

RENTAL APPLICATION FORM

Proactive Property Management, Inc. thanks you in advance for your interest in renting one of our properties.

We realize your housing needs are very important and that time is of the essence. We are prepared to expedite the process as soon as possible. Please assist us with the following:

- Please read the attached guidelines, complete the entire application and be sure that all applicants have signed or initialed the application as appropriate.
- All checks must be made payable to **Proactive Property Management, Inc.** and delivered to our office before any processing will begin. Certified funds only:
 - \$50.00 processing fee per each adult applicant (20% discount off or \$40 per applicant for all military personnel)
 - Separate check as Earnest Money Deposit (equal to one month's rent)
 - First month's rent is due at lease signing
- Agents: Please be sure to include your business card in order for you to be compensated and please verify applicant's identification.

To help us verify your employment quickly, please submit the required documents (as per the attached guidelines) with your application.

Most common reason for an application NOT to be accepted:

- Incomplete application
- Funds not included with application
- No Social Security Number/ Incorrect Social Security Number
- **Income:** Should be greater or equal to 3.5 times the monthly rent (3.25 for Military).
- **Credit:** Derogatory credit will not be considered especially if the applicant has had (3) or more lates within the past 3 years or any judgments/liens/collections within the past 5 years.

Multiple Applications: All applications will be processed and the most qualified (if any) will be accepted. We do not give preferential treatment to any application submitted first. All applications will be reviewed and considered until a lease is signed.

Proactive Property Management: Our hours of operation are Monday-Friday, 9-5pm.

Thank you again and we look forward to serving you!

Proactive Property Management Rental Guidelines

Below is a synopsis of our guidelines for approving/declining a rental application.

Income:

- Only the incomes of two applicants will be considered. In the event there are more than two applicants, the lowest two incomes will be counted.
- The incomes of the applicant(s) for the property must meet our income guidelines. Co-signors will not be considered to help qualify an applicant.
- Income must be verifiable to be considered.
- Self-employed / commissioned applicants must submit copies of Schedule C or tax returns for the past two years.
- Applicants paid hourly must submit copies of their W2s for the past two years.
- Applicant's monthly income must equal / exceed 3.5 times the rent (3.25 for military personnel).

Assets and Liabilities:

- Monthly income times .45 must be greater than monthly rent plus all long term debts.
- Applicants must have sufficient cash in bank to pay deposit, first months rent, moving expenses and a reserve for emergencies.

Credit:

- A credit report will be run on all applicants and all adults will be considered as applicants.
- Lack of credit history is a valid reason for not approving an application.
- 3 or more late payments (30 days late) within the past 36 months will not be accepted. An applicant with any 60+ days late in the past 36 months will be turned down.
- Applicants with liens, judgements, collections or bankruptcies within the past 5 years will not be accepted. If applicant has declared bankruptcy more than 5 years ago, ALL credit established after the bankruptcy must be good (no late payments). If there has been a lien, collection or judgement more than 5 years ago, the debt must be paid in full in order to consider the application.

Job History:

- Applicant needs to have maintained stable employment for the past 3 years and there should be some assurance of continued employment. If employment cannot be verified, applicant may be turned down.

Landlord References:

- Applicant must have a good reference from current and former landlord. This includes, paying rent on time, leaving property in good condition, giving adequate notice of moving, etc.
- Not having a current or previous landlord or being unable to contact current or previous landlord may cause the application to be turned down.

Other:

- All adults on the application will have their credit checked and if approved will be put on the lease. If the applicants are married or have a significant other, both people must be listed on the application.
- Applicant must meet all other requirements of the landlord or agent, including, but not limited to, pet restrictions, smoking restrictions, possession restrictions, etc. Making an application contingent upon repairs/redecoration that an owner is not willing to do will cause the application to be turned down.
- Multiple applications are processed simultaneously and the most qualified (if any) accepted.
- Processing will begin AFTER receipt of funds.
- Processing time is typically 2-3 business days.

PROACTIVE PROPERTY MANAGEMENT, INC.
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 Phone (703) 822-2450 Fax (703) 822-0174

APPLICATION FOR LEASE

If accepted below by Landlord or Agent, this is a legally binding contract.
 If not understood, seek competent advice before signing.

