



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)
- \$35 per rental application and \$35 per co-signer application plus \$200 Reservation Fee
- Example: two bedroom apartment
 - \$35 per applicant = \$70
 - \$35 per co-signer application = \$70
 - \$200 Reservation Fee
 - TOTAL = \$340

Security Deposit is equal to half of one month's rent and is due prior to move-in.

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.

DRUCKER & FALK REAL ESTATE

MULTIFAMILY • COMMERCIAL • SENIOR LIVING

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

DATE OF APPLICATION _____

NAME OF APPLICANT _____

NAME OF SPOUSE _____

APARTMENT DESIRED _____

DATE DESIRED _____ LEASE TERM DESIRED _____

APPLICATION FEE PAID _____ (non-refundable)

*HOW DID YOU HEAR ABOUT US? _____

A HOLDING FEE IS REQUIRED TO RESERVE AN APARTMENT.

THIS FEE CAN BE RETURNED TO YOU ONLY IF THE APPLICATION IS NOT APPROVED.

OUR COMMUNITY INSURANCE POLICY DOES NOT COVER DAMAGE BY FIRE, WATER, OR ANY OTHER CAUSE TO A RESIDENT'S PERSONAL PROPERTY LOCATED IN THE APARTMENT OR ANYWHERE ON THE COMMUNITY PROPERTY. EACH RESIDENT IS RESPONSIBLE FOR OBTAINING INSURANCE COVERAGE. ADDITIONALLY, SOME COMMUNITIES REQUIRE LIABILITY COVERAGE AS A REQUISITE OF THE LEASE.

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 Full Name (First, Middle, Last) _____

Date of Birth _____ SS# _____ DL#/State _____

Spouse Full Name (First, Middle, Last) _____

Date of Birth _____ SS# _____ DL#/State _____

Other Occupants

1) Name _____ Relationship _____ Date of Birth _____

2) Name _____ Relationship _____ Date of Birth _____

3) Name _____ Relationship _____ Date of Birth _____

4) Name _____ Relationship _____ Date of Birth _____

RESIDENCY

Current Home Address _____

City, State, Zip _____ Home Phone _____

Date Moved In _____ Rent/Mortgage \$ _____ per _____

Apt Community/Owner _____ Mgr/Owner Phone (____) _____

Previous Home Address _____

City, State, Zip _____ Rent/Mortgage \$ _____ per _____

Move-In Date _____ Move-Out Date _____

Apt Community/Owner _____ Mgr/Owner Phone (____) _____

EMPLOYMENT

Applicant's Employer _____ Employer Phone (____) _____

Employer's Address _____

Occupation _____ Gross Monthly Income _____

Spouse's Employer _____ Employer Phone (____) _____

Employer's Address _____

Occupation _____ Gross Monthly Income _____

VEHICLES (INCLUDE RECREATIONAL VEHICLES)

Auto Make _____ Year _____ Color _____ Tag# _____ State _____

Auto Make _____ Year _____ Color _____ Tag# _____ State _____

Auto Make _____ Year _____ Color _____ Tag# _____ State _____

EMERGENCY CONTACT (Person over age 18 to contact in case of 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 _____
(Personal property insurance coverage may be required. Consult with management.)
- 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 25th 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, 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.

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 APPLICANT SIGNATURE _____ CELL PHONE () _____
E-MAIL ADDRESS _____
- 2 SPOUSE SIGNATURE _____ CELL PHONE () _____
E-MAIL ADDRESS _____

FOR OFFICE USE ONLY

Apt Assigned _____	Base Monthly Rent \$ _____	Monthly Pet Fee \$ _____	
Application Fee \$ _____	Dep Date _____	Pet Dep \$ _____	Dep Date _____
Holding Fee \$ _____	Dep Date _____	Pet Fee \$ _____	Dep Date _____
Community Fee \$ _____	Dep Date _____	Other \$ _____	Dep Date _____
Conc (if applicable) _____			

Additional Items Requested (i.e., furniture, washer/dryer, etc.)

Item _____ \$ _____ (Cost)	Item _____ \$ _____ (Cost)
Item _____ \$ _____ (Cost)	Item _____ \$ _____ (Cost)

APPLICATION VERIFICATION CHECKLIST

Every applicant must provide a valid SS# and driver's license or government issued photo ID.

- Driver's License or government issued photo ID viewed for confirmation.

If any applicant is not able to provide a SS#, that person is probably a non-US citizen. In this situation, there are four (4) other government issued ID cards (listed below) that can be used to confirm identity. There are no other acceptable forms of ID. (Refer to "Leasing to non-US citizens" in the Policies & Procedures Manual for additional information and instructions).

