

APPLICANT(S) MUST SUBMIT ALL OF THE FOLLOWING OR APPLICATION(S) WILL NOT BE ACCEPTED. (FAX NUMBERS ARE REQUIRED INFORMATION. APPLICATIONS SUBMITTED WITHOUT EMPLOYER AND LANDLORD FAX NUMBERS ARE INCOMPLETE AND WILL NOT BE ACCEPTED):

1. APPLICATION:

ALL FIELDS ARE REQUIRED INFORMATION. APPLICATION IS CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED UNLESS ALL INFO IS PROVIDED.

2. EMPLOYMENT VERIFICATION FORM:

EMPLOYMENT VERIFICATION FORM, INCLUDING PHONE AND FAX NUMBERS, MUST BE COMPLETED AND SIGNED (Top portion only). COMBINED INCOME MUST EQUAL 3 TIMES THE MONTHLY RENT AND A CREDIT SCORE OF 600 OR ABOVE IS REQUIRED OR A GUARANTOR/CO-SIGNOR MAY BE OBTAINED. ** Other means of proving income are: 1) provide copy of most recent tax return 2) provide copies of 2 consecutive payroll check stubs/vouchers or 3) provide copies of 2 consecutive months of Bank Statements.

3. LANDLORD REFERENCE FORM:

IF YOU ARE CURRENTLY RENTING, OR HAVE RENTED WITHIN THE LAST 12 MONTHS, A LANDLORD REFERENCE, INCLUDING PHONE AND FAX NUMBERS, MUST BE SUBMITTED. PLEASE COMPLETE AND SIGN (Top portion only). **If you currently own, or live with parent(s), this form is not necessary.

4. PROCESSING FEE:

A PROCESSING FEE OF \$50 IS REQUIRED FOR EACH APPLICATION SUBMITTED. (EXAMPLE: IF YOU ARE THE ONLY APPLICANT, BUT NEED A CO-SIGNOR TO APPLY, PROCESSING FEE IS \$100, \$50 FOR EACH APPLICATION TO BE SUBMITTED).

5. APPLICATION DEPOSIT:

AN APPLICATION DEPOSIT EQUAL TO ONE MONTH'S RENT IS ALSO REQUIRED AT TIME APPLICATION IS SUBMITTED. THIS IS REQUIRED TO BE IN A SEPARATE CHECK FROM PROCESSING FEE.

GUARANTOR/CO-SIGNOR MUST FILL OUT SEPARATE APPLICATION. ALL FIELDS ARE REQUIRED INFORMATION. APPLICATION IS CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED UNLESS ALL INFO IS PROVIDED.

ALL ADULTS OVER 18 MUST FILL OUT APPLICATION. (EXAMPLE: MARRIED COUPLES MUST SUBMIT 2 SEPARATE APPLICATIONS, \$50 PROCESSING FEE EACH PLUS APPLICATION DEPOSIT).

NON-REFUNDABLE APPLICATION FEE:	
Tenant Processing Fee \$50.00	_____
Application Deposit	_____

Dalton Properties, LLC
4301 Cutshaw Ave., Richmond, VA 23220
804/338-6824, Fax: 804/716.7995, daltonrents@gmail.com

TENANT CONSENT AND APPLICATION FOR LEASE FORM

This is a legally binding contract. If not understood, seek competent advice before signing.

ALL APPLICANTS MUST READ THEN SIGN THE BACK OF THE APPLICATION

Dalton Properties, LLC will continue to market any Dwelling Unit until a completed set of applications are received including all required fees, phone numbers, fax numbers, and signatures. All occupants over age 18 must submit a separate application.

If using an ONLINE Application, please TYPE or WRITE first then mail or deliver.

PLEASE PRINT LEGIBLY

This Application for Lease is made on Date: _____		to lease the residential Dwelling Unit at:	
Address _____		Unit # _____	
Beginning Date: _____	and Ending on Date: _____	at a Rental Amount of \$ _____	

Applicant	Name _____	Social Security Number _____	Date Of Birth _____
	Cell Number _____	email address _____	
Co-signor	Name _____		
	Cell Number _____		

IF YOU ARE APPLYING WITH OTHER OCCUPANTS, PLEASE LIST HERE (WITH BIRTH DATE)

Name _____	Birth Date _____
Name _____	Birth Date _____
Name _____	Birth Date _____

Applicant Present Address

Address _____	City State Zip _____	Dates of Residency _____
Own / Rent: Landlord Name _____	Telephone # _____	Fax # _____

Applicant Previous Address (if not same as above for past 12 months)

Address _____	City State Zip _____	Dates of Residency _____
Own / Rent: Landlord Name _____	Telephone # _____	Fax # _____

Present Employer OR Check One: **STUDENT** **UNEMPLOYED**

Employer _____	Occupation _____
Supervisor _____	Telephone # _____ Fax # _____
Monthly Gross Income _____	

Pet Information

Breed _____	Name _____	Weight _____	Color _____	Breed _____	Name _____	Weight _____	Color _____
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Emergency Contact Name

Emergency Contact Name _____	Telephone _____
Address _____	Relationship _____

Do you require a visual smoke detector for the deaf or hearing impaired: ___YES ___NO
Other disabilities accomodated as per statute or regulation, details upon written request.

