

**RENTAL APPLICATION**

**This Rental Application is an offer to rent. The Deed of Lease is a legally binding contract.**

It is unlawful to discriminate on the basis of race, color, religion, national origin, sex, elderliness, familial status or handicap. This Application will be processed in accordance with all Fair Housing and occupancy laws.

The Applicant/s acknowledge by their initials that in this real estate lease transaction, \_\_\_\_\_, the Listing Company and the Property Manager represent the Landlord and that the Leasing Company, **Mega Realty & Investments Inc. (TONY)**, represents the  Landlord or  Tenant. (If the Brokerage Company is acting as a dual representative of both the Landlord and Tenant, then the appropriate disclosure form is attached to and made a part of this Application.) **Applicant/s Initial** \_\_\_\_\_/\_\_\_\_\_

**Leasing Agent must attach a business card.**

Applicant/s Identification Type & Expiration Date: \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ (Applicant/s) offer to rent \_\_\_\_\_, Virginia \_\_\_\_\_, ("Premises")

For \_\_\_\_\_ year/s beginning \_\_\_\_\_ for the monthly rent of \$\_\_\_\_\_ payable in advance on the first day of each month. *The Premises are accepted in the current condition, unless noted below or by attachment.* Occupancy is subject to possession being delivered by the present occupant.

**A NON-REFUNDABLE PROCESSING FEE OF \$\_\_\_\_\_35.00** per Applicant is included with this Application. Processing may take up to 5 business days to complete.

**AN EARNEST MONEY DEPOSIT OF \$\_\_\_\_\_ ("Deposit")** is included and will be held by \_\_\_\_\_. If this Application is accepted, the Deposit will be credited toward funds owed to the Landlord. If this Application is not accepted the Deposit will be refunded to the Applicant/s less any additional documented processing charges.

**APPLICANT/S AGREE AND UNDERSTAND THAT:**

1. A copy of the proposed Lease may be reviewed through the Listing Company. If the Applicant does not approve the Lease after reviewing it, the Deposit will be refunded.
2. Applicant will have to show 2 forms of identification prior to signing Lease.
3. This Application, and each occupant and each pet are subject to acceptance and approval by the Landlord.
4. Applicant shall execute the Lease within 3 business days after approval by the Landlord. The Listing Company is obligated to present all applications to the Landlord until the Lease is signed.
5. Landlord/Agent may withdraw approval and resume marketing Premises at any time until Lease is signed.
6. Applicant has no leasehold interest until the Lease is signed.
7. The Tenant must insure all personal property, furniture and possessions and obtain liability insurance.
8. Applicant will abide by all Rules & Regulations of the community Association and jurisdictional laws.
9. There may be additional move-in fees and utility deposits payable before occupancy.
10. This is a three-page document, which must be completed in full. Attachment is also enclosed 0 Yes 0 No.
11. **\*\* Military attach copy of orders and LES. \*\* Hourly/weekly employees attach last 2 years Form W-2.**

**\*\* Self-employed attach copy of last 2 years of US Tax Form 1040 & Schedule C. \*\***

**Best phone numbers to contact Applicant prior to the Lease Term:**

Area code \_\_\_\_\_  
 Area code \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_@\_\_\_\_\_@\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Please initial** \_\_\_\_\_/\_\_\_\_\_

**OFFICE USE ONLY**

Application received - Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Application reviewed by: \_\_\_\_\_  
 Approved  Yes  No Applicant or Agent Notified - Date: \_\_\_\_\_ Time: \_\_\_\_\_

I/We understand that only those \_\_\_\_\_ persons listed in this application are to live in the Premises and that the home is not to be used for business. I/We authorize the firm processing this application to verify any of the information from this application and to perform any necessary credit or investigative reports or inquiries in order to approve the application. If any information is found to be false or misleading, the application will be rejected.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT 1**

Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Present Street Address and House Number**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
Dates of Occupancy \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Landlord/Mortgage Company Name \_\_\_\_\_ Phone \_\_\_\_\_

**Previous Street Address and House Number**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
Dates of Occupancy \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Landlord/Mortgage Company Name \_\_\_\_\_ Phone \_\_\_\_\_

**CURRENT EMPLOYMENT**

Name of Company/Branch of Service \_\_\_\_\_ Phone \_\_\_\_\_  
Location \_\_\_\_\_ Dates \_\_\_\_\_  
Position/Rank/Rate \_\_\_\_\_ \$ \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Name of Company/Branch of Service \_\_\_\_\_ Phone \_\_\_\_\_  
Location \_\_\_\_\_ Dates \_\_\_\_\_  
Position/Rank/Rate \_\_\_\_\_ \$ \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**OTHER INCOME**

\$ \_\_\_\_\_  
Amount Source

How would you rate your credit? \_\_\_\_\_

**APPLICANT 2**

Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Present Address and House Number**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
Dates of Occupancy \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Landlord/Mortgage Company Name \_\_\_\_\_ Phone \_\_\_\_\_

