

Hampton Roads Real Estate Management Co. LLC

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-653-2359 * www.hamptonroadsforrent.com * Email - hrremco@gmail.com

TENANT APPLICATION GUIDELINES

Please read the following instructions in order to minimize the time it takes to process your application:

Items Needed for Application

1. A **\$50.00 non - refundable** application fee, per applicant, **in personal check or money order, made payable to "HRREMCO"** or applicants can go to "<http://hamptonroadsforrent.com/tenantservices.asp> and pay online.
2. If approved, Agent must receive full **Security Deposit**, if not already attached, in certified funds within 24 hours after application approval with all applicants name noted on memo line. The Security Deposit must be made out to "HRREMCO". The Property remains on the market until deposit is received. If after paying security deposit to reserve unit applicant decides they do not want the home, applicant may lose a prorated portion of the security deposit up to 100%, depending on how long it takes to rent to another suitable applicant.
3. Rent and all fees must be paid by cashier's check or money order prior to occupancy. Payment must be made payable to: "HRREMCO". Your name and property address must be noted on the memo line.
4. A current **picture ID** issued by the state, Division of Motor Vehicles, Department of Defense, or Federal Government, and proof of social security number.
5. **Proof of income**, i.e. LES, pay stubs, official letter from your employer.
6. Current and previous Landlord name, rental address, telephone number AND fax number.
7. Additional information may be required to process your application in which case you'll be contacted by someone from our office.
8. All tenants must have a valid e-mail address.

Application Process

1. Each prospective tenant must complete this written rental application even if you've already submitted one online. Please ensure that the application is complete, accurate, and legible. Incomplete and illegible applications will delay the process and/or be returned to the applicant and/or their agent.
2. Each unmarried co-applicant must fill out a separate application. Married couples may complete one joint application. Credit reports will be obtained on each applicant.
3. The application will be reviewed and verified for completeness.
4. **Your gross monthly income should be at least 3 times your monthly rent**. Married couples will be qualified jointly. Unmarried co-applicants must qualify individually for the home. Unmarried active duty roommates may combine their income to qualify.
5. A credit report will be obtained and used to verify credit worthiness. Items of a derogatory nature, such as, evictions, judgments, and bankruptcies may be unacceptable and could result in disqualification.
6. Your rental history is extremely important to the approval process. Your current and previous landlord will be contacted. If applicant and co-applicant resided at different addresses, individual Rental History Verification Forms must be completed.
7. Your current employer will be contacted to verify income, length of employment, and the likelihood of continued employment. If you are in the military, a copy of your PCS/orders and LES will be required to process your application.
8. If approved, your lease must be executed within three (3) business days after notification of approval. The applicant will be notified by telephone and/or email. Some situations may allow an extension at the sole discretion of the property manager.
9. At the time of possession, a **\$200** administrative fee for 3 or more bedrooms **or, \$100** administrative fee for 2 or fewer bedrooms is due to cover processing costs.
10. If the applicant fails to execute a lease for the subject property by the agreed upon time after being notified of approval, the property will be made available to other potential tenants.
11. Should applicant execute a lease to hold property and subsequently decide not to take possession of the premises, the Security Deposit will be held and charged an amount equal to the prorated daily rent for the number of days between the date it was taken off the market until it is re-rented up to 100% of the Security Deposit.
12. Not included in the advertised rent is a monthly maintenance fee for HVAC filter supply. This fee is **\$25** or **\$30** per month depending on the property.
13. Rent will increase by **\$25** per month per approved pet. Discovery of unauthorized pets is grounds for lease termination and/or fine.
14. At the time of possession, a **\$150** leasing fee is due.

List of required documents:

1. Copy of valid picture ID for all applicants.
2. Two most recent pay stubs or LES for active duty and government employees.
3. Copy of military orders / official letter from your employer if starting a new job.
4. Any documents that prove additional income for which you are using to qualify such as pensions, alimony, child support, etc.

Turn Around Time

Application processing generally takes 2 business days. Certain situations may shorten or extend that time frame.

Complete each following section in its entirety.

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MUST BE INCLUDED WITH APPLICATION: \$50.00 APPLICATION FEE, COPY OF PICTURE ID, COPY OF RECENT LES FORM and MILITARY ORDERS or 2 RECENT PAYCHECK STUBS.