Rental Insurance, with Dalton Properties, LLC listed as additional insured interest on the policy, is required as a condition of the lease for each tenant.

No keys will be issued without Evidence of Insurance. NO EXCEPTIONS!

Dalton Properties, LLC – Tenant Application -- Standard Provisions

Applicant agrees this application becomes part of the lease agreement when signed and is binding. If not understood, seek competent advice. If not completely filled out this application is void and will be declined until completion.

Application must be filled in completely. A fifty dollar (\$50.00) processing fee must accompany this application before it will be accepted. These fees are non-refundable and cover the cost of processing the applications.

PETS:

No pets are allowed on the property without prior written consent by the Landlord and will require an additional security deposit. Violation of this rule can result in applicant being charged for any and all damages to Property by pet(s) and recovery of the property along with the collection of rent for the remaining term of the existing lease.

INCOME QUALIFICATION FOR TENANT APPLICANTS:

We require the Applicant (or ALL Applicants combined) to gross three (3) times the amount of rent per month to qualify. If any Applicant does not meet this requirement, or is unemployed, or a student, the Applicant must obtain a qualified CO-SIGNOR. CO-SIGNOR must submit a separate CO-SIGNOR APPLICATION and additional fifty dollar (\$50.00) Application Fee.

APPLICATION DEPOSIT:

One (1) full month's rent is required as an application deposit to hold the apartment until occupancy. The application deposit is to accompany this Application and is refundable should this Application not be accepted. THIS APPLICATION DEPOSIT IS NOT TO BE USED AS A RENTAL PAYMENT AT ANY TIME. UPON RATIFICATION OF A LEASE, THIS APPLICATION DEPOSIT SHALL BE CONVERTED INTO THE SECURITY DEPOSIT AT TIME OF OCCUPANCY. The deposit will be refunded after a move-out inspection is completed, less the cost to correct any damages in the lease and any past due amounts. Where more than one Tenant signs the Lease Agreement, a deduction to be made from the deposit will be joint and several, and Agent/Landlord is not liable for any understanding which may exist between two or more Tenants as to the portion of the security deposit that one Tenant may be entitled to, as opposed to another Tenant. **Agent/Landlord will draw one check, payable to all Tenant(s) jointly, and forward same to the forwarding address provided to Agent/Landlord by written notice.** The deposit will be returned minus any deductions due to excess wear and tear, including cleaning or unpaid service charges within forty-five (45) days of the lease expiration.

IN THE EVENT APPLICANT ELECTS NOT TO OCCUPY PROPERTY AFTER APPLICATION HAS BEEN APPROVED, APPLICANT AGREES TO FORFEIT THE ENTIRE APPLICATION DEPOSIT AS LIQUIDATED DAMAGES TO THE OWNER. APPLICANT FORFEITS THE PROCESSING FEE/DEPOSIT IF THEY WILLINGLY PROVIDE FALSE INFORMATION ON THE APPLICATION. ALSO, LANDLORD RESERVES THE RIGHT TO REFUSE LEASING THE DWELLING TO APPLICANTS WHO PROVIDE FALSE INFORMATION.

KEYS:

One set of keys will be provided to each tenant. With prior notice, additional sets may be obtained for \$15.00 per key. Tenants are prohibited from changing locks without written permission from Agent/Landlord. Tenant will be charged for keys not returned to this office by the termination hour and date of the lease agreement. The Tenant must contact Dalton Properties, LLC immediately if a complete set of keys has not been provided or tenant may be charged for keys or lock out expenses. Time is of the essence.

PARKING:

Some buildings may require a valid parking decal to prevent towing from onsite parking. All parking is at Tenant's risk and neither Agent nor Landlord assume any responsibility for vehicles, including but not limited to towing of cars whether or not the vehicles have the proper permits. Tenant agrees to hold harmless Agent/Landlord for any damages for any reason to vehicles or any inconvenience due to towing. The availability for parking spaces is not guaranteed. It is the sole responsibility of the Tenant to obtain a current parking permit and post it in the approved manner. Improperly mounted or lost permits result in the tenant's car being towed at their expense.

CRIMINAL/SEX OFFENDER BACKGROUND INVESTIGATION:

Dalton Properties, LLC will run national criminal/sex offender background checks. Sex Offender information may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674-2000 or www.vsp.state.va.us/.

