

RENTAL APPLICATION PROCESS

Thank you for your interest in our rental property. The following information is provided to assist you with the rental application process.

1. **Filling Out Your Application:** Once you have decided that you would like to rent the home, the first step in the process is to complete the application. For a husband and wife you may complete one application, space is provided for both of you. For applicants not married, each must complete your own separate application. An application and fee is required for each adult that will be living in the house that is over 18 yrs of age.

2. **Application Fee:** You must submit the application fee with your completed application in order for it to be processed. The application fee is \$35 per each adult. This fee is non-refundable & must be in the form of a cashier's check or money order made payable to **Jamie Lancaster**. *Sorry we can not accept cash or personal checks for application fees.*

3. **Submitting your application:** If you live out of the local area, we suggest you call us first to verify the home is still available and let us know you are submitting an application. Then overnight the application with the application fee to us. Please keep in mind that applications are processed on a first come first serve basis. We do not hold properties, so expediting the application to us can sometimes be very important to ensure your opportunity to rent the property. If you live in the local area, you may drop off your completed application along with the fee, to our office at the address listed below. If you bring the application to the office during regular office hours, you can leave it with the receptionist. If you drop it off after hours, there is a secured drop box outside the front door but please be sure your application is in a sealed envelope and clearly marked "Attn: **Jamie Lancaster**".

4. **Security Deposit:** Once we approve your application, we will contact you. The next step will be to pay the security deposit. This must be paid within 24 hours of the application being approved. The security deposit is what officially takes the home off of the rental market. A rental property will remain on the market until security deposit is received. Again, this payment must be in the form of a cashier's check or money order, made payable to RE/MAX Allegiance.

5. **Lease:** When we approve your application, we will make arrangements to have you come into the office to read the lease and sign the necessary paperwork. If you are out of town, we will email or fax to you a copy of the lease and the required forms you need to sign.

6. **First Month's Rent:** Your first month's rent is due on the day you move in. For the first month the rent must be paid by Money Order or Cashier's Check. All monthly rent is always due on the first of each month, so we will prorate the rent accordingly if you move in after the first. If you have an approved pet, a non-refundable pet fee of \$300 per pet will be due at this time as well. The rent & Pet Fees must be paid with *separate* cashier's checks or money orders, each made payable to RE/MAX Allegiance.

7. **Remaining Monthly Rent Payments:** Your rent is due to our office on the first day of every month. After the first month's rent, we can accept personal checks. We highly recommend setting up your rent payment via electronic withdrawal (ACH). We will provide you more information on this option & an enrollment form, when we go over your lease.

If you have any questions, please feel free to contact me.

Jamie Lancaster
RE/MAX Allegiance
828 Greenbrier Parkway
Chesapeake, BA 23320
Direct: 757-286-3899
Fax: 757-233-1404
Website: JamieLancaster.com
Email: Jamie@JamieLancaster.com

Jamie Lancaster Rental Application

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

Applicant Information (Please PRINT all information clearly)

NAME:

Email::	Home Phone:	Mobile Ph:
Date of birth:	SSN:	Work Ph:

CURRENT ADDRESS:

City:	State:	ZIP Code:
Own Rent (Please circle)	Monthly payment or rent:	How long?
Current Landlord:		Landlord's Phone:

PREVIOUS ADDRESS:

City:	State:	ZIP Code:
Owned Rented (Please circle)	Monthly payment or rent:	How long?
Previous Landlord:		Landlord's Phone:

Employment Information

Current employer:		
Employer address:		How long?
City:	State:	Zip Code:
Supervisor:	Phone:	FAX:
Position:	Hourly Salary (Please circle)	Annual income:

Military Personnel / applicant

CURRENT DUTY STATION:	RANK/RATE:
New Duty Station Transferring to:	Report Date:
End of Current Enlistment:	

Co-Applicant Information (for married couples)

NAME:

Date of birth:	SSN:	Mobile Ph:
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Employment Information

Current employer:		
Employer address:		How long?
City	State:	ZIP Code:
Supervisor:	Phone:	FAX:
Position:	Hourly Salary (Please circle)	Annual income:

Military Personnel / co-applicant

CURRENT DUTY STATION:	RANK/RATE:
New Duty Station Transferring to:	Report Date:
End of Current Enlistment:	

Jamie Lancaster Rental Application

CREDIT INFORMATION & HISTORY (as it applies to both applicants)

Do you have any Judgments?

Have You Filed for Bankruptcy?

Have you ever been sued or evicted for nonpayment of rent?

Have you ever been subject to a foreclosure?

Do You Have Any Liens?

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

Please list in detail all your outstanding debt and monthly payment obligations

Outstanding Debt

Monthly Payment \$

Outstanding Debt

Monthly Payment \$

Outstanding Debt

Monthly Payment \$

Outstanding Debt

Monthly Payment \$

Outstanding Debt

Monthly Payment \$

Outstanding Debt

Monthly Payment \$

Bank Information

Bank:

Type of Account(s): Checking Savings

Bank:

Type of Account(s): Checking Savings

Emergency Contact (a person not residing with you)

Name

Relationship:

Address:

Phone Number Home:

Work:

Mobile:

List All Persons who will occupy the rental premises:

Name:

Relationship:

Date of Birth:

1)

2)

3)

4)

5)

6)

Do You Have Any Pets?

How Many?

Type of Pet, Age, & Approx Weight:

Do you have a waterbed ?

Do You Currently Have Renters Insurance?

Jamie Lancaster Rental Application

Personal References

Name	Address:	Phone:
1.		
2.		

The owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your household goods. Neither the Agent nor Owner of the property is responsible for damages to your personal 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.

If the application is approved and the Applicants do not enter into a lease, any fees/deposits paid by the applicant(s) may be retained by the agent. **Full Security Deposit must be received in certified funds by Agent within 24 hrs after application approval.** Property remains on the market until deposit is received. Application fees are nonrefundable.

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 barriers to obtain housing because of race, color, religion, sex, handicap, familial status, elderliness 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 (19.2-387 et seq) of Title 19.3. Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchanged, at 804-674-2000 or on the internet at www.vsp.state.va.us.

Each Applicant understands that the Agent represents the Owner of the premises. By signing below, each application hereby authorizes verification of the information provided on this form.

I hereby certify that the answers to the preceding questions are true and understand that they will be verified by a credit institution. RE/MAX Allegiance, **Jamie Lancaster**, and the Landlord reserves the right to accept or reject this application. All property is available to all persons without regard to the individual's race, color, religion, sex and/or national origin.

Signature of Applicant:	Date:
Signature of Co-Applicant:	Date:

**Applications must be submitted with required application fee in the form of a cashiers check or money order
 Made Payable to: **Jamie Lancaster (Sorry, We Cannot Accept Cash)**
 Our address is: 828 Greenbrier Parkway, Chesapeake VA 23320 Phone: 757-286-3899**