This property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, disability, elderliness, gender identity, sexual orientation, veteran status, or source of funds in compliance with all applicable fair housing laws and regulations. ***Incomplete applications will not be processed.***

Please Print All Information Clearly

APPLICATION IS HEREBY MADE TO LEASE THE HOME AT _____

Beginning on the _____ day of _____ (month). Lease term requested (years) _____

Pet Fee: \$ _____ Monthly Rent \$ _____ Referring Agent _____

Referring Agent Contact information: _____

APPLICANT INFORMATION

NAME: _____ **SS#:** _____

Date of Birth: ____/____/____

Address: _____ City/State/Zip _____

Current Phone #: _____ How long at current address: _____

Cell Phone #: _____ E-MAIL: _____

CO-APPLICANT NAME: _____ **SS#:** _____

Date of Birth: ____/____/____

Address: _____ City/State/Zip _____

Current Phone #: _____ How long at current address: _____

Cell Phone #: _____ E-MAIL: _____

Relationship to applicant: _____

Remainder of application to be completed by applicant and spouse. Non spousal co-applicant to use separate application.

Rent or Own Monthly Rent: \$ _____ Do you have a lease: Yes No

Expiration Date: ____/____/____ Notice Given: Yes No

Name of **current** landlord: _____

Phone #: _____ Fax #: _____

Former Address: _____

Name of **former** landlord: _____

Phone #: _____ Fax #: _____

Do you own real estate: Yes No If Yes, where: _____

In case of an emergency, notify: Name: (not co-applicant) _____

Relationship: _____ Address: _____ Phone #: _____

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List all persons who will occupy the rental premises. Social Security number not necessary for minors under 18.

Name	Relationship	Date of Birth	SS #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT INFORMATION

Applicant

Employer: _____

Employer's Address: _____

Occupation: _____ Length of Employment: _____

Supervisor: _____ Telephone #: _____

Salary: \$ _____ per _____ (week / month / year)

Additional Income* Amount \$ _____ Source _____

**Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy. Proof on income is required if used for qualification purposes.*

If military, complete the following (attach copy of orders and LES):

Duty Station: _____ Rank/Rate: _____

Report Date: ____/____/____ End of Current Enlistment: ____/____/____ PRD _____

Commanding Officer: _____ Phone: _____

Co-Applicant

Employer: _____

Employer's Address: _____

Occupation: _____ Length of Employment: _____

Supervisor: _____ Telephone #: _____

Salary: \$ _____ per _____ (week / month / year)

Additional Income* Amount \$ _____ Source _____

**Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy. Proof on income is required if used for qualification purposes.*

If military, complete the following (attach copy of current orders and LES):

Duty Station: _____ Rank/Rate: _____

Report Date: ____/____/____ End of Current Enlistment: ____/____/____ PRD _____

Commanding Officer: _____ Phone: _____

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CREDIT INFORMATION

Have you ever had eviction proceedings or unlawful detainer started against you or been evicted for non-payment of rent or other default arising from a tenancy? Yes No

Do you have any judgments and/or collections? Yes No

Have you ever filed for Bankruptcy? Yes No Discharge date: _____/_____/_____

Have you ever been subject to a foreclosure? Yes No Do you have any liens? Yes No

Have you ever filed a lawsuit against your landlord? Yes No

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

Outstanding Debts	Payment	Outstanding Debts	Payment
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

BANKING & INSURANCE (RENTAL) INFORMATION

Bank: _____ Account #: _____

Bank: _____ Account #: _____

Insurance Company: _____ Policy Expiration Date: _____

Will anyone residing in the home smoke or vape? Yes No

Do you have renters insurance? Yes No

Do you have any pets? Yes No How many? _____ Spayed/Neutered? Yes No

Breed(s)/Weight(s): _____ Age(s) of pet(s): _____

Have bed bugs ever been present in your home. Yes No

Was the home professionally treated? Yes No

Additional Information:

I/We understand that I/we are responsible for the maintenance and operation of the smoke detector and carbon monoxide detector.

Automobiles

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

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

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

All tenants will be required to provide proof of renter's insurance prior to obtaining keys to the property.

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FEES/DEPOSITS

Each applicant will submit an application fee in the amount of \$50.00 in certified funds for obtaining credit and criminal reports and to cover processing costs. The application fee is non-refundable, whether or not the applicant becomes a tenant in the premises. Once approved, a leasing fee of \$150 and administration fee of up to \$200 is due at time of possession. Monthly property specific maintenance fee of \$25 - \$30 is due at possession and each month.

