

Greg Garrett Property Management

RENTAL APPLICATION

EACH ADULT ON THE LEASE, OTHER THAN THE SPOUSE, MUST SUBMIT A SEPARATE APPLICATION

APPLICANT'S NAME: _____		
(Last)	(First)	(MI)
SOCIAL SECURITY NUMBER: _____ / _____ / _____ DOB: _____		
HM # : _____		CELL #: _____
WK #: _____		EMAIL: _____
EMERGENCY CONTACT: _____		
<small>(PLEASE LIST THE NAME AND TELEPHONE NUMBER OF SOMEONE WHO WILL NOT RESIDE WITH YOU)</small>		
CURRENT ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
MONTH/YEAR OF MOVE IN: _____		RENTED OR OWNED: _____
LANDLORD/MORTGAGE COMPANY: _____		
TELEPHONE NUMBER: _____		
REASON FOR LEAVING: _____		
PREVIOUS ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
MONTH/YEAR OF MOVE IN: _____		RENTED OR OWNED: _____
LANDLORD/MORTGAGE COMPANY: _____		
TELEPHONE NUMBER: _____		
REASON FOR LEAVING: _____		

CO-APPLICANT'S NAME: _____		
(Last)	(First)	(MI)
SOCIAL SECURITY NUMBER: _____ / _____ / _____ DOB: _____		
HM # : _____		CELL #: _____
WK #: _____		EMAIL: _____
EMERGENCY CONTACT: _____		
<small>(PLEASE LIST THE NAME AND TELEPHONE NUMBER OF SOMEONE WHO WILL NOT RESIDE WITH YOU)</small>		
CURRENT ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
MONTH/YEAR OF MOVE IN: _____		RENTED OR OWNED: _____
LANDLORD/MORTGAGE COMPANY: _____		
TELEPHONE NUMBER: _____		
REASON FOR LEAVING: _____		
PREVIOUS ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
MONTH/YEAR OF MOVE IN: _____		RENTED OR OWNED: _____
LANDLORD/MORTGAGE COMPANY: _____		
TELEPHONE NUMBER: _____		
REASON FOR LEAVING: _____		

APPLICANT'S EMPLOYER: _____
EMPLOYER'S ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE #: _____ **SUPERVISOR:** _____
APPLICANT'S POSITION/RANK: _____
HOW LONG: _____ **SALARY:** _____ **PER:** _____
OTHER INCOME: _____ **SOURCE:** _____
(YOU DO NOT NEED TO REVEAL ANY ALIMONY OR CHILD SUPPORT UNLESS YOU WANT IT CONSIDERED FOR THIS APPLICATION. MUST BE COURT ORDERED.)

CO-APPLICANT'S EMPLOYER: _____
EMPLOYER'S ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE #: _____ **SUPERVISOR:** _____
APPLICANT'S POSITION/RANK: _____
HOW LONG: _____ **SALARY:** _____ **PER:** _____
OTHER INCOME: _____ **SOURCE:** _____
(YOU DO NOT NEED TO REVEAL ANY ALIMONY OR CHILD SUPPORT UNLESS YOU WANT IT CONSIDERED FOR THIS APPLICATION. MUST BE COURT ORDERED.)

NAMES OF CHILDREN (MINORS UNDER THE AGE OF 18) THAT WILL RESIDE AT THE PROPERTY

1. _____	RELATIONSHIP TO YOU _____	DOB _____
2. _____	RELATIONSHIP TO YOU _____	DOB _____
3. _____	RELATIONSHIP TO YOU _____	DOB _____
4. _____	RELATIONSHIP TO YOU _____	DOB _____

PETS THAT WILL RESIDE IN THE PROPERTY
PETS (ALL BREEDS) ARE ALLOWED ONLY WITH OWNER'S APPROVAL. RESIDENTS MUST PROVIDE PROOF OF RENTER'S INSURANCE WITH A PET RIDER FOR AGGRESSIVE BREED DOGS. THERE IS A REFUNDABLE \$350* PET DEPOSIT FOR ALL PETS, AND \$30* ADDITIONAL MONTHLY PET RENT PER PET. CAGED ANIMALS SUCH AS BIRDS DO NOT APPLY. HOMEOWNER ASSOCIATIONS MAY HAVE SEPARATE WEIGHT/BREED RESTRICTIONS THAT MUST BE FOLLOWED.

1. BREED: _____	WEIGHT: _____	LBS	PETS NAME: _____
2. BREED: _____	WEIGHT: _____	LBS	PETS NAME: _____
3. BREED: _____	WEIGHT: _____	LBS	PETS NAME: _____
4. BREED: _____	WEIGHT: _____	LBS	PETS NAME: _____

Disclosure of Brokerage Relationships

Landlord and Tenant confirm that in the connection with this transaction, the Listing Broker and the Leasing Broker, and their Salespersons, have acted on behalf of Landlord and Landlord's representative. The applicant(s) hereby certify that the information contained in this application is true and correct to the best of the Applicant(s)' knowledge and Applicant(s) have not intentionally withheld any facts or circumstances which would adversely affect this application. Applicant(s) hereby authorize the Managing Broker to 1.) CONDUCT A CREDIT CHECK, 2.) CONDUCT A BACKGROUND CHECK, 3.) VERIFY ANY OR ALL REFERENCES LISTED HEREIN, 4.) DISCLOSE INFORMATION TO THE PROPERTY OWNER OR PERMITTED AGENT.

