



## PLEASE READ CAREFULLY

### THE APPLICATION PROCESS

\*Please fully complete the attached application. There is a non-refundable \$50 application fee to process each application. **Each adult, 18 years and older, is required to complete a separate application unless they are married.** Please provide copy of identification (Driver's License, or Passport), proof of income (3 latest paychecks stubs, tax return, or 1099), completed forms, and application fee(s). Application fees may be in the form of cash/check/money order or thru Paypal at applications@erg-homes.com.

During processing, key factors which will be considered are:

- Stable employment and/or income history.
- Credit history which reflects no bankruptcy in the past three years, no unpaid judgments or collections, and an acceptable credit report.
- Current and Previous Rental/Mortgage history.
- If additional information is needed to process an Application, the Applicant has 48 hours from the time of the request to provide us with the necessary Documentation.

\*Applications with a partial deposit equal to one month's rent are placed ahead of applications without a deposit. If your application is not accepted, the application deposit will be refunded.

\*Security deposits – the deposit is two month's rent. If there is/are pets a non-refundable one-time fee of \$250 per pet is required and is to be paid at the time of move-in. Please **do not** pay these deposit fees thru Paypal or a 5% surcharge fee will apply.

\*Lease terms are between ten months and nineteen months, depending on the location (we expire leases by area and time of year). Applicants who move frequently or whom have an unstable rental history may be required to sign a 2-year lease.

\*Please plan to sign the lease and pay one month's deposit within 2 days of approval. The balance of the deposit, the prorated rent, a \$175 move-in processing fee, and a \$50 lock re-keying fee, and animal fees (if any) will be due by move-in date. PLEASE **do not** pay these fees thru Paypal, or a 5% surcharge fee will apply.

\*This information is a summary and highlights some of our leasing standards. It may not be relied on as a full disclosure of our written leasing standards. No warranty to lease or liability for not leasing shall be incurred by Executives from this information. We provide equal housing opportunity and professional service without regard to race, color, religion, sex, handicap, familial status, or national origin of any prospective client, customer, or of the residents of any community.

\* If you have any questions relating to the content of this application, please do not hesitate to ask.

**INCOMPLETE  
APPLICATIONS WILL NOT BE  
ACCEPTED OR PROCESSED**

EXECUTIVES, inc. REALTY GROUP

1520 Huguenot Road

Suite 118

Midlothian, VA 23113

Phone: (804) 794-2850

Fax: (804) 378-5417

www.erg-homes.com

Print Name

Sign Name

Date

# APPLICATION FOR RENTAL

**Executives, Inc.**

1520 Huguenot Road, Suite 118, Midlothian, VA 23113. 804-794-2850 FAX 804-378-5417

Prospective Tenants receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

Property Requested	Desired Possession Date	Monthly Rent
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P E R S O N A L  I N F O	Applicant Last Name First Middle			Applicant's Social Security No.
	Spouse Last Name First Middle			Spouse Social Security No.
	Current Street Address			Current Monthly Rent
	Current City, State, Zip			Dates at this address
	Current Landlord Name & Email Address			Landlord's Telephone Number
	Previous Street Address			Previous Monthly Rent
	Previous City, State, Zip			Dates at this address
	Previous Landlord Name & Email Address			Prev. Landlord's Phone Number
	Applicant Date of Birth		Applicant Email	Marital Status
Spouse Date of Birth		Spouse Email	Marital Status	Spouse Phone Number

APPLICANT EMPLOYMENT/INCOME			
C U R R E N T	Company		Telephone ( ) -
	Address		Employed (month & year)
	Name of Supervisor		Gross Monthly Pay
	State Job Title & Describe Your Work		
P A S T	Company (if None: Last School attended & degree attained)		Telephone ( ) -
	Address		Employed (month & year) From To
	Name of Supervisor		Gross Monthly Pay
	State Job Title & Describe Your Work		Reason for leaving

SPOUSE EMPLOYMENT/INCOME			
C U R R E N T	Company		Telephone ( ) -
	Address		Employed (month & year) From To
	Name of Supervisor		Gross Monthly Pay
	State Job Title & Describe Your Work		
P A S T	Company (if None: Last School attended & degree attained)		Telephone ( ) -
	Address		Employed (month & year) From To
	Name of Supervisor		Gross Monthly Pay
	State Job Title & Describe Your Work		Reason for leaving

FINANCIAL INFORMATION						
ASSETS	Bank	Acct.Number	Balance	Bank	Acct.Number	Balance
Cash on Hand						
Checking						
Savings						
DEBTS	Source	Balance	Mo.Pmt.	Source	Balance	Mo.Pmt.
Debt-auto						
Debt-Credit Card						
Debt-other						

