



## **RENTAL APPLICATION INSTRUCTIONS**

### **STEP ONE**

- Fill out one complete application package per adult
  - Rental Application
  - Agency Disclosure
  - Employment Verification
  - Rental Verification
  - Co-Signer Application
- Make sure to sign all documents where applicable

### **STEP TWO**

- Enclose all application and holding fees (make checks/money orders payable to Smith's Landing Apartments)
- \$32 per rental application and \$32 per co-signer application plus \$200 Reservation Fee
- Example: two bedroom apartment
  - \$32 per applicant = \$64
  - \$32 per co-signer application = \$64
  - \$200 Reservation Fee
  - TOTAL = \$328

### **STEP THREE**

- Return or mail completed applications to:

SMITH'S LANDING APARTMENTS  
870 Plantation Road  
Blacksburg, VA 24060

Should you have any questions about your application please feel free to contact us at anytime.



Thank you for considering us in your search for a new apartment home.

NAME OF APPLICANT \_\_\_\_\_

NAME OF CO-APPLICANT \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

APARTMENT RESERVED/DESIRED \_\_\_\_\_

DATE DESIRED \_\_\_\_\_

LEASE TERM DESIRED \_\_\_\_\_

\*HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

APPLICATION FEE PAID \$\_\_\_\_\_ (non-refundable)

**A HOLDING FEE IS REQUIRED TO RESERVE AN APARTMENT.  
THIS FEE CAN BE RETURNED TO YOU ONLY IF THE APPLICATION IS NOT APPROVED.  
UPON APPROVAL AND A SIGNED RENTAL AGREEMENT, THE HOLDING FEE SHALL  
BECOME THE SECURITY DEPOSIT REQUIRED BY THE RENTAL AGREEMENT.**

With your best interest in mind, the following information is necessary.



**APPLICANT INFORMATION**

(EACH ADULT APPLICANT MUST SUBMIT A SEPARATE UPDATE FORM UNLESS MARRIED)

Applicant \_\_\_\_\_

Date of Birth <sup>FIRST</sup> \_\_\_\_\_ <sup>MIDDLE</sup> SS# \_\_\_\_\_ <sup>LAST</sup> DL#/State \_\_\_\_\_

Spouse \_\_\_\_\_

Date of Birth <sup>FIRST</sup> \_\_\_\_\_ <sup>MIDDLE</sup> SS# \_\_\_\_\_ <sup>LAST</sup> DL#/State \_\_\_\_\_

**Other Occupants**

- 1) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_
- 2) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_
- 3) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_
- 4) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_

**RESIDENCY**

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupancy Dates \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_ per \_\_\_\_\_

Apt Community/Landlord \_\_\_\_\_ Landlord Phone ( ) \_\_\_\_\_

Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupancy Dates \_\_\_\_\_ Rent/Mortgage \_\_\_\_\_ per \_\_\_\_\_

Apt Community/Landlord \_\_\_\_\_ Landlord Phone ( ) \_\_\_\_\_

**EMPLOYMENT**

Applicant's Employer \_\_\_\_\_ Employer Phone ( ) \_\_\_\_\_

Occupation \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Employer Phone ( ) \_\_\_\_\_

Occupation \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

**AUTOMOBILE(S)**

Auto Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ State/Tag# \_\_\_\_\_

Auto Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ State/Tag# \_\_\_\_\_

If you own a recreational vehicle, please describe \_\_\_\_\_

**EMERGENCY CONTACT** (Contact person in case of a personal emergency – someone not living with you)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip  
Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**IMPORTANT TO APPLICANT**

- 1- Are you a pet owner? \_\_\_\_\_ Type/Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_  
*No animal is allowed on the premises without prior written consent from management.*
- 2- Do you have renter's insurance? \_\_\_\_\_ Company \_\_\_\_\_
- 3- A full month's rent is due at move-in. Prorated rent, if applicable, is due the first day of the following month. Move-ins the 25<sup>th</sup> or later require payment of prorated rent as well as the full month's rent.
- 4- The lease effective date is final. If the applicant fails to move in on that date, prorated rent will still be charged from the lease effective date.

**SELECTION CRITERIA**

**Income:** Income and employment will be verified on each applicant. Monthly income must meet the minimum requirements for the community for which the application is submitted.

**Rental History:** Two years of residential history will be verified on each applicant. Applicant's name must have been on the Lease/Mortgage for any reference to be valid. Rental references should reflect the applicant's ability and willingness to comply with Lease terms as well as community policies and guidelines. Lack of rental history will not be considered a negative factor.

**Credit:** Credit information on each applicant will be obtained through one or more Consumer Reporting Agencies. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the Lease. Lack of credit history will not be considered a negative factor.

