



5105-K Backlick Road
Annandale, Virginia 22003
phone 703-642-3010

14127 Robert Paris Court
Chantilly, Virginia 20151
phone 703-639-1990

DC RENTAL APPLICATION

- PPM is managing this property.
- Application only (PPM is only processing the application.)

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

In compliance with federal fair housing regulations, the Property shall be made available to all persons without regard to race, color, religion, national origin, sex, physical or mental handicaps, familial status or any additional protected classes specified by State of Maryland, District of Columbia or local jurisdiction law.

All deposits will be held by Landlord/Agent with the clear understanding that this Application, including each prospective occupant, is subject to approval and acceptance by owner or his duly authorized property manager. The Applicant has no leasehold interests in the rental property until there is a fully executed Lease.

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, _____, represents 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 _____ / _____

Applicant/s Identification Type and Expiration Date _____

Leasing Agent's Name _____ Company _____

Street Address _____

Cell Phone _____ Email _____

_____ and _____ (Applicant/s) offer to lease _____ ("Premises") for _____ year/s beginning _____ for the monthly rent of \$ _____ payable in advance on the first day of each month.

A NON-REFUNDABLE PROCESSING FEE OF \$50 PER APPLICANT (Married Couple's fee \$100) has been paid at the time of submitting the application. Processing may take up to 5 business days to complete.

AN EARNEST MONEY DEPOSIT OF \$ _____ ("Deposit") will be held by PROFESSIONAL PROPERTY MANAGEMENT if property is being managed by PPM. If this Application is accepted certified funds will be due prior to or within forty eight (48) hours of Lease signing. The Lease will not be fully ratified and valid until Deposit and/or Rent is received. If this Application is not accepted the Deposit will be refunded to the Applicant/s less any additional documented processing charges.

Please initial _____ / _____

The Premises are accepted in the current condition, unless any/all contingencies are noted below or by attachment:

APPLICANT/S AGREE AND UNDERSTAND THAT:

1. Applicant agrees to execute a lease and to pay any balance due on the security deposit and/or the first month's rent (as required by Landlord) within three (3) business days after being notified of acceptance and before possession is given. The listing company is obligated to present all applications to the Landlord until the Lease is signed.
2. Landlord/Agent may withdraw approval and resume marketing Premises at any time until Lease is signed.
3. Proof of current income is required. For example:
 - * Latest Pay Statements/Stubs
 - * Last 2 years' Form W-2 for hourly or weekly pay persons
 - * Last 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income
 - * Copy of LES and orders for military
4. A sample draft of the proposed Lease may be reviewed at www.ppmnva.com.
5. Any move-in fees and utility deposits are the responsibility of the Applicant.
6. The Application consists of 4 pages which must be completed in full. Incomplete or missing information will result in delay of a decision. Willful misrepresentation may be grounds for invalidating a Lease.
7. The Applicant/s must obtain property and liability insurance (Renter's Insurance) with a \$300,000 minimum liability and assume utility accounts where required before occupying the Premises.
8. Occupancy is subject to possession being delivered by the present occupant.
9. A copy of a Tenant Insurance Policy in force for the length of the lease.

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.

Signed _____ Date _____ Signed _____ Date _____

APPLICANT 1

APPLICANT 2

Name

Date of Birth Social Security #

Cell: _____

Email: _____

Present Street Address and House Number

City State Zip

From: _____ To: _____ \$ _____
Dates of Occupancy Rent / Mortgage

Reason for Moving

Landlord / Mortgage Company Name

Phone # Email

Name

Date of Birth Social Security #

Cell: _____

Email: _____

Present Street Address and House Number

City State Zip

From: _____ To: _____ \$ _____
Dates of Occupancy Rent / Mortgage

Reason for Moving

Landlord / Mortgage Company Name

Phone # Email

THE FOLLOWING DISCLOSURES ARE REQUIRED BY THE DISTRICT OF COLUMBIA:

