

### HELPFUL INFORMATION FOR SUBMITTING YOUR RENTAL APPLICATION

Thank you for looking to Yeatts and Company, Inc. for your next home. The following information will help us in processing your rental application as quickly as possible.

1. Please fill out the rental application in its entirety and please don't forget to sign it.
2. Along with your application please submit the application fee in the amount of \$35.00 cash individual \$35.00 cash. For each additional adult that will be residing in the property there is an additional fee of \$35.00 cash.
3. Within 24 hours after your rental application is approved you must present us with a Certified Check or Money Order in the minimum amount equal to one month's rent as your Security Deposit. If the funds are not received within that time frame, the premises will be returned to the rental market.
4. Income guideline; your monthly gross income should be at least 3 times the rent amount. (i.e. monthly rent amount is \$800.00; monthly gross income should \$2,400.00 or more)
5. Roommate guideline: each adult applicant (except married couples), shall qualify individually. Sorry, we don't combine your incomes to make the minimum income guideline.
6. We will need a copy of your photo ID, in including your social security number.
7. We will need your current, as well as former landlord's name, address and phone number. If you now own your home, we will need mortgage information. We will also need documentation regarding your plans for that home (i.e. copy of listing for sale, copy of sales contract, copy of lease agreement)
8. CIVILIANS: We will need your current employer information as well as copies of your recent pay stubs. If you have been on the job less than 6 months, your former employer's information will be needed. **NOTE:** If your are self-employed, we will need your tax return(s) for the previous two (2) years.
9. MILITARY PERSONNEL: We will need a copy of your most current LES and a copy of your current transfer orders.
10. If you are relying on "other" income, i.e. Social Security benefits or Child Support, we will need a copy of the document stating your benefits.

The Property Manager whose property you are applying for will process your application. Your credit history along with your landlord references and your employer references will be evaluated in qualifying you to rent the property. If we receive all information needed and it can be verified easily, the application process will normally take 24 to 49 hours. We will contact you immediately upon completing the process to discuss the results with you. Thank you!

Yeatts and Company, Inc.  
728 Thimble Shoals Blvd.  
Newport News, VA 23606



Virginia Peninsula Association of REALTORS®, Inc.



## RENTAL APPLICATION and AGREEMENT TO LEASE

(This offer is legally binding. If not understood, please seek competent legal advice before signing.)

☐ Approved  
☐ Not Approved  
Date \_\_\_\_\_

The Property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap or elderliness in compliance with all federal, state and local fair housing laws and regulations.

The undersigned hereby makes application with Yeatts and Company, Inc., managing broker, to rent the premises known as \_\_\_\_\_ for a term of \_\_\_\_\_, beginning on \_\_\_\_\_, at a monthly rental of \$ \_\_\_\_\_ payable on the first of each month in advance.

### 1. APPLICANT INFORMATION

(Each adult on the lease, other than spouse, must complete a separate application.)

FULL NAME \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_  
CO-APPLICANT \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_  
OTHER OCCUPANTS  
1.) \_\_\_\_\_ RELATION \_\_\_\_\_ DOB \_\_\_\_\_  
2.) \_\_\_\_\_ RELATION \_\_\_\_\_ DOB \_\_\_\_\_  
3.) \_\_\_\_\_ RELATION \_\_\_\_\_ DOB \_\_\_\_\_  
4.) \_\_\_\_\_ RELATION \_\_\_\_\_ DOB \_\_\_\_\_  
HOME TELEPHONE NO. \_\_\_\_\_ WORK TELEPHONE NO. \_\_\_\_\_  
PETS (Number & Kind. Additional deposits and fees may be required.) \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### 2. RESIDENCE HISTORY

(Beginning with most current)

