



## Application Procedure Checklist

***All documentation and checks must be given to the Long and Foster Property Manager***

**Please place a check next to each section to insure you have included all required information. Any deviation from these procedures may result in a delay of processing the application.**

- A completed **Rental Application LF182**
  - Confirm that SSN, telephone numbers, addresses are complete
  - Rental Application needs to be **legible and signed**.
  
- The **Application Processing Fee**
  - **\$40.00** per adult applicant 18 years or older  
(**All applicants 18 yrs. and older must fill out their own rental application**)
  - **\$125.00** if a Small Business Credit Report is requested
  
- If applicant has provided the **First Month's Rent (Earnest Money Deposit)**, payable to **Long and Foster**
  - **If applicant has subsidized housing a Valid Section Eight /Housing Choice (HOC) Voucher must** be included in the package in lieu of the First Month's rent check.
  
- Please include the following for proof of income:
  - The applicants most recent pay stubs (last 2 pay periods) **or**
  - Most recent W-2 **or**
  - New employee offer later dated within the last 30 days **or** relocation letter **or**
  - If military applicant, latest Leave and Earning Statement and relocation orders if this is transfer to new location **or**
  - If self-employed applicants please provide latest filed tax return and Schedule C
  - Any documentation of Social Security, Disability, Public Assistance, or Retirement income.



LONG & FOSTER REAL ESTATE, INC.
RENTAL APPLICATION

Application Received
Time:
Date:

(together with all adult occupants as referred to herein, collectively, "APPLICANT") hereby makes application to Long & Foster Real Estate, Inc. (hereinafter "Long & Foster") for the lease of Address:

Street Address, Unit Number, City & State

Beginning on (Date): , for the monthly rent of \$ payable in advance on the first day of each month.

Lease term requested: months.

It is understood that the Premises are to be used as a residential dwelling to be occupied by none other than those persons listed in this application.

Occupancy is subject to possession being delivered by the present occupant. Any and all personal property placed in the Premises shall be at the Applicant's risk and the Applicant shall insure the same. APPLICATION IS BEING MADE FOR THE PREMISES IN ITS PRESENT CONDITION, UNLESS OTHERWISE INDICATED. This Application consists of four pages, The truth of the information contained herein is essential, and if the landlord/owner or owner's designated agent deems any answer or statement herein to be false or misleading, it shall be considered that any lease granted by virtue of this application may be cancelled at option of the landlord/owner or owner's designated agent.

NON-REFUNDABLE RENTAL PROCESSING FEE in the amount of \$40.00 FOR EACH ADULT APPLICANT is included with this Application. All adult occupants must be processed and be a party to the lease. These Application processing fees are refundable only if the landlord/owner or owner's designated agent elects not to process the Application. The application process may take up to five (5) working days to complete after it is received by the Processing Office. If this Application is not approved and accepted by the landlord/owner or owner's designated agent, the earnest money deposit will be refunded within fifteen (15) working days from the rejection date. The applicant hereby waives any claim for damages by reason of no n acceptance of this Application which the landlord/owner or owner's designated agent may reject.

DEPOSIT: An Earnest Money Deposit in the amount of \$ , equal to one full month's rent and/or according to the amount specified in the Listing Agreement, is to be held by with the clear understanding that this Application, including each prospective occupant, is subject to approval and acceptance by the landlord/owner or owner's designated agent. This deposit will not bear interest. The Applicant has no leasehold interests in the rental property until there is a fully ratified lease, as indicated in Par. 2 on this page. (In the case of payment by check, the words "Earnest Money Deposit" shall be placed on the check.)

- 1. Occupancy of residences shall conform to applicable zoning laws; applicable by laws, and/or property owners' association rules and regulations.
2. The Listing Broker can furnish a copy of the Lease form to the applicant for review. When Applicant receives notification of approval from the landlord/owner or owner's designated agent, the Applicant agrees to execute a lease in accordance with the terms of the Application.

