

NON-REFUNDABLE
 Co-signor Processing Fee \$50.00 _____

Dalton Properties, LLC
4301 Cutshaw Ave., Richmond, VA 23220
804/338-6824, Fax: 804/716-7995, daltonrents@gmail.com

CO-SIGNOR APPLICATION FOR LEASE

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

ALL CO-SIGNORS MUST READ THEN SIGN THE APPLICATION

If using an ONLINE Application please TYPE 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 \$ _____

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

IF YOU ARE THE SOLE CO-SIGNOR, PLEASE LIST THE OTHER APPLICANT(S):

Other Applicant(s) or Occupant(s)

Name _____	Cell Number _____	email address _____
Name _____	Cell Number _____	email address _____
Name _____	Cell Number _____	email address _____

Co-signor Present Address

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

Present Employer

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

Please complete the attached Employment Verification Form. If you are SELF EMPLOYED or RETIRED, you may supply one of the following documents for proof of income:

- 1) Copy of most recent Tax Return.
- 2) Copies of two (2) CONSECUTIVE payroll check stubs/vouchers.
- 3) Copies of two (2) CONSECUTIVE months of Bank Statement(s)

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!

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 the same.

Signature _____

Date _____

Print Name _____

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 may 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 and CO-SIGNORS/GUARANTORS FOR STUDENTS

We require the Applicant(s) combined to gross three times the amount of rent per month; those not meeting this requirement or are students must obtain a Guarantor that does qualify. **Co-signor is separately and jointly responsible for the terms of the lease.**

APPLICATION DEPOSIT

One (1) full months rent is required as an application deposit to hold the apartment until occupancy. The application deposit is to accompany this Application and is completely 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, if any. 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. A gent/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. A PPLICANT FORFEITS THE APPLICATION DEPOSIT IF THEY WILLINGLY PROVIDE FALSE INFORMATION ON THE APPLICATION AND L ANDLORD COULD REFUSE TO LEASE THE DWELLING TO APPLICANT(S).

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/.

****I have read a copy of the lease and agree to the terms and conditions therein. A copy of our lease can be found at www.DaltonRents.com.**

Applicant Signature

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 804/716-7995 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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