CURRENT ADDRESS \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ Apt. Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
MONTH & YEAR MOVED IN \_\_\_\_\_ RENTED \_\_\_\_\_ OWNED \_\_\_\_\_ MONTHLY PAYMENT \$ \_\_\_\_\_  
LANDLORD/MORTGAGE CO. \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_  
PREVIOUS ADDRESS #1 \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ Apt. Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
MONTH & YEAR MOVED IN \_\_\_\_\_ RENTED \_\_\_\_\_ OWNED \_\_\_\_\_ MONTHLY PAYMENT \$ \_\_\_\_\_  
LANDLORD/MORTGAGE CO. \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_  
PREVIOUS ADDRESS #2 \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ Apt. Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
MONTH & YEAR MOVED IN \_\_\_\_\_ RENTED \_\_\_\_\_ OWNED \_\_\_\_\_ MONTHLY PAYMENT \$ \_\_\_\_\_  
LANDLORD/MORTGAGE CO. \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

Please Initial: Applicant \_\_\_\_\_  
Co-Applicant \_\_\_\_\_

### 3. INCOME and EMPLOYMENT INFORMATION

(Please attach supporting documentation. Eg.: pay stubs, tax returns, etc. If military, please provide a copy of current transfer orders.)

APPLICANT'S EMPLOYER \_\_\_\_\_  
Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
APPLICANT'S POSITION/RANK \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ HOW LONG \_\_\_\_\_ SALARY \$ \_\_\_\_\_ PER \_\_\_\_\_  
CO-APPLICANT'S EMPLOYER \_\_\_\_\_  
Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
CO-APPLICANT'S POSITION/RANK \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ HOW LONG \_\_\_\_\_ SALARY \$ \_\_\_\_\_ PER \_\_\_\_\_  
APPLICANT'S PREVIOUS EMPLOYER/SCHOOL \_\_\_\_\_  
Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
CO-APPLICANT'S PREVIOUS EMPLOYER/SCHOOL \_\_\_\_\_  
Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
OTHER INCOME \_\_\_\_\_ SOURCE \_\_\_\_\_  
You do not need to reveal any alimony or child support unless you want us to consider it in this application.

### 4. BANKING and CREDIT REFERENCES

BANK #1 \_\_\_\_\_  
Name \_\_\_\_\_ City/State \_\_\_\_\_ Telephone No. \_\_\_\_\_ Account No./Type \_\_\_\_\_  
BANK #2 \_\_\_\_\_  
Name \_\_\_\_\_ City/State \_\_\_\_\_ Telephone No. \_\_\_\_\_ Account No./Type \_\_\_\_\_  
DEBT #1 \_\_\_\_\_ BALANCE DUE \$ \_\_\_\_\_ MONTHLY PAYMENT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
DEBT #2 \_\_\_\_\_ BALANCE DUE \$ \_\_\_\_\_ MONTHLY PAYMENT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
DEBT #3 \_\_\_\_\_ BALANCE DUE \$ \_\_\_\_\_ MONTHLY PAYMENT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
DEBT #4 \_\_\_\_\_ BALANCE DUE \$ \_\_\_\_\_ MONTHLY PAYMENT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

### 5. OTHER INFORMATION

YOUR VEHICLE (YEAR/MAKE/MODEL) \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_ STATE \_\_\_\_\_  
OTHER VEHICLES \_\_\_\_\_  
DRIVER'S LICENSE # \_\_\_\_\_ YEAR EXPIRES \_\_\_\_\_ STATE \_\_\_\_\_  
WATER BED? \_\_\_\_\_ Yes \_\_\_\_\_ No RENTER'S INSURANCE? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please provide name of company, agent, agent telephone number and insurance policy number.  
HAVE YOU EVER:  
FILED BANKRUPTCY? \_\_\_\_\_ Yes \_\_\_\_\_ No BEEN EVICTED? \_\_\_\_\_ Yes \_\_\_\_\_ No  
HAD A JUDGEMENT OR COLLECTION? \_\_\_\_\_ Yes \_\_\_\_\_ No BEEN CONVICTED OF A FELONY? \_\_\_\_\_ Yes \_\_\_\_\_ No  
EMERGENCY CONTACT #1 \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
EMERGENCY CONTACT #2 \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

The Applicant(s) herewith enclose the following funds:

(Cash) \$ 35.00 Application Fee (non-refundable)  
\$ \_\_\_\_\_ Security Deposit (Refundable if Application is not approved.)  
\$ \_\_\_\_\_ First Month's Rent

In the event this Application is approved, and Applicant(s) are so notified by telephone or in writing, Applicant(s) agree to execute a lease upon the terms first listed above and will be required at signing to pay:

\$ \_\_\_\_\_ Pro-Rated Move-In Rent  
\$ \_\_\_\_\_ Security Deposit (if not paid previously)  
\$ \_\_\_\_\_ Pet Deposit or \$ \_\_\_\_\_ Non-Refundable Pet Fee

All leases are subject to applicable zoning laws and Homeowners Association Condominium, or Co-Operative Restrictions, By-Laws and Rules and Regulations (if applicable). No keys will be delivered or possession granted until all required funds are paid and all parties have executed the lease. In the event that Applicant(s) fail to execute the lease as agreed, Managing Broker shall deduct from the funds received any and all actual damages, expenses and loss of rent up to the full amount of the funds received.

**NOTICE TO TENANTS:** Tenant(s) should exercise whatever due diligence he/she deems necessary with respect to information on any sexual offenders registered under Chapter 23 (Section 19.2-387 et seq.) of Title 19.2 of the Code of Virginia; whether the owner proceeds under subdivision 1 or 2 of subsection A of 55-519. Such information may be obtained by contacting your local police department or the Department of State Police, Central Criminal Records Exchange, at (804) 674-2000 or <http://sex-offender.vsp.state.va.us>.

**LEAD BASED PAINT:** The United States Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) have determined that properties built prior to 1978 may contain lead-based paint which can cause serious health problems. The Property ☐ was ☐ built prior to 1978. If the Property was built prior to 1978, then (1) the attached *Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards* shall be completed and executed by the Landlord and Tenant and is incorporated into the Rental Application and Agreement to Lease.

## 6. DISCLOSURE OF BROKERAGE RELATIONSHIPS

Landlord and Tenant each acknowledge the brokerage relationships described below:

- ☒ A. Landlord and Tenant confirm that in connection with this transaction, the Listing Broker and the Leasing Broker, and their salespersons, have acted on behalf of Landlord as Landlord's representative.
- ☐ B. Landlord and Tenant confirm that in connection with this transaction, the Listing Broker, and its salespersons, have acted on behalf of Landlord as Landlord's representatives, and the Leasing Broker and its salespersons have acted on behalf of Tenant as Tenant's representative.
- ☐ C. The Listing Broker and its salespersons are acting on behalf of both the Landlord and Tenant as disclosed dual representative. An executed Disclosure of Dual Representation is attached.
- ☐ D. The principal or supervising broker has designated \_\_\_\_\_ to represent Landlord in the transaction and \_\_\_\_\_ to represent Tenant in the transaction. \_\_\_\_\_, the principal or supervising broker, is acting on behalf of both Landlord and Tenant as disclosed dual representative. An executed Disclosure of the Use of Designated Representatives is attached.
- ☐ E. Landlord and Tenant also confirm that the disclosure of and consent to the brokerage relationships described in subparagraphs C or D above were made prior to the time the offer was made by the Tenant and delivered to the Landlord.
- ☐ F. The duties of real estate licensees in Virginia are set forth in Section 54.1-230 et seq. of the Code of Virginia and in the regulations of the Virginia Real Estate Board. In addition to the information contained in this disclosure pertaining to brokerage relationships, there may be other information relevant to the transaction which may be obtained from other sources.

The Applicant(s) hereby certify that the information contained in this application is true and correct to the best of 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; and 4.) Disclose the information to the Property Owner or Permitted Agent, and to retain \$ \_\_\_\_\_ should any information contained herein be a misrepresentation or falsification that results in this application being denied. In addition, should such misrepresentation or falsification be discovered after the lease is executed, it will be grounds for immediate cancellation and invalidation of the lease.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CO-APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## 1996 Virginia Peninsula Association of REALTORS®, Inc.

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