**Public Records/Criminal Background:** A public records search will be conducted on each adult occupant. Any one or more of the following will result in automatic denial of the application.

- All Felonies including convictions, probation, deferred adjudication, court-ordered intervention programs and pending cases.
- All Misdemeanors convictions, probation, deferred adjudication, court-ordered intervention programs and pending cases for sexual misconduct.
- All Misdemeanors including convictions, probation, deferred adjudication, court-ordered intervention programs and pending cases for the following types of misdemeanors: illegal possession, manufacture, sale, and/or distribution of a controlled substance; or involving a physical crime against a person or persons and/or another person's property with less than seven (7) years time lapse since date of sentence completion.

**Occupancy Standards:** Occupancy limits, determined by the community, may not be exceeded.

**SIGNATURE OF ALL ADULTS TO APPEAR ON LEASE**

I CERTIFY THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INQUIRIES TO BE MADE BY ALL AVAILABLE MEANS TO VERIFY THE STATEMENTS ABOVE. THIS WOULD INCLUDE, BUT NOT BE LIMITED TO, CONSUMER REPORTING AGENCIES, PUBLIC RECORDS, CRIMINAL BACKGROUND CHECK, CURRENT AND PREVIOUS RENTAL REFERENCES, EMPLOYERS AND PERSONAL REFERENCES.

**FALSIFICATION OF INFORMATION WILL RESULT IN DENIAL OF THE APPLICATION OR TERMINATION OF THE RENTAL AGREEMENT**

1. Signature \_\_\_\_\_  
Contact Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_
2. Signature \_\_\_\_\_  
Contact Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_



**RULE 6.3**  
**DISCLOSURE OF AGENCY RELATIONSHIP**

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All licensees shall promptly disclose their agency relationships to all actual and prospective buyers and sellers, lessors and lessees, optionors and optionees in these ways:

- A. As soon as the licensee has substantive discussions about specific property(ies) with a principal or prospective principal, the licensee shall disclose to that principal or prospective principal the person(s) whom the licensee represents in a principal-agency relationship; and
- B. Further, this disclosure shall be made in writing at the earliest practical time, but in any case not later than the time when specific real estate assistance is first provided. This written disclosure shall be acknowledged by the principals.

**DISCLOSURE OF AGENCY RELATIONSHIP**

In compliance with Regulation 6.3 of the Virginia Real Estate Board, you are hereby advised that DRUCKER & FALK, LLC is employed by BSE/AH Blacksburg Apartments, LLC as MANAGING AGENT for Smith's Landing Apartments, (284 units) with Rental Office located at 11824 Fishing Point Drive Newport News, VA 23606.

ACKNOWLEDGEMENT:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_



# RENTAL VERIFICATION

The individual signed below has submitted an application to Smith's Landing Apartments. Please provide the information requested and fax this form back to our office at 757.928.3555.

Thank you for your prompt response.

Name of Applicant \_\_\_\_\_

I hereby authorize release of the information requested below for my rental address at:

_____		_____	_____	_____
STREET		CITY	STATE	ZIP
_____			_____	
Applicant's Signature			Date	

Dates of Residency: \_\_\_\_\_ through \_\_\_\_\_

Amount of Rent \$ \_\_\_\_\_ Has Lease Expired?  YES  NO

# of Late or NSF's  none  1  2  3  4 or more

(If 4 or more, did they occur within the last twelve months?)  YES  NO

Has the individual complied with all community policies?  YES  NO

Does this individual keep an animal on the premises?  YES  NO

Has the animal at any time caused a problem or been a nuisance?  YES  NO

Eligible for re-rental  YES  NO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



CO-SIGNER RENTAL APPLICATION

GUARANTOR: \_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Employment Length of Employment

\_\_\_\_\_  
Business Address Business Phone

\_\_\_\_\_  
Position Supervisor \$ \_\_\_\_\_ per \_\_\_\_\_  
Salary

\_\_\_\_\_  
Home Address Contact Phone Number

\_\_\_\_\_  
Social Security Number Date of Birth

GUARANTOR: \_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Employment Length of Employment

\_\_\_\_\_  
Business Address Business Phone

\_\_\_\_\_  
Position Supervisor \$ \_\_\_\_\_ per \_\_\_\_\_  
Salary

\_\_\_\_\_  
Home Address Contact Phone Number

\_\_\_\_\_  
Social Security Number Date of Birth

I/We certify the above information to be true and correct. I/We authorize Landlord/Managing Agent to verify the above information by appropriate inquiries, including, but not limited to, credit checks and employment verifications.

GUARANTOR: \_\_\_\_\_  
Signature Date

GUARANTOR: \_\_\_\_\_  
Signature Date