The entire Earnest Money Deposit shall be deposited by agent, and credited toward the beginning month's rent.

NOTE: Applicant agrees to execute a lease within three business days from notification of acceptance. If the property for which you are applying is managed by Long & Foster you will be required to replace your Earnest Money Deposit with certified funds at the time of lease execution. The landlord/owner or owner's designated agent reserves the right to rescind acceptance and resume marketing until lease ratification. The Applicant(s) agree to apply for all utilities/services before taking occupancy of the leased premises and agree to pay for all applicable utilities/services, i.e. electricity, gas, water, sewer, fuel, refuse, and will pay necessary deposits. Should Applicant fail to execute a lease as specified above, the Deposit shall be returned to the Applicant.

- 3. A SECURITY DEPOSIT equal to a full month's rent (unless otherwise agreed upon) is due and payable on or before the effective date of the lease. This security deposit is payable to the Landlord/owner if he is managing the property, or to LONG & FOSTER REAL ESTATE, INC., if they are managing the property. Please consult with your agent.

- 4. PLEASE NOTE: A fee of \$50.00 will be charged for each check returned for Non-Sufficient Funds (NSF). The Applicant(s) hereby authorize Long & Foster, its employees and/or agents and any credit bureau or other investigative agency employed by such firm, to investigate and to report and disclose to the landlord/owner or owner's designated agent the results of the references herein listed, statements and other data obtained from any other person pertaining to credit, employment, rent history and financial responsibility or criminal record of the Applicant(s). Applicant(s) hereby authorize the references herein listed, to disclose or report any information requested by Long & Foster and/or agents.

RENTING ASSOCIATE
COMPANY/OFFICE
OFFICE Tel# 58588588
Please attach business card.
AGENCY DISCLOSURE FORM MUST BE ATTACHED

ALL APPLICATIONS WILL BE PROCESSED IN ACCORDANCE WITH ALL APPLICABLE LAWS, INCLUDING FAIR HOUSING AND ADA

AGENCY DISCLOSURE:
Parties acknowledge that Long & Foster is the listing broker for the Owner/Landlord. Applicants may wish to retain their own agent, which may include another Long & Foster agent but in any event, Applicants should understand that Rental Listing Agent represents the Owner/Landlord and not the Applicants. Long & Foster offers rental properties without regard to the applicant's race, color, religion, national origin, sex, handicap or familial status.
PLEASE INITIAL /

## Applicant Information

Each Adult (18 years of Age or older) must be included on the Lease and Must fill out a Separate Application. Required fields are marked with a "\*".

<b>*Last Name</b>		<b>*First Name</b>	
<b>Middle Initial</b>		<b>Maiden Name</b>	
<b>*Social Security Number</b>		<b>*Date of Birth</b>	65656
<b>*Home/Cell Phone</b>	/	<b>Work Phone</b>	
<b>Email Address</b>			

**Names of all other occupants 18 and over to live in the property**

Last Name	First Name	Initial	Relationship	Social Security Number

**Names of all occupants under the age of 18 to live in the property**

Last Name	First Name	Initial	Relationship	Social Security Number

**Pets - Dogs, Cats Fish, Birds, Reptiles, Rodents etc.**

Number	Type/Breed	Size/weight	Age	Gender

**\*Present or Last Residence (required)**

<b>*Address</b>		<b>Apt Number</b>	
<b>*City</b>		<b>*State</b>	<b>*Zip Code</b>
<b>*Resided From</b>		<b>*Resided to</b>	
<b>*Monthly Mortgage Payment</b>		<b>*Monthly Rental Payment</b>	
<b>*Mortgage Company or Name of Landlord</b>		<b>*Current lease end date</b>	3232323
<b>*Landlord's Daytime Phone</b>		<b>Landlord Fax Number</b>	5565656
<b>Landlord's Evening Phone</b>		<b>Landlord's email address</b>	
<b>Reason for moving</b>			