- Form I-551 (Green Card) Form I-688 I-688A Form I-94

Confirmation by: _____ (employee signature)

COMMUNITY STANDARDS & REQUIREMENTS

Initial after completion. (Attach documentation where required)

- | | |
|--------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Rental/Pet Reference Received | <input type="checkbox"/> Public Records/Criminal Report Received |
| <input type="checkbox"/> Credit Report Received | <input type="checkbox"/> Employment/Income Verification Received |

Application Approved (Please check, if applicable)

Approval with Adverse Action (attach office copy of adverse action letter)

- Approved with additional deposit of \$ _____
- Co-signer required

Approved by: _____

Date Applicant notified: _____

Notified by: _____

Application Declined (Check, if applicable, and attach office copy of denial letter)

Reason(s) for Denial (Check below all that apply)

- | | |
|-----------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Unfavorable credit report | <input type="checkbox"/> Unfavorable rental reference |
| <input type="checkbox"/> Insufficient income | <input type="checkbox"/> Exceeds occupancy standards |
| <input type="checkbox"/> Inaccurate information submitted | <input type="checkbox"/> Other (specify) _____ |

How was holding fee returned? _____

Holding Fee returned by: _____
Employee Signature

Holding fee received by: _____

Date _____

Notes: _____

Property Manager's Signature: _____

Date _____

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 _____ as MANAGING AGENT for _____ Apartments, (_____ units) with Rental Office located at _____.

SIGNATURE of APPLICANT(s):

Date: _____

RENTAL VERIFICATION

The individual signed below has submitted a rental application to _____.

Please provide the information requested and fax this form back to our office at _____.

Thank you for your prompt response.

Name of Applicant (please print) _____

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

STREET	CITY	STATE	ZIP
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Applicant's Signature Date

Please note if the applicant is a current resident or a past resident at your community.

Move-In Date: _____ Lease Ending Date: _____

Amount of Rent: \$ _____

of Late Payments: _____ # of NSF checks: _____

- Has Proper Notice Been Given? YES NO
- Is there currently any past due amount owed on the resident's account? YES NO
- Has the resident complied with all community policies? YES NO
- Has the resident caused a 'strike' under the Raleigh PROP ordinance? YES NO N/A
- Does this resident keep an animal on the premises? YES NO
- Has the animal at any time caused a problem or been a nuisance? YES NO
- Have legal proceedings ever been filed on this resident? YES NO
- Is resident eligible for re-rental? YES NO

Date

Signature

Community

EMPLOYMENT VERIFICATION

The individual below has submitted a rental application to _____.

Please provide the information requested and fax the completed form to _____.

Thank you for your prompt response.

Name of Applicant _____

Social Security Number _____

I hereby authorize release of the information requested below.

Applicant's Signature

Date

(TO BE COMPLETED BY EMPLOYER)

Date of Hire: _____

Salary \$_____ per _____ (year, month, week)

Is Employment Permanent? YES NO

Date

Signature

Title/Department

Company

APARTMENT LEASE GUARANTY

Community Name _____
 Community Address _____
 Community Phone () _____ Community Fax () _____
 Lessee(s) _____
 Apartment Address _____
 Lease Begin Date _____ Lease End Date _____

To induce Lessor to enter into a lease with the above name lessee(s), Guarantor jointly and severally (if more than one) unconditionally guarantee to Lessor:

- The full and punctual payment of all rent and other sums payable by Lessee under the Lease, including but not limited to, late fees, property damage, repair costs, lease violation charges, reletting charges, utility costs and all other sums which might become due under the lease contract.
- The due and punctual performance by Lessee of all terms, conditions and covenants, and obligations under the Lease. This Guaranty is a continuing, absolute and unconditional guaranty of payment and performance, and Guarantor agrees that Lessor may enforce this Guaranty against Guarantor without first exercising any remedies it may have against the Lessee or any other party.

This Guaranty shall continue in force for any amendment, extension or renewal of the Lease, and Guarantor agrees that Lessor shall have no obligation to give notice or obtain consent from Guarantor for any such Lease amendment, extension or renewal. No compromise, release, postponement or delay on the part of the Lessor in the enforcement of any right under this Guaranty shall constitute a waiver of such right or affect the validity of this Guaranty. The Guarantor also waives presentment, demand of payment, protest, notice of dishonor, or nonpayment of or nonperformance under the Lease. The invalidity or unenforceability of any one or more of the provisions of this Guaranty shall not affect the validity or enforceability of its remaining provisions. The Guarantor jointly and severally (if applicable) agrees to pay to Lessor all costs and expenses, including reasonable attorneys' fees, incurred by Lessor in the enforcement or attempted enforcement of this Guaranty, whether or not suit is filed in connection therewith.

Guarantor(s) represent that the information shown on this Guaranty is true and complete, and authorizes Lessor or its authorized agent to verify same by obtaining a consumer report or by other means. A facsimile signature of Guarantor on this Guaranty will be just as binding as an original signature. It is not necessary for the Guarantor to sign the Lease contract itself or to be named on the Lease contract.

Full Name of Guarantor #1 _____ Relationship to Lessee _____
 Date of Birth _____ SS# _____ Driver's License # & State _____
 Home Address (street, city, state, zip) _____
 Guarantor E-mail _____ Cell Phone () _____
 Current Employer _____ Salary _____ per month
 Employer Address _____ Employer Phone () _____
 Guarantor Signature _____ Signature Date _____
 Sworn to and subscribed before me this _____ day of _____ My commission expires: _____
 Notary Public _____

Full Name of Guarantor #2 _____ Relationship to Lessee _____
 Date of Birth _____ SS# _____ Driver's License # & State _____
 Home Address (street, city, state, zip) _____
 Guarantor E-mail _____ Cell Phone () _____
 Current Employer _____ Salary _____ per month
 Employer Address _____ Employer Phone () _____
 Guarantor Signature _____ Signature Date _____
 Sworn to and subscribed before me this _____ day of _____ My commission expires: _____
 Notary Public _____