disclosure shall be provided prior to the execution by the tenant of a written lease agreement or, in the case of an oral lease agreement, prior to occupancy by the tenant. Visit <http://www.vdh.virginia.gov/methguidelines> for a copy of the guidelines and additional information.

4. **MEGAN'S LAW DISCLOSURE:** Tenant / applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sexual offenders registered under Chapter 23 (§19.2-387 et seq.) of Title 19.2 whether the landlord proceeds under subdivision 1 or 2 of subsection A of §55-519. Such information may be obtained by contacting your local police department or the Department of State Police, Central Criminal Records Exchange, at 804-674-2000 or <http://sex-offender.vsp.virginia.gov/sor/>
5. **OCCUPANCY PERMIT AND HISTORICAL DISTRICT PROGRAMS:** Several municipalities have implemented occupancy permit and historical district programs which may require compliance with the program upon sale and/or rental of property. An occupancy permit program may require the owner of real property subject to such programs to make certain repairs upon sale and/or rental of property. Each municipality will be able to advise you as to whether the property you are interested in is subject to an occupancy permit and/or historical district program and the conditions and requirements of the program.
6. **CASUALTY INSURANCE AND RENTER'S INSURANCE:** A landlord may require as a condition of tenancy that a tenant /applicant pay for the cost or premiums for property and casualty insurance, obtained by the landlord, to provide liability coverage for the tenant / applicant and property coverage for the tenant / applicant's personal property in the dwelling unit, which is generally known as "renter's insurance." If the landlord will not be providing this coverage for the tenant / applicant, it is strongly recommended that the tenant / applicant obtain a separate renter's insurance policy. The landlord's insurance on the dwelling will not cover tenant / applicant's personal property. A tenant / applicant may also investigate the availability of Flood Insurance coverage.
7. **SCHOOL REDISTRICTING:** All properties may be subject to school redistricting. A tenant / applicant should contact the local school board to ascertain which school districts are assigned to a property in question.
8. **SMOKE DETECTION:** Tenant / applicant should be aware that many municipalities require, and prudent and safe practice dictates, that operative smoke detection is available in the property. Tenant / applicant should investigate to ensure that smoke detection is available in the property, if required by law, and is operative prior to occupancy.

THERE MAY BE OTHER RELEVANT INFORMATION CONCERNING THE TRANSACTION WHICH MAY BE OBTAINED FROM OTHER SOURCES OR APPROPRIATE GOVERNMENTAL CONSUMER AGENCIES. IF YOU HAVE QUESTIONS AFTER READING THE RESIDENTIAL RENTAL CONSUMER DISCLOSURE INFORMATION, YOU MAY SEEK FURTHER INFORMATION FROM THE APPROPRIATE CONSUMER AGENCIES OR CONSULT LEGAL COUNSEL OR OBTAIN OTHER PROFESSIONAL ADVICE OR INSPECTIONS OF THE PROPERTY.

PROPERTIES AVAILABLE THROUGH REAL ESTATE INFORMATION NETWORK, INC. ARE OFFERED WITHOUT RESPECT TO RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, ELDERLINESS, OR NATIONAL ORIGIN.

_____	_____	_____
(Firm)	(Landlord or Applicant / Tenant Name)	(Print)
By: _____	_____	_____
(Signature of Licensee)	(Date)	(Landlord or Applicant / Tenant Signature)
		(Date)
	_____	_____
	(Landlord or Applicant / Tenant Name)	(Print)
	_____	_____
	(Landlord or Applicant / Tenant Signature)	(Date)