**Previous Residence-If current residence is less than 4 years**

<b>Address</b>		<b>Apt Number</b>	
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Resided From</b>		<b>Resided to</b>	
<b>Monthly Mortgage Payment</b>		<b>Monthly Rental Payment</b>	
<b>Mortgage Company or Name of Landlord</b>		<b>Current lease end date</b>	
<b>Landlord's Daytime Phone</b>		<b>Landlord Fax Number</b>	
<b>Landlord's Evening Phone</b>		<b>Landlord's email address</b>	
<b>Reason for moving</b>			

Present Employment

**MILITARY:** Attach copy of latest Leave & Earnings Statement and/or Transfer Orders  
**SELF-EMPLOYED:** Attach a copy of past year(1 year) U.S. Tax Form 1040 & Schedule C  
**HOURLY/WEEKLYEMPLOYEES:** Attach copies of last year's Form W-2.

Applicant(s) shall provide, if necessary, a salary key or authorization code if verification is to be obtained via an automated employment and salary verification service. If employer refuses to verify applicant's employment by phone, it shall become the responsibility of applicant to provide immediate written confirmation of such information.

*Employed By				*Employment Start Date			
*Business Address				*Address Line 2			
*City			*State		*Zip Code		
*Position				*#of Hours Worked Per Week			
*Salary\$		*Per		The Work Number			
*HR/Payroll Contact Name				Salary Key Code			
				*HR/Payroll Contact			
				Phone Number			
If Military – Rank Rate		Branch		Length of Service		Date of Separation	

<b>Previous Employment – If current employment is less than 2 years</b>							
Employed By				Employment Start Date			
Business Address				Employment End Date			
City			State		Zip Code		
Position				# of Hours Worked Per Week			
Salary\$		Per		The Work Number			
HR/Payroll Contact Name				Salary Key Code			
				HR/Payroll Contact			
				Phone Number			
If Military – Rank Rate		Branch		Length of Service		Date of Separation	

<b>Other Income</b>				Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy.			
Amount		Per		Source		Contact Phone	
Amount		Per		Source		Contact Phone	

<b>Financial History</b>			
Financial Institution	Type of Account	Account Number	Current Balance

<b>Monthly Payments</b>		Payments of 3 mos. or more duration, e.g., Auto, Mortgage, Alimony, Dependent, Support, Taxes, Garnishment, Etc.	
Payments Made To	Purpose of Payment	Balance	Monthly Payment \$

Other Financial Information			
Has Applicant ever filed Bankruptcy?		Has Applicant ever been evicted or had judgment issued against him/her?	
Date Filed		Are there any outstanding judgments against Applicant?	
Date Granted		Has Applicant had property foreclosed upon or given title or deed in lieu thereof in the past seven (7) years?	
Date of Discharge		Is Applicant party to a lawsuit?	
		Is Applicant obligated to pay alimony, child support, or separate maintenance?	
		Is Applicant a co-maker or endorser on a note?	

If Applicant answered "Yes" to any of the above questions, Please provide explanation below.

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Vehicles		Number and descriptions of Automobiles, Motorcycles, Vans, Trucks, Trailers, Campers, RVs, Boats, Commercial Vehicles, etc.			
Make	Model	Year	Color	State	License Number

Other Information	
Do you own or Plan to Purchase a Waterbed? (Requires owner approval and waterbed insurance.)	

Emergency Contact who does not reside with you							
Name		Contact Phone		Relationship			
Address		City		State		Zip Code	

Contingencies	This application cannot be processed until contingencies are agreed to or removed.

I/We represent that the premises shall not be used for any illegal or restricted purpose(s) and certify that the above information is true and complete to the best of my/ our knowledge.

I/We hereby authorize the person or firm to whom this application is made, any credit bureau or other investigative agency employed by such person to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my credit and financial responsibility.

If accepted this application becomes a part of the lease.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Each adult (18 years of age or older) must be included on the lease and must fill out a separate application.