**Previous Street Address and House Number**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_  
Dates of Occupancy \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Landlord/Mortgage Company Name \_\_\_\_\_ Phone \_\_\_\_\_

**CURRENT EMPLOYMENT**

Name of Company/Branch of Service \_\_\_\_\_ Phone \_\_\_\_\_  
Location \_\_\_\_\_ Dates \_\_\_\_\_  
Position/Rank/Rate \_\_\_\_\_ \$ \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Name of Company/Branch of Service \_\_\_\_\_ Phone \_\_\_\_\_  
Location \_\_\_\_\_ Dates \_\_\_\_\_  
Position/Rank/Rate \_\_\_\_\_ \$ \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**OTHER INCOME**

\$ \_\_\_\_\_  
Amount Source

How would you rate your credit? \_\_\_\_\_

**PLEASE ANSWER ..... APPLICANT 1 APPLICANT 2 EXPLANATION**

- 1. Have you ever filed for bankruptcy?  Yes  No  Yes  No
- 2. Have you ever been evicted?  Yes  No  Yes  No
- 3. Do you have any judgments?  Yes  No  Yes  No
- 4. Have you had a foreclosure?  Yes  No  Yes  No
- 5. Are you a party to a lawsuit?  Yes  No  Yes  No
- 6. Do you pay alimony or child support?  Yes  No  Yes  No
- 7. Are you a co-maker of a note?  Yes  No  Yes  No

**APPLICANT 1 - ASSETS/CREDIT/LOANS**

CAR/CARD	BALANCE	MONTHLY\$
1) _____		
2) _____		
3) _____		
4) _____		
5) _____		

**APPLICANT 2 – ASSETS/CREDIT/LOANS**

CAR/CARD	BALANCE	MONTHLY\$
1) _____		
2) _____		
3) _____		
4) _____		
5) _____		

**OTHER OCCUPANTS OF PREMISES**

LAST NAME	FIRST NAME	MI	DATE OF BIRTH	RELATIONSHIP

**ADDITIONAL INFORMATION – Cars, boats, trucks, trailers, vans campers, RV’s & motorcycles must have current license and jurisdictional tags. No Commercial Vehicles Allowed**

VEHICLE MAKE/MODEL	YEAR	COLOR	LICENSE #	STATE

**DO YOU OWN (Or Plan To Purchase) A Waterbed Or Large Aquarium?  Yes  No**  
**This requires Landlord Approval and Insurance Coverage**

**PET INFORMATION \*\*Liability coverage required for dogs!**

TYPE	BREED	SIZE	AGE	SEX/NEUTERED	LICENSE #

**CLOSE RELATIVE OR EMERGENCY CONTACT**

\_\_\_\_\_  
 Name Relationship Phone

\_\_\_\_\_  
 Address City State Zip

**\*\* ALL INFORMATION MUST BE COMPLETE IN ORDER TO PROCESS APPLICATION. \*\***





# DISCLOSURE OF DUAL REPRESENTATION

The undersigned hereby acknowledge disclosure that \_\_\_\_\_  
(Name of Broker/Firm)

And \_\_\_\_\_ represent more than one party in this real estate  
(Name of Sales Associate)  
transaction as indicated:

Seller(s) and Buyer(s) **OR**  Landlord(s) and Tenant(s)

The undersigned understand that the dual representative named above may not disclose to either client or such client's designated representative any information that has been given to the dual representative by the other client within the confidence and trust of the brokerage relationship except for that information which is otherwise required or permitted by the Code of Virginia to be disclosed\*. The undersigned by signing this notice do hereby acknowledge their informed consent to the disclosed dual representation by the licensee. (Broker/Firm).

\_\_\_\_\_  
Date Name (Seller/Landlord)

\_\_\_\_\_  
Date Name (Buyer/Tenant)

\_\_\_\_\_  
Date Name (Seller/Landlord)

\_\_\_\_\_  
Date Name (Buyer/Tenant)

The Code of Virginia (Article 3 (54.1-2130 et seq.) of Chapter 21 of Title 54.1) requires real Estate licensees to disclose all material adverse facts pertaining to the physical condition of the property which are actually known by the licensee, and in a residential transaction to disclose to a seller the buyer's intent to occupy the property as a principal residence. Other confidential information is permitted to be disclosed only with the written permission of the client adversely affected.



1995 Northern Virginia Association of REALTORS, Inc.





## Credit Report Order Form

Name of Requestor: \_\_\_\_\_

Best number to be reached: \_\_\_\_\_

Fax number: \_\_\_\_\_

First Name	
Middle Initial	
Last Name	
Social Security Number	
Date of Birth	
Address (number, street)	
City, State, Zip	
Home Phone	
Office Phone	

Please fill in all of the fields and fax or email it to us at:

FAX 703 935-8787

Or Tmgtony@aol.com