GREG GARRETT PROPERTY MANAGEMENT RENTAL VERIFICATION FORM

NAME: _____		
(Last)	(First)	(MI)
CURRENT RENTAL ADDRESS: _____		
By signing below you are authorizing GGPM to receive information regarding you RENTAL HISTORY from your CURRENT OR PREVIOUS LANDLORD/PROPERTY MANAGER.		
APPLICANT'S SIGNATURE: _____		DATE: _____

NAME: _____		
(Last)	(First)	(MI)
CURRENT RENTAL ADDRESS: _____		
By signing below you are authorizing GGPM to receive information regarding you RENTAL HISTORY from your CURRENT OR PREVIOUS LANDLORD/PROPERTY MANAGER.		
CO-APPLICANT'S SIGNATURE: _____		DATE: _____

FOR OFFICE USE ONLY~DO NOT WRITE BELOW THIS LINE

Please answer the following questions and fax to (757) 223-0111.

Month/Year of Move In: _____

Rental Amount: \$ _____

Has the resident paid rent on time? : _____

If not, how many times have they paid late? : _____

Any NSF/returned checks? : _____

Any complaints or problems? : _____

Any unauthorized pets, roommates? : _____

When does the current lease expire? : _____

Have the tenant(s) given notice? : _____

Would you allow the resident to rent from you again? : _____

Completed By: _____ Date: _____

SHOWING/APPLICATION/RENTAL PROCESS POLICIES AND PROCEDURES

Before you submit your application for review, please take time to read the following information to help in making your decision. We have prepared a list of the more important policies we feel you should understand. All of Greg Garrett Property Management's policies and procedures will be outlined in your lease and/or Tenant Handbook.

Showing Requirements-

1. Each interested person must submit a valid picture ID, proof of income, and complete a "Guest Card" by visiting our office located at 11864 Canon Blvd. Suite 112, Newport News, VA 23606.
2. All showings need to be scheduled during business hours, between 9:30am-4:30pm. Monday through Friday. Saturday showings are conducted by appointment only, must be scheduled in advance, and are conducted between 9:30am-12:30pm.
3. If a home is occupied, we are required to grant the occupants at least 24 hours notice in advance. Please consider this whenever scheduling a showing.
4. While we strive to show vacant homes "same day", we cannot guarantee that this will always be possible. The earlier in the day that the showing requirements are submitted, the better the chances are that we can accommodate you.
5. Once your appointment is scheduled, you will meet the Agent at the property on the date/time scheduled, not at the office.
6. If, for any reason, you will be late, need to reschedule the appointment, or wish to cancel the appointment, Please Contact our office ASAP at 757-223-7799.
7. After the showing you may be asked to complete a short survey in reference to the property. This not only helps us guide you in your new home search, it also provides feedback to the owners of the home.

Application Process-

8. In order to place a deposit/rent a home, all persons planning to reside in the home age 18 and older must submit a completed GGPM application along with applicable fees.
9. Application fees are typically \$25* per adult or per married couple. Exceptions apply to those who are in the armed forces (retired, reserves or active duty). Application fees must be in the form of certified funds made payable to: Greg Garrett Property Management (GGPM). Please allow 24 hours for processing.
10. Your application will be valid for 30 days. After 30 days you will be required to submit updated income information, a new application is not necessary. After 90 days, a new credit report and application fee will be required.
11. Please note: Roommates are allowed with Owner's approval. Roommates are considered two or more unmarried or unrelated persons. Each roommate must submit a separate application.
12. Please note: All pets are subject to owner's approval. We must receive approval from the owner accepting your pet(s). If the owner does not approve your pet(s), you have the option to view other rental properties.

Rental Process-

13. All properties are shown and rented on a 1st COME, 1st SERVE BASIS.
14. Utilities are NOT included in the rental rate and are the responsibility of the tenant. All utilities must be in your name PRIOR to your move in date and will be verified before keys are issued.
15. Once your application has been approved, you must submit no less than 50% of the security deposit to remove the property from the rental market. The full

security deposit is required before keys will be issued. Certified funds are required for all deposit monies paid prior to or at lease signing.

16. Deposits are only refundable if the application/move in is cancelled in writing within 3 business days from the date/time the deposit was received by our office.
17. GGPM can hold a property for up to TWO WEEKS from the date it has become available. Otherwise, we must obtain owner's approval to hold it any longer than that without charging rent.
18. Once the deposit is received, you will be asked to schedule a lease signing within 5 business days. All parties residing in the property must sign the lease.

By signing below you agree to the terms and conditions discussed above.

Applicant Signature: _____

Date:_____

Co-Applicant Signature: _____

Date:_____

**All fees/prices subject to change without notice*

Revised 5/11

**NO CASH ACCEPTED PLEASE
-NO EXCEPTIONS-**