Each applicant certifies information provided in this application is true and accurate to the best of their knowledge and that each is over the age of eighteen years. The Owner of the premises and the Owner's Agent have each applicant's permission to obtain credit history and criminal background information, and verify any information provided. Each applicant also authorizes any current or prior landlords or their agents to release information about each applicant to the Owner and Agent. If any applicant withholds or gives false information, this application is considered void and the Owner or Agent may terminate the lease agreement. If the false information is discovered after possession of the home is granted, at landlord or agents discretion, the lease can be terminated.

INSURANCE

The Owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your own household goods. Neither the Agent nor Owner of the property is responsible for your personal property, regardless of source of casualty. The landlords insurance does not cover your property. Applicant should obtain renters insurance if they wish to protect their property.

DEPOSIT

Agent must receive full Security Deposit in certified funds within 24 hours after application approval or as negotiated. Property remains on the market until deposit is received in certified funds along with the signed lease or other agreement. If after paying security deposit to reserve unit applicant decides they do not want the home, applicant may lose a portion of or the entire security deposit depending on how long it takes to find and rent to another suitable applicant. 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.

FAIR HOUSING

Owner and Agent are pledged by the letter and spirit of the 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 obtaining housing because of race, color, creed, religion, national origin, sex, familial status, disability, elderliness, gender identity, sexual orientation, gender identity, veteran status, or source of funds in compliance with all applicable fair housing laws and regulations. Some properties may be exempt from the source of funds provision of Virginia Fair Housing law.

AGENCY

The Agent cannot guaranty the performance of the owner. Tenant has no standing to bring an action against the Agent when Owner is named in the lease.

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 Exchange, at 804-674-2000 or on the Internet at <http://sex-offender.vsp.virginia.gov/sor/>

Each applicant understands that the Agent represents the Owner of the premises, and acknowledges having received or retained a copy of all 10 pages of this application at the time it was submitted.

Applicant's

Signature: _____

Co-Applicant's

Signature: _____

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NOTICE TO PROSPECTIVE REAL ESTATE TENANTS/OWNERS

As a prospective tenant(s) or owner(s) you should know that:

- The listing and cooperating management agents/brokers are the agents of the owner.
- Their fiduciary duties of loyalty and faithfulness are owed to their client (the owner).
- While the managing agent is not your agent, he/she is able to provide you with a variety of valuable market information and assistance in making your decision.
- Agent cannot guarantee the performance of the owner.
- Tenant has no standing to bring an action against the Agent when Owner is named in the lease.

The management agents are obligated by law to treat all parties to the transaction honestly and fairly. They must:

- I. Present all leases to the owner.
- II. Respond honestly and accurately to questions concerning the property.
- III. Provide a property condition report to the prospective tenant for completion upon occupancy, and an exit inspection at the end of the lease.
- IV. Handle all maintenance requests for the subject property.
- V. Offer the property without regard to race, color, creed, religion, national origin, sex, familial status, disability, elderliness, gender identity, sexual orientation, gender identity, veteran status, or source of funds in compliance with all applicable fair housing laws and regulations. Some properties may be exempt from the source of funds provision of Virginia Fair Housing law.

If either party to the transaction has any questions regarding the roles and responsibilities of the real estate management agents, please contact the broker or Management Agent.

We have received and understood the information in the "Notice to Prospective Real Estate Tenants".

Signature of Prospective Applicant(s)

Date

Signature of Prospective Applicant(s)

Date

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INCOME VERIFICATION FORM for APPLICANT

EMPLOYER: _____ APPLICANT: _____

PHONE: _____ ATTN: _____

APPLICANT'S SOCIAL SECURITY# _____

I hereby authorize the release of the following requested information to:
Hampton Roads Real Estate Management Co., LLC dba Charthouse Properties

APPLICANT'S SIGNATURE

DATE

The bottom portion of this page must be left blank when submitted to the rental company. **Completion below by employer only.**

FOR EMPLOYER ONLY

The above noted applicant has requested a Lease for the property we manage at _____
_____. We would appreciate your early
reply.

