



LONG & FOSTER REAL ESTATE, INC. RENTAL APPLICATION

Application Received
Date:
Time:

_____, (together with all adult occupants as referred to herein, collectively, "APPLICANT") hereby makes application to Long & Foster Real Estate, Inc. (hereinafter "Long & Foster") for

the lease of Address: _____

Beginning on (Date): _____, for the monthly rent of \$

payable in advance on the first day of each month. Lease term requested: _____

It is understood that the Premises are to be used as a residential dwelling to be occupied by none other than those _____ persons listed in this Application, and that occupancy is subject to possession being delivered by the present occupant. Any and all personal property placed in the Premises shall be at the Applicant's risk and the Applicant shall insure the same. APPLICATION IS BEING MADE FOR THE PREMISES IN ITS PRESENT CONDITION, UNLESS OTHERWISE INDICATED. This Application consists of four pages, The truth of the information contained herein is essential, and if the landlord/owner or owner's designated agent deems any answer or statement herein to be false or misleading, it shall be considered that any lease granted by virtue of this application may be cancelled at option of the landlord/owner or owner's designated agent.

NON-REFUNDABLE RENTAL PROCESSING FEE. A Processing fee in the amount of \$40.00 FOR EACH ADULT APPLICANT, is included with this Application. **All adult occupants must be processed and be a party to the lease.** These Application processing fees are refundable

only if the landlord/owner or owner's designated agent elects not to process the Application. The application process may take up to five (5) working days to complete after it is received by the Processing Office. If this Application is not approved and accepted by the landlord/owner or owner's designated agent, the earnest money deposit will be refunded within fifteen (15) working days from the rejection date. The applicant hereby waives any claim for damages by reason of non-acceptance of this Application which the landlord/owner or owner's designated agent may reject.

DEPOSIT. A deposit in the amount of \$ _____ ("Earnest Money Deposit") [One month's rent and/or according to the amount specified in the Listing Agreement.] is to be held by _____

with the clear understanding that this Application, including each prospective occupant, is subject to approval and acceptance by the landlord/owner or owner's designated agent. This deposit will not bear interest. The Applicant has no leasehold interests in the rental property until there is a fully ratified lease, as indicated in Par. 2 on this page. (In the case of payment by check, the words "**Earnest Money Deposit**" shall be placed on the check.)

- Occupancy of residences shall conform to applicable zoning laws; applicable by-laws, and/or property owners' association rules