Date _____ 20_____

Application is made to lease premises known as _____ for _____ year(s), beginning on the ____ day of _____ 20_____ for the monthly rent of \$ _____ payable in advance on the **FIRST** day of each month. It is understood the premises are to be used as a single family residence occupied by no more than ____ persons and that occupancy is contingent upon property being vacated by present occupant. All personal property placed in said premises shall be at tenant's risk. An earnest money deposit in the amount of \$ _____ is made herewith to be held by **Proactive Property Management, Inc.** with clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by Landlord/Owner/Agent; and that after approval and acceptance by Landlord/Owner/Agent the applicant(s) shall execute a mutually acceptable lease form within **THREE (3) DAYS** of acceptance by Landlord/Owner/Agent. If the Applicant(s) does not/do not execute the Lease, the deposit, at the option of the Landlord/Owner/Agent, shall be forfeited OR shall be returned to Applicant(s) less actual damages suffered, including (but not limited to) lost rental income, Agent's commission and cost of advertising. Tenant is aware that liability insurance including Owner/Agent as additional insured will be required within 30 days of lease signing (with copy forwarded to Owner/Agent). A copy of our lease and rental guidelines is available for your review prior to submitting this application. If this Application is neither approved nor accepted by the Landlord/Owner/Agent, the Deposit shall be refunded.

Applicant herewith submits the amount of **\$50.00 per applicant** (regardless of marital status) as payment for Rental Processing Fee(s). **THIS AMOUNT IS NON-REFUNDABLE.** All checks must be made payable to **Proactive Property Management and delivered to our office.** *Agent is responsible for cost of credit fee in the event the agent accepts a personal check from applicant and applicant's check is not honored by the bank or agent chooses to waive fee for a client.

Deposit monies paid by: CASHIERS CHECK MONEY ORDER

ALL ADULT NAMES WILL APPEAR ON LEASE (Both husband and wife must be on application and lease.. If unmarried, separate application must be completed by each adult).	NAME: LAST	FIRST	M.I.	DATE OF BIRTH	SOC SEC #
	1. _____				
	2. _____				
Children, other occupants and their relationship	1.	_____	Age _____	Relationship _____	
	2.	_____	Age _____	Relationship _____	
	3.	_____	Age _____	Relationship _____	
	4.	_____	Age _____	Relationship _____	

Description of Pets

1. Kind _____ Breed _____ Weight _____ Number _____ Age _____ Gender _____
2. Kind _____ Breed _____ Weight _____ Number _____ Age _____ Gender _____

NOTE: There is a \$500.00 pet deposit per pet (if pets are authorized by owner on lease)

PRESENT ADDRESS _____
 Street No. & Name _____ City _____ State _____ Zip _____

Home Phone (_____) _____ Office Phone (_____) _____

Lived there how long? _____ o Rented o Owned Monthly Payment \$ _____

Name of Landlord or Mortgage Co. _____ Phone No. (_____) _____

Reason(s) for moving: _____

PREVIOUS ADDRESS _____
 Street No. & Name _____ City _____ State _____ Zip _____

Lived there how long? _____ o Rented o Owned Monthly Payment \$ _____

Name of Landlord or Mortgage Co. _____ Phone No. (_____) _____

EMPLOYMENT OF ALL ADULTS TO APPEAR ON LEASE:

Applicant 1 _____
 Where Employed _____ How long / Dates _____

 Business Address _____ Supervisor _____ Phone No. _____

 Position _____ Salary _____ Per Yr./Mo./Hr _____ # Hrs/Wk _____

Applicant 2 _____
 Where Employed _____ How long / Dates _____

 Business Address _____ Supervisor _____ Phone No. _____

 Position _____ Salary _____ Per Yr./Mo./Hr _____ # Hrs/Wk _____

If current employment is less than two years, complete the following:

Applicant # _____
 Previous Employer's Name _____ How Long / Dates _____

 Business Address _____ Supervisor _____ Phone No. _____

 Position _____ Salary _____ Per Yr./MO/Hr _____ # Hrs/Wk _____

If applicant is:

- 1) Self employed / Commissioned – please attach copies for the past two years of (a) Form 1040 and (b) Tax Schedule C
- 2) Hourly – please attach copies of W-2's for the last 2 years
- 3) Military – please attach copy of latest LES and/or Transfer Orders.

Additional income: Amount \$ _____ per _____ Source* _____

*If child support or alimony, who can verify? _____
Applicant need not disclose alimony, child support, or separate maintenance income or its source, unless applicant wishes it to be considered for purpose of this Application for Lease.

AUTOMOBILES, CAMPERS, VANS, TRAILERS, TRUCKS, COMMERCIAL VEHICLES, ETC.

Make	Model	Year	Color	State	Tag No.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

BANK REFERENCES

Name _____	Acct No. _____	Balance _____
Name _____	Acct No. _____	Balance _____
Name _____	Acct No. _____	Balance _____

CREDIT CARD REFERENCES (Print all digits)

Name	Acct No.	Balance	Monthly Payment
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

MONTHLY PAYMENTS (Automobile, Real Estate, Alimony, Child Support, Etc.)

