



VIRGINIA LEASE APPLICATION

Each applicant, co-applicant and occupant 18 years and older must submit a separate application

(Please Print)

Property: _____

Date: _____

INFO.	Applicant Name: _____		Date of Birth: _____	
	Social Security #: _____		Driver's License #: _____	
EMPLOYMENT HISTORY	Passport/Alien #: _____		State: _____	
	Email Address: _____		Cell Phone #: _____	
	How did you hear about us? _____			
	Current Employer: _____		Phone: _____	
	Address: _____		Time Employed: _____	
	Position: _____		Annual Salary: _____	
	Supervisor's Name: _____		Supervisor's Name: _____	
	Previous Employer: _____		Phone: _____	
	Address: _____		Time Employed: _____	
	Position: _____		Annual Salary: _____	
RESIDENCE HISTORY	Current Address: _____		Phone: _____	
	(If military, home of record) _____		Monthly Payment: _____	
	Dates of Residency From: _____		To: _____	
	Landlord/Mortgagee: _____		Phone: _____	
BANK	Previous Address: _____		Phone: _____	
	Dates of Residency From: _____		Monthly Payment: _____	
	Landlord/Mortgagee: _____		To: _____	
	Phone: _____		Phone: _____	
OTHER INFORMATION	Checking Account #: _____		Savings Account #: _____	
	Bank: _____		Bank: _____	
	Branch: _____		Branch: _____	
	# Automobiles _____			
	Make: _____		Model: _____	
	Year: _____		Tag/State: _____	
	Make: _____		Model: _____	
	Year: _____		Tag/State: _____	
	# Occupants (including self) _____ All occupants 18 years of age or older must complete an application.			
	Other Occupants Name: _____		DOB: _____	
	Relation: _____		Relation: _____	
	Name: _____		DOB: _____	
	Relation: _____		Relation: _____	
	Name: _____		DOB: _____	
	Relation: _____		Relation: _____	
Will you or any occupant have any pets? Yes: _____ No: _____				
# Pets _____ Description (breed, size, color, weight) _____				
Description (breed, size, color, weight) _____				
Emergency Contact Information				
Name: _____		Address: _____		
Phone #: _____		Alternate Phone #: _____		
Have you or any occupant of your household at any time or in any place ever been evicted or vacated prior to the end of your lease term? Yes _____ or No _____				
If the answer to the previous question is yes, please explain: _____				
Have you or any occupant of your household at any time and in any place ever been charged with, arrested for, or convicted of a criminal offense? Yes _____ or No _____				
If the answer to the previous question is yes, state the date, place and nature of the criminal offense for which you or your occupant were charged, arrested or convicted and state the outcome of that charge, arrest or conviction: _____				
Initials required and apply to all 6 noted sections:	1: I (we) hereby submit this application to lease apartment number _____ at _____ for the term of _____ months and _____ days beginning _____ 20____ for the rental amount of \$ _____ per month in advance and deposit here with the sum of \$ _____ as security deposit plus \$ _____ to cover the actual cost of a credit report. The security deposit is to be refunded to me unless this application is accepted within a reasonable time from the date thereof. It is understood that the credit report fee is non-refundable. As an inducement to the owner of the property to accept this application, I warrant that all statements above set forth are true. The landlord may retain the fees actually expended for a credit check or processing the application, and return any portion of the fees not actually expended processing the application.			
	2: If you accept this application and deliver a lease to me (us) for execution on the above terms, in the form as inspected and read by me (us) in your office prior to executing this application, I (we) shall within seven (7) days thereafter execute and deliver the same to you and deposit with you simultaneously a sum equal to the first full month's rent. If I (we) fail or refuse to execute and deliver the said lease to you within the seven (7) day period, then you shall be entitled to withhold from my (our) security deposit all actual damages and loss of rent suffered by you as a result of my (our) failure to execute said lease.			
	3: I (We), upon written request made within fifteen (15) days of my (our) occupancy, shall be provided with a written list of all existing damages in the rental unit.			
	4: I (We) have the right to be present when the landlord or his agent inspects the premises to determine if any damage was done to the premises upon our vacating, if I (we) notify you by certified mail, fifteen (15) days prior to the date of moving, of our intention to move, the date of moving and my (our) new address; that upon receipt of notice you shall notify me (us) by certified mail of the time and date when the premises are to be inspected by you, which shall occur within five (5) days after the date of our moving, as designated in our notice.			
	5: All applicable provision of Virginia law as set forth in the aforementioned lease agreement which you have reviewed are incorporated by reference herein.			
	6: This application shall not be binding upon the owner until accepted in writing. The delivery of a lease to the undersigned for signature shall not be construed as an acceptance of this application nor shall such lease be binding upon the owner until it has been executed on the owner's behalf and delivered to the undersigned.			
I hereby authorize The Donaldson Group to obtain any and all credit reports, credit records, credit applications, financial records and any and all other records relating to my past credit history, including any and all information contained in said records. This Authorization shall permit the obtaining and disclosure of any and all reports or records or information developed or reported to or by credit reporting agencies, credit providers, and any other person or entity who collects, keeps or disseminates credit or financial or personal information, including but not limited to Equifax International, Inc., TRW or CBI. A photographic copy of this authorization (being a valid copy of the signatures) of the undersigned may be deemed to the equivalent of the original and may be used as a duplicate original. The above current information will be requested for the use of bonified "permissible purpose" as defined in section 604 of public law 91-508.				
In addition, I hereby authorize The Donaldson Group to obtain any and all criminal history reports, criminal conviction records, criminal arrest records and any and all other records relating to my past or present history regarding any alleged or actual criminal activity or absence thereof. This Authorization shall also permit disclosure of any and all records relating to any past or present history regarding any alleged or actual criminal activity including arrests, summonses, charges, indictments, convictions, acquittals or the absence thereof by any criminal record reporting company and any other person or entity who collects, keeps or disseminates said criminal history information, including but not limited to CoreLogic.				
Photocopies or reproductions of sufficient quality to be deemed the substantial equivalent of the originals of the above-described information shall be disclosed, at their request, to The Donaldson Group's agents and representatives.				

Applicant's Signature: _____ Date: _____

Please do not write below this line - for office use only

Date/Time Recv'd: _____ / _____	Processed: _____		
Agent Name: _____	Approved/Denied: _____		
Specials: _____	Notified: _____		
Standard Deposit: _____	Additional Deposit: _____		
Earnest Money Dep. Paid: _____	Check #: _____	Other: _____	Date: _____
Application Fee Paid: _____	Check #: _____	Other: _____	Date: _____
Apartment # Reserved: _____	Rent Amt. _____	Unit Type: _____	Move In: _____