



Application Procedure Checklist

All documentation and checks must be given to the Long and Foster Listing Agent

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 Months 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 Months rent check.

Please include the following for proof of income to be provide directly to the homeowner:

- 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.

***** Agents: Please do not attempt to obtain verifications of employment and residence.**



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 noneother 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 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#

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 TO APPEAR ON THE LEASE MUST FILL OUT A SEPARATE APPLICATION UNLESS
ASSETS AND LIABILITES ARE JOINTLY HELD**

Last Name	First Name	Initial	Maiden Name	Social Security No	Date of Birth
Applicant					
Co-Applicant					
Applicant Email			Co- applicant email		
Names of all other occupants to live in the property					
Last Name	First Name	Initial	Relationship		
PET(S) Dogs, Cats, Fish, Birds, Reptiles, Rodents etc.					
Total Number:					
Name of Pet	Type/Breed	Size/weight	Age	Spayed/neutered?	Declawed?
	/			yes <input type="checkbox"/> no <input type="checkbox"/>	yes <input type="checkbox"/> no <input type="checkbox"/>
	/			yes <input type="checkbox"/> no <input type="checkbox"/>	yes <input type="checkbox"/> no <input type="checkbox"/>
*Present or Last Residence (required)					
*Address	Apt/Unit Number		*City	*State	*Zip Code
Home #	Work #	Cell #			
*Resided From:	*Resided to:	*Monthly Mortgage Payment \$		*Monthly Rental Payment \$	
*Mortgage Company or Name of Landlord			*Landlord's Daytime Phone	*Current lease end date	
Reason for moving:					
*Previous Residence - If current residence is less than 2 years:					
*Address	Apt/Unit Number		*City	*State	*Zip Code
*Resided From:	*Resided to:	*Monthly Mortgage Payment \$		*Monthly Rental Payment \$	
*Mortgage Company or Name of Landlord			*Landlord's Phone	*Current lease end date	
Reason for moving:					
EMPLOYMENT HISTORY					
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; SALARIED/HOURLY/WEEKLY EMPLOYEES: Attach copies of last year's Form W-2 or most recent paystubs. Applicant(s) shall provide, if necessary, a salary key code if verification is to be obtained via an automated employment and salary verification service. Applicants must provide proof of income to the homeowner.					
PRESENT EMPLOYMENT					
*Employed By:		If Military – Rank/Rate		Branch	Length of Service
Business Address:		City		State	Zip Code
Position:	Salary \$	Number of Hours/Week:	Employment Start Date:		
Supervisor Name and Title:		Contact Number:			

PREVIOUS EMPLOYMENT (if with present employer less than (1) year.)									
*Employed By:				If Military – Rank/Rate		Branch		Length of Service	
Business Address:				City		State		Zip Code	
Position:				Salary \$				Number of Hours/Week:	
								Employment Start Date:	
Supervisor Name and Title:						Contact Number:			
CO-APPLICANT PRESENT EMPLOYMENT:									
*Employed By:				If Military – Rank/Rate		Branch		Length of Service	
Business Address:				City		State		Zip Code	
Position:				Salary \$				Number of Hours/Week:	
								Employment Start Date:	
Supervisor Name and Title:						Contact Number:			
CO-APPLICANT PREVIOUS EMPLOYMENT (if with present employer less than (1) year.)									
*Employed By:				If Military – Rank/Rate		Branch		Length of Service	
Business Address:				City		State		Zip Code	
Position:				Salary \$				Number of Hours/Week:	
								Employment Start Date:	
Supervisor Name and Title:						Contact Number:			
<div style="display: flex; justify-content: space-between;"> <div>ADDITIONAL INCOME</div> <div>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.</div> </div>									
	\$ Amount			Source			Per		
Applicant									
Co-Applicant									
FINANCIAL HISTORY									
FINANCIAL INSTITUTION				TYPE OF ACCOUNT		ACCOUNT NUMBER		CURRENT BALANCE	
MONTHLY PAYMENTS				Payment of 3 mos. or more duration, e.g., Auto, Mortgage, Alimony, Dependent Support, Taxes, Garnishment, Etc.					
Payments Made To				Purpose of Payment		Balance		Montly Pmt. \$ Amount	

OTHER FINANCIAL INFORMATIONYES ☐ NO ☐Has Applicant ever filed
Bankruptcy?

Date Filed

Date of Discharge

Has Applicant ever been evicted or had judgment issued against
him/her?

Are there any outstanding judgments against Applicant?

Has Applicant had property foreclosed upon or given title or deed
in lieu thereof in the past seven (7) years?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 attach explanation.

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

OTHER INFORMATIONDo you own or Plan to Purchase a Waterbed?
*Requires owner approval and waterbed insurance.YES ☐ NO ☐**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.

APPLICANT SIGNATURE

DATE

CO-APPLICANT SIGNATURE

DATE

APPLICANT ACKNOWLEDGES RECEIPT OF COPY OF THIS APPLICATION

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