To _____	Account No. _____	Balance _____	Payment _____
To _____	Account No. _____	Balance _____	Payment _____
To _____	Account No. _____	Balance _____	Payment _____
To _____	Account No. _____	Balance _____	Payment _____
To _____	Account No. _____	Balance _____	Payment _____

- Has applicant/co-applicant ever been evicted or had judgment issued against him/her? o Yes o No
- Has applicant/co-applicant ever broken a rental or lease agreement? o Yes o No
- Has applicant/co-applicant ever been sued for non payment of rent or for damages to rental property? o Yes o No
- Are there any outstanding judgments / collections / liens against applicant/co-applicant? o Yes o No
- Has applicant/co-applicant had property foreclosed upon or given title or deed in lieu thereof in the past 7 years? o Yes o No
- Has the applicant/co-applicant ever filed for bankruptcy? o Yes o No
- Is applicant/co-applicant party to a lawsuit? o Yes o No
- Is applicant/co-applicant obligated to pay alimony, child support or separate maintenance? o Yes o No
- Is applicant/co-applicant a co-maker or endorser on note? o Yes o No
- Have any of the applicants been convicted or a felony? o Yes o No

If applicant/co-applicant answered "YES" to any of the above questions, please attach explanation.

- Will any person(s) named above require a visual smoke detector for the deaf or hearing impaired? o Yes o No
- Do you own or plan to purchase a waterbed? o Yes o No
- Do you or anyone in the family smoke? o Yes o No

Agency Disclosure

AGENCY DISCLOSURE: Under the National Association of REALTORS® Code of Ethics, agents who are REALTORS® are obligated to treat all parties to the transaction honestly. The Tenant(s) acknowledge(s) the following relationships below:

- A. _____ The Tenant(s) confirm(s) that in connection with the transaction contemplated by this application, the Listing Company, the Leasing Company and its agents are acting on behalf of the Landlord as Landlord's agent or
- B. _____ The Tenant(s) confirm(s) that in connection with the transaction contemplated by this application, the Listing Company and its agents are acting on behalf of the Landlord, as the Landlord's agent, and the Leasing Company and its agents, are acting on behalf of the Tenant as the Tenant's agent or
- C. _____ The Listing Company and the Leasing Company are the same company, and the Listing Company, the Leasing Company, and their Agents are acting on behalf of the Landlord and the Tenant as disclosed dual agents.

Each party should carefully read all documents to assure that the terms accurately express his or her understandings and intent. If legal or tax advice is desired, one should consult an attorney or a financial professional. *Our rental guidelines and a copy of our lease are available for your review prior to submitting the application. Should you like to see a copy please call our office and we will fax you one.* Review our rental guidelines prior to submitting an application as all applications submitted will be processed. If the applicants are unrelated, a separate application for each applicant will be required. Processing time for an application is typically 3 business days. **Disclosure: Proactive Property Management, Inc. represents the Landlord in this transaction and has authority to act in Landlord's behalf. Proactive Property Management is NOT a real estate company.**

I hereby authorize the persons or firm to whom this application is made, any credit bureau or other investigative agency employed by such persons or firm, to investigate the references herein listed or statements or other data obtained from me or from any person pertaining to my credit and financial responsibility and to share such data with Lessee's Agent and/or Landlord. Should applicant be accepted, applicant hereby authorizes Landlord/Agent to provide future Landlords with references pertaining to applicant's payment history, care of the property and compliance with the terms of the lease.

If this application is accepted it shall become part of the lease.

I HAVE SEEN THE CONDITION OF THE PROPERTY AND MAKE THIS APPLICATION TO RENT IN ITS PRESENT PHYSICAL CONDITION EXCEPT AS FOLLOWS: _____

I hereby certify that the above information is true and complete to the best of my knowledge and that I/we have received a copy of the completed rental application.

I/we can be reached prior to the lease term at:

Home:(_____) _____ Work:(_____) _____ Cell: (_____) _____

Address: _____

Leasing Agent _____ Applicant Signature _____

Firm _____ Applicant Signature _____

Broker Code _____ **(Agent to verify applicant's identification)**

Agent: Please attach business card Type of Identification _____

FOR OFFICE USE ONLY

Application is:	<input type="radio"/> Approved	<input type="radio"/> Disapproved	By _____	Date _____
Notified:		<input type="radio"/> Leasing Agent	By Whom _____	Date _____
		<input type="radio"/> Applicant	By Whom _____	Date _____