Applicant acknowledges that Dalton Properties, LLC represents the Landlords interest and is considered the Agent of the Landlord and owes to the Landlord duties of loyalty and faithfulness. All Applicants/Tenants will be treated fairly and honestly. This Application becomes part of the Lease Agreement when signed and is legally binding. If not understood, seek competent advice.

This is to certify that I am above legal age, that the above information is correct to the best of my knowledge and in order to induce Agent/Landlord to consider my Application, I hereby authorize Agent/Landlord to verify any and all information and records as may be deemed necessary for approval of this Application. I further certify that I have read and understand this Application and have received a copy of same.

Signature: _____ (Seal)

Full Name (Please Print) _____

EMPLOYMENT VERIFICATION

SECTION I - TO BE COMPLETED BY APPLICANT
**** (SECTION II IS FOR EMPLOYER USE ONLY) ****

TO:

Employer
Attention

Fax Number
Phone Number

FROM:

Name
SS #:
Position:

**PROPERTY
APPLIED FOR:**

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DATE:

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I have applied for credit with Dalton Properties, LLC. As a condition, I must supply employment verification. Please complete Section II and return information via fax to 804/715-7995 at your earliest convenience.

T h a n k y o u f o r y o u r p r o m p t r e p l y .

This is to certify that I am above legal age, that the above information is correct to the best of my knowledge and in order to induce Agent/Landlord to consider my Application, I hereby authorize Agent/Landlord to verify any and all information and records as may be deemed necessary for approval of this Application.

Signature:

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SECTION II - FOR EMPLOYER USE ONLY

Monthly Gross Income

\$

Part-time/Full-time (Circle One)

Verified By:

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Signature:

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Title:

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LANDLORD REFERENCE

SECTION I - TO BE COMPLETED BY APPLICANT

* *(SECTION II IS FOR Dalton Properties, LLC USE ONLY)**

TO:		
Landlord	<input style="width: 150px;" type="text"/>	Fax Number <input style="width: 100px;" type="text"/>
Attention	<input style="width: 150px;" type="text"/>	Phone Number <input style="width: 100px;" type="text"/>
FROM:		
Name	<input style="width: 250px;" type="text"/>	
SS #:	<input style="width: 250px;" type="text"/>	
Current Address:	<input style="width: 250px;" type="text"/>	
PROPERTY APPLIED FOR:	<input style="width: 200px;" type="text"/>	DATE: <input style="width: 100px;" type="text"/>

I have applied for a rental through with Dalton Properties, LLC. As a condition, I must consent to have my landlord release information regarding my rental history. **Please return the requested information via fax to 804/716-7995 at your earliest convenience.**

Thank you for your prompt reply.

This is to certify that I am above legal age, that the above information is correct to the best of my knowledge and in order to induce Agent/Landlord to consider my Application, I hereby authorize Agent/Landlord to verify any and all information and records as may be deemed necessary for approval of this Application.

Signature:

SECTION II - FOR Dalton Properties, LLC USE ONLY

Occupancy Dates:	<input style="width: 150px;" type="text"/>	Monthly Rent:	<input style="width: 100px;" type="text"/>
		Yes	No
1. Did Tenant pay rent on time? If no, how many times late? _____		<input type="checkbox"/>	<input type="checkbox"/>
2. Any NSF check within last 12 months? If yes, how many and their disposition? _____		<input type="checkbox"/>	<input type="checkbox"/>
3. Any "Pay or Quit" notices within the last 12 months? If yes, how may and their disposition? _____		<input type="checkbox"/>	<input type="checkbox"/>
4. Any Unlawful Detainer within the last 12 months? If Yes, how many and their disposition? _____		<input type="checkbox"/>	<input type="checkbox"/>
5. Any "21 Day Notices" within the last 12 months? If yes, how many and their disposition? _____		<input type="checkbox"/>	<input type="checkbox"/>
6. Is Tenant's account satisfactory? If no, what is balance due? _____		<input type="checkbox"/>	<input type="checkbox"/>
7. Did the Tenant have pets? If yes, any problems? _____		<input type="checkbox"/>	<input type="checkbox"/>
8. Did the Tenant give proper notice?		<input type="checkbox"/>	<input type="checkbox"/>
9. Was the Tenant considerate of neighbors, that is no noise complaints, fair and careful use of common areas? If no, please explain: _____		<input type="checkbox"/>	<input type="checkbox"/>
10. Would you rent to this Tenant again?		<input type="checkbox"/>	<input type="checkbox"/>
11. Did the Tenant have a co-signer or guarantor?		<input type="checkbox"/>	<input type="checkbox"/>
12. Other comments: _____			

Verified By:	<input style="width: 400px;" type="text"/>
Signature:	<input style="width: 400px;" type="text"/>
Title:	<input style="width: 400px;" type="text"/>