Sincerely,

Property Manager

Date

EMPLOYMENT VERIFICATION TO BE COMPLETED BY EMPLOYER ONLY:

Length of Service: From ___/___/___ to ___/___/___

Full Time / Part Time (circle one)

Permanent / Temporary (circle one)

Salary: \$ _____ per _____

Is the employee in good standing? Yes No

By: _____
Signature

Title

Date

Phone #: _____



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INCOME VERIFICATION FORM for CO-APPLICANT

FOR CO-APPLICANT TO COMPLETE

EMPLOYER: _____ CO-APPLICANT: _____

PHONE: _____ ATTN: _____

CO-APPLICANT SOCIAL SECURITY# _____

I hereby authorize the release of the following requested information to:
Hampton Roads Real Estate Management Co., LLC dba Charthouse Properties

CO-APPLICANT'S SIGNATURE

DATE

The bottom portion of this page must be left blank when submitted to the rental company. Completion below by employer only.

FOR EMPLOYER ONLY

The above noted co-applicant has requested a Lease for the property we manage located at _____
_____. We would appreciate your early reply.

Sincerely,

Property Manager

Date

EMPLOYMENT VERIFICATION TO BE COMPLETED BY EMPLOYER ONLY:

Length of Service: From ___/___/___ to ___/___/___

Full Time / Part Time (circle one)

Permanent / Temporary (circle one)

Salary: \$_____ per _____

Is employee in good standing? Yes No

By: _____

Signature

Title

Date

Phone #: _____

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RENTAL HISTORY VERIFICATION FORM

APPLICANT(S): _____

CURRENT LANDLORD: _____ FROM: (M/Y) _____ TO: (M/Y) _____

PROPERTY NAME/ADDRESS _____

PHONE: _____ ATTN: _____

I authorize the release of the following requested information to:
Hampton Roads Real Estate Management Co., LLC dba Charthouse Properties

APPLICANT'S SIGNATURE

DATE

CO-APPLICANT'S SIGNATURE

DATE

The bottom portion of this page must be left blank when submitted to the rental company. **Completion below by landlord only.**

FOR LANDLORD ONLY

The above noted applicant has requested a Lease for the property we manage located at _____
_____. We would appreciate your early reply.

Sincerely,

Property Manager

Date

TO BE COMPLETED BY LANDLORD ONLY:

1. Total number of months applicant occupied property: _____
2. Has applicant ever been late for monthly payment? ___ Yes ___ No If yes how many times? ___
3. Has applicant ever had payment returned? ___ Yes, ___ No If yes how many times? ___
4. Was security deposit refunded to applicant? ___ Yes ___ No _____
5. Is there outstanding debt for applicant? ___ Yes ___ No
6. Would you rent to this applicant again? ___ Yes ___ No
7. Any complaints from neighbors about applicant? ___ Yes ___ No
If yes, please explain: _____
8. Applicant's current lease end date? _____
9. Did Applicant give proper notice they were moving? _____
10. Were bed bugs ever found in the rental home during this tenant's occupancy? ___ Yes ___ No
11. How were you notified and was the issue remedied? _____

Verified by: _____ Title: _____

Signature: _____ Date: _____

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RENTAL HISTORY VERIFICATION FORM

APPLICANT(S): _____

FORMER LANDLORD: _____ FROM: (M/Y) _____ TO: (M/Y) _____

PROPERTY NAME/ADDRESS _____

PHONE: _____ ATTN: _____

I hereby authorize the release of the following requested information to:
Hampton Roads Real Estate Management Co., LLC dba Charthouse Properties

APPLICANT'S SIGNATURE DATE

CO-APPLICANT'S SIGNATURE DATE

The bottom portion of this page must be left blank when submitted to the rental company. **Completion below by landlord only.**

FOR LANDLORD ONLY

The above noted applicant has requested a Lease for the property we manage located at _____
_____. We would appreciate your early reply.

Sincerely,

Property Manager Date

TO BE COMPLETED BY LANDLORD ONLY:

1. Total number of months applicant occupied property: _____
2. Has applicant ever been late for monthly payment? Yes No If yes how many times? _____
3. Has applicant ever had payment returned? Yes, No If yes how many times? _____
4. Was security deposit refunded to applicant? Yes No _____
5. Is there outstanding debt for applicant? Yes No _____
6. Would you rent to this applicant again? Yes No _____
7. Any complaints from neighbors about applicant? Yes No _____
If yes, please explain: _____
8. Applicant's current lease end date? _____
9. Did Applicant give proper notice they were moving? _____
10. Were bed bugs ever found in the rental home during this tenant's occupancy? Yes No
11. How were you notified and was the issue remedied? _____

Verified by: _____ Title: _____

Signature: _____ Date: _____

