



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

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

### VIRGINIA 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.**

It is unlawful to discriminate on the basis of race, color, religion, national origin, sex, elderliness, familial status or handicap as well as all classes protected by the laws of the United States, the Commonwealth of Virginia and applicable local jurisdictions, or by the REALTORS® Code of Ethics.

This Application will be processed in accordance with all Fair Housing and occupancy laws.

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 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](http://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. A copy of a Tenant Insurance Policy in force for the length of the lease.
8. Occupancy is subject to possession being delivered by the present occupant.

**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**

\_\_\_\_\_  
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

**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

**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 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.

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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

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EXPLANATION

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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 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 5 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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