1. The housing accommodation is **rent-controlled** **exempt from rent control**.
2. A copy of the current business license is attached.
3. The undersigned acknowledge(s) having been shown the Registration/Claim of Exemption form and having been offered a copy of the form for the undersigned.
4. The housing accommodation is registered as – (check as applicable) **condominium** **cooperative**
 is **converting** to a condominium or cooperative or non-housing use.
5. The owner of the housing accommodation is _____
6. The amount of the non-refundable application fee is \$_____. The amount of the initial security deposit is \$_____. The amount of the security deposit cannot exceed the first full-month of rent. For any tenancy of twelve months or longer, interest on the security deposit shall accrue at the passbook rate prevailing in the DC financial institution in which the funds are held, which rate is re-set every six months (1st of January and 1st of July). Within forty five days after the termination of the tenancy, the housing provider will either (a) return the security deposit plus any interest to the tenant or (b) notify the tenant of the intent to withhold the deposit for defraying expenses incurred pursuant to the lease. If the housing provider intends to withhold the deposit, then within thirty days after notice to that effect the housing provider will give the tenant an itemized statement of the expenses to which the deposit was applied and refund any remaining balance to the tenant.
7. The applicable rent for the unit at the date of this disclosure is \$_____.
8. The undersigned acknowledge(s) having been shown all Housing Violation Notices issued by the Department of Consumer and Regulatory Affairs within the last twelve months and any Notices issued earlier but still outstanding, and having been offered copies.
9. The following petitions or proceedings are pending that could affect the rental unit, whether the rent charged, the services and facilities provided or other matters: Case Number _____
Type of Petition/Proceeding _____
10. The following surcharges (rent increases that will subsequently be rescinded) are in effect for the rental unit:
Case Number: _____ Type of Surcharge: _____
Amount of Surcharge: _____ Date of Rescission: _____
11. Except for a rent increase upon vacancy, the rent charged a rental unit under rent control may be increased no more frequently than once every twelve months.
12. The undersigned acknowledge(s) having been shown the most recent Notice of Change Form filed pursuant to section 205(g)(1)(C) of the Act, relating to change of ownership, management, or services and facilities, and having been offered a copy.
13. The undersigned acknowledge(s) receipt of a pamphlet published by the Rent Administrator explaining the Act and any regulations under the Act as they relate to implementation of rent increases and petitions permitted to be filed by housing providers and tenants.

The undersigned acknowledge(s) receipt of this disclosure form, the attachment and the pamphlet published by the Rent Administrator (<http://newsroom.dc.gov/file.aspx/release/9439/Rent%20Control%208.04.06.pdf>). The undersigned acknowledge(s) having been shown the other documents, having been offered copies of those documents and having received any copies of documents requested by the undersigned as set forth above.

Initials: _____ / _____

HOUSING ASSISTANCE PROGRAM:

Are you participating in a Housing Assistance Program? **Yes** **No** If yes, please complete info below:

Jurisdiction: _____ / _____

Amount: \$ _____ / _____

Attach appropriate documentation.

APPLICANT 1

Previous Street Address and House Number

City State Zip

From: _____ To: _____ \$ _____
Dates of Occupancy Rent / Mortgage

Reason for Moving

Landlord / Mortgage Company Name Phone

Are you retired or unemployed? Yes No

Below is only required if you are not unemployed or retired.

CURRENT EMPLOYMENT

Name of Company / Branch of Service Phone

Location Dates

Position / Rank / Rate Salary

Supervisor Name Phone

*Upload 2 Most Recent
Paystubs or if self-employed,
2 most recent Tax Returns*

PREVIOUS EMPLOYMENT

Name of Company / Branch of Service Phone

Location Dates

Position / Rank / Rate Salary

Supervisor Name Phone

OTHER INCOME

\$ _____
Amount Source

APPLICANT 2

Previous Street Address and House Number

City State Zip

From: _____ To: _____ \$ _____
Dates of Occupancy Rent / Mortgage

Reason for Moving

Landlord / Mortgage Company Name Phone

Are you retired or unemployed? Yes No

Below is only required if you are not unemployed or retired.