Vehicles				
Make & Model	Year	License Tag#	State	Owner

PERSONAL HISTORY
Are you applying to be a Co-Signer (Guarantor) for another applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list their name(s):
Are you applying jointly with other applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list their name(s):
Other Monthly Income: Amount & Description: (Provide documentation of this income.)
Name of nearest relative & relationship (EMERGENCY CONTACT) <span style="float: right;">Phone Number</span>
<b>Names/Ages/relationship of all other occupants</b>
Animal(s) that will be at the property (breed, weight, age) (Refer to our website or contact our office for a complete list of restricted breeds)
Will these animal(s) be friendly or hostile to our maintenance employees & staff when you are not home? <input type="checkbox"/> None / Friendly <input type="checkbox"/> Hostile If Hostile, explain:
Have you owned your own home previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Lender & year(s)
Do you (collectively) have either more than 2 vehicles, a boat, a tractor trailer, a truck, or a trailer that will be parked at the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, give details.
Have (either of) you ever been evicted or asked to vacate occupancy? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Month & Year, and Details.
Have (either of) you any outstanding judgments, collections, garnishment, or liens? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Month & Year, and Details.
Have (either of) you in the last 5 years declared bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Month & Year, and Details.
Are you a party to a lawsuit? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Month & Year, and Details.
Are you obligated to pay alimony, child support, or separate maintenance? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Amount, and Details.
Have (either of) you ever been convicted of a crime, excluding misdemeanor traffic offenses? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Month & Year, and Details.
Are (either of) you known by any other names, or aliases? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, List All
Are (either of) you a college graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, degree & school
Do you have health insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, carrier name
Will you take care of routine maintenance jobs around the house? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe:

**Disclosure of Brokerage Relationship to Non-Client. LESSEE does hereby acknowledge disclosure that Executives, Inc., and its licensed agents, represent the Owners/Landlord of the property.** The LESSEE understands that the LESSOR is a licensed real estate Broker and is acting on its own account and on the account of the Owner. The Owner may be an individual, partnership, corporation, or other entity. LESSEE acknowledges that the property is or may be owned individually or in a partnership or other entity that is partially or fully owned by C. Brown Pearson, III, or another real estate licensee, who is agent acting on his own account.

(Alimony, child support, or separate maintenance or its source need not be disclosed unless Applicant wishes it to be considered as income for the purpose of this Application to Lease)

The information provided in this Application for Rental is true, correct, and complete. Applicant affirms that they will occupy property as their primary residence. If accepted for rental, any misstatement or omission of fact on this application may result in my rejection or eviction. I authorize you to do a background investigation and/or to engage an investigative consumer reporting agency to report on my credit and personal history. I hereby authorize Executives, inc. to contact the employers and landlords listed above and to verify any and all information and records as may be deemed necessary for approval or rejection of this application. Likewise, my employers, landlords, and creditors are authorized to provide the requested information.

I understand that a Fifty dollar (\$50.00) Non-refundable application fee must accompany this application before it will be processed. There will be a \$40.00 charge for all returned checks, and I agree to pay any legal fees and cost if collections are necessary. Upon approval there is a \$175 move-in processing fee and \$50 lock re-keying fee.

I understand that a minimum security deposit of one month's rent is required to hold the house until the lease is signed. The deposit will be deposited to our bank upon lease approval or completely returned should this application not be accepted. By payment of the deposit, the applicant acknowledges that the lease has been reviewed and the terms are acceptable. In the event applicant elects not to occupy property or to sign the lease after application has been approved, applicant agrees to forfeit the entire deposit as liquidated damages. No pets are allowed on the property without prior written consent by the LANDLORD/REALTOR, will be limited, if allowed to three, and will require an additional deposit and an additional fee of \$250 per pet. This application becomes part of the lease agreement when signed and is legally binding.

Because the property being applied for Lease is a single-family detached property and it is not in a multi-family apartment community there are many aspects of the lease that are unlike apartments. For Example: (1) Tenants are responsible for yard work, (2) Tenants are responsible to have the heating systems checked and serviced in the fall (Owners will pay for added repairs), (3) Appliances are "as is", (4) Tenants are responsible for paying for the first \$30-60 of any repair during the term of the lease, and lastly (5) Tenants are expected to paint or pay for painting, walls only, upon move-out.

This is to certify that I am above legal age, that the above information is correct to the best of my knowledge. I further certify that I have read and understand this application. Applicant understands that the property may be owner by an individual owner whom the company represents, or by a partnership or owner of the corporation having a real estate license.

DATE: \_\_\_\_\_ (Signature)

DATE: \_\_\_\_\_ (Signature)

### FOR INTERNAL PURPOSES ONLY

SOURCE	CONTACT	RESULTS	
APPLIC			
CURR EMPL			
CO-APP			
CURR EMPL			
CURR RENTAL			
PAST RENTAL			

Date & Time Rec'd:	Rec'd by:	App Fee(s):	App Deposit (Y/N):
Amount:	Referred by:	Contact Phone:	
( ) Lease Approved		Application Fee(s) Paid \$ _____	
( ) Rejected: Reason-			
Date:	by:	Applicant advised by:	