



RESIDENTIAL RENTAL APPLICATION

Applications are considered in the order in which they are received. Applicants will be notified of their place in line. For your privacy, please **DO NOT** submit any proof of income documentation with this application.

For inquiries about the rental property, please contact Tracey Anderson of Olive Branch Real Estate Investors at (804) 277-9234

RENTAL PROPERTY

Location of desired Rental Property: _____ Monthly Rent \$ _____

-All rental properties have a year-to-year lease term

-Smoking/Vaping is not permitted inside rental properties.

-Our properties are located within residential neighborhoods. We remain respectful of our neighbor's rights to "quiet enjoyment" of their home. Disturbance complaints are cause for eviction as stated in our Lease Agreements.

-We reserve the right to reject tenants based on credit, criminal history, references from previous landlords and income. We do not discriminate on the basis of race, color, religion, national origin, sex, elderliness, familial status, disability, source of funds, sexual orientation, gender identity or military status.

-Be advised, there will be a **security deposit**, equal to one month's rent, due at lease signing.

APPLICANT'S PERSONAL INFORMATION

Name: _____

Email Address: _____

Home Phone: (____) _____ Alternative Phone: (____) _____

Date of Birth: _____ Social Security Number: _____

Desired Move-in Date: _____

CO-APPLICANT'S PERSONAL INFORMATION (if applicable)

Name: _____

Email Address: _____

Home Phone: (____) _____ Alternative Phone: (____) _____

Date of Birth: _____ Social Security Number: _____

****Please submit a photocopy of each applicant's driver's license with completed application.***

EMPLOYMENT DETAILS (Primary Applicant)

Applicant's Employment Status: Full-Time Part-Time Student Unemployed Retired

Current Employer: _____

Supervisor's Name: _____

Phone: _____ Email: _____

Job Title: _____

How long at this Employer: _____ years _____ months

Monthly Net Income: \$_____

Other Sources of Income:

Previous Employment (*if at current job less than 1 year*)

Previous Employer: _____

Supervisor's Name: _____

Phone: _____ Email: _____

Job Title: _____

How long at this Employer: _____ years _____ months

PROOF OF INCOME

Be advised, when/if your application has been approved, each applicant will be required to provide **TWO** of the following three for proof of income. *Please do not submit these documents until your application has been approved.

Prior two (2) pay stubs

Prior two (2) months bank statements

Prior year's tax return

EMPLOYMENT DETAILS (Co-Applicant) (if applicable)

Co-Applicant's Employment Status: [] Full-Time [] Part-Time [] Student [] Unemployed [] Retired

Current Employer: _____

Supervisor's Name: _____

Phone: _____ Email: _____

Job Title: _____

How long at this Employer: _____ years _____ months

Monthly Net Income: \$_____

Other Sources of Income:

Previous Employment (*if at current job less than 1 year*)

Previous Employer: _____

Supervisor's Name: _____

Phone: _____ Email: _____

Job Title: _____

How long at this Employer: _____ years _____ months

PROOF OF INCOME

Be advised, when/if your application has been approved, each applicant will be required to provide **TWO** of the following three for proof of income. *Please do not submit these documents until your application has been approved.

-Prior two (2) pay stubs

-Prior two (2) months bank statements

-Prior year's tax return

CREDIT HISTORY AND BACKGROUND CHECK AUTHORIZATION (Primary Applicant)

***There will be a \$25 application fee per applicant for a credit/background check. Credit/background checks are only performed after initial application approval. Olive Branch Real Estate Investors reserves the right to reject applicants who deny this authorization.**

Have you declared bankruptcy in the past seven (7) years? Yes No

Do you consent to a credit check? Yes No

Is there anything related to your credit check that you want to comment on?

CRIMINAL BACKGROUND CHECK AUTHORIZATION

Do you consent to a criminal background check Yes No

Is there anything related to your criminal background check that you want to comment on?

CREDIT HISTORY AND BACKGROUND CHECK AUTHORIZATION (C0-Applicant) (if applicable)

***There is a \$25 credit and background check fee per applicant. Please contact Tracey Anderson to arrange payment. Olive Branch REI reserves the right to reject applicants who deny this authorization.**

Have you declared bankruptcy in the past seven (7) years? Yes No

Do you consent to a credit check? Yes No

Is there anything related to your credit check that you want to comment on?

CRIMINAL BACKGROUND CHECK AUTHORIZATION

Do you consent to a criminal background check Yes No

Is there anything related to your criminal background check that you want to comment on?

PETS

Do you own a pet? No Yes Breed: _____ Weight: _____ lbs.

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Is your pet house/litter box trained? No Yes Has your pet been spayed/neutered? No Yes

Have you received any complaints about your pet at your current address? No Yes

Please note: Trained Pets are allowed inside the rental property but require a **\$25.00** pet fee each month. You are responsible for preventing your pet from crossing property boundaries. Leashes, leads, and wireless systems are encouraged. *No outdoor pets are allowed on the property grounds whether on a chain or in an enclosed run.

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I declare that the information I have provided is true and correct and contains no misrepresentations. If misrepresentations are found after a residential lease agreement is entered into between the Landlord and Applicant, the Landlord shall have the option to terminate the residential lease agreement and seek all available remedies.

The Applicant authorizes the Landlord to verify all references and facts, including but not limited to current and previous landlords, employers and personal references (*if applicable*). The Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing or may result in the denial of application.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applications Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Office use only	<input type="checkbox"/> App complete	<input type="checkbox"/> DL	<input type="checkbox"/> POI primary	<input type="checkbox"/> POI co
<input type="checkbox"/> App#	Contact	_____	<input type="checkbox"/> \$25 App. Fee	_____
MoIncome	<input type="checkbox"/> Prev.Res	<input type="checkbox"/> Ref.	Credit	Criminal
A D Date/Time			A D Date/Time	