CURRENT EMPLOYMENT

Name of Company / Branch of Service Phone

Location Dates

Position / Rank / Rate Salary

Supervisor Name Phone

*Upload 2 Most Recent
Paystubs or if self-employed,
2 most recent Tax Returns*

PREVIOUS EMPLOYMENT

Name of Company / Branch of Service Phone

Location Dates

Position / Rank / Rate Salary

Supervisor Name Phone

OTHER INCOME

\$ _____
Amount Source

Please Answer

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

EXPLANATION

Please Answer

- 1. Have you ever filed for bankruptcy? Yes No
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- 7. Are you a co-signer of a note or another lease? Yes No
- 8. Have you ever had a rental application rejected? Yes No

EXPLANATION

APPLICANT 1: ASSETS / CREDIT / LOANS		
Car / Card	Balance	Monthly \$

APPLICANT 2: ASSETS / CREDIT / LOANS		
Car / Card	Balance	Monthly \$

OTHER OCCUPANTS OF PREMISES				
Last Name	First Name	Mid Initial	Date of Birth	Relationship

ADDITIONAL INFORMATION:

Cars, boats, trucks, trailers, vans, campers, RVs and motorcycles must have current license and jurisdictional tags. No Commercial Vehicles Permitted

Vehicle Make / Model	Year	Color	License Plate	State of Registration

Do you own, or plan to purchase a waterbed or large aquarium? Yes No If yes, this requires Landlord approval and insurance coverage.

CLOSE RELATIVE OR EMERGENCY CONTACT

_____	_____	_____	_____
Name	Relationship	Phone	Email
_____	_____	_____	_____
Address	City,	State	Zip

PET INFORMATION **Liability coverage required for dogs**					
Type	Breed	Size	Age	Sex / Neutered	License #

ALL INFORMATION MUST BE COMPLETE IN ORDER TO PROCESS APPLICATION

ELECTRONIC SIGNATURES: In accordance with the Uniform Electronic Transactions Act (UETA) and the Electronic Signatures in Global and National Commerce Act, or E-Sign (the Act), and other applicable local or state legislation regarding Electronic Signatures and Transactions, the applicant(s) do hereby expressly authorize and agree to the use of electronic signatures as an additional method of signing and/or initialing this application and /or any future contracts or addenda. The applicants hereby agree that either party may sign electronically by utilizing a digital signature service.

AUTHORIZATION TO RELEASE INFORMATION:

The undersigned applicant affirms under the penalties of perjury that I have read and understand pages 1 through 6 of this application and that my answers to the questions on this application are true and correct to the best of my personal knowledge, information and belief and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

Upon demand made by Listing Broker/Landlord, at any time during the applicant’s tenancy or thereafter, Listing Broker/Landlord is hereby authorized to release any information contained in this application to any consumer reporting agency, credit bureau, or other investigative agencies.

The Applicant hereby authorizes Listing Broker/Landlord to order and obtain a credit/consumer report. I hereby authorize the owner or owner’s agent to whom this Application is made and any credit bureau or other investigative agency used by such owner or owner’s agent to investigate and to report and disclose to the owner and the owner’s agent the results of the references herein listed, statements and other data obtained from me or from any other person pertaining to **my credit, employment, rent history and financial responsibility**. In the event the Listing Broker is acting on behalf of the Landlord, another broker or other party directly or indirectly affected by said transaction, the applicant hereby authorizes the Listing Broker to forward and disclose all or any portion of the information contained in the credit/consumer report to the Landlord, another Broker or other party directly or indirectly involved. The applicant hereby releases Listing Broker/Landlord from any liability whatever for rejection of this application. Applicant will be contacted when approval is received or denied.

I understand that this **APPLICATION DOES NOT CONSTITUTE A COMMITMENT** to lease or rent and that a **WRITTEN LEASE WILL BE PREPARED** if my application is approved. I further understand that the lease **MUST BE SIGNED BY BOTH THE LANDLORD AND/OR ITS AGENT AND MYSELF TO BE VALID**

APPLICANT 1

Printed Name

Signature

Date Signed

APPLICANT 2

Printed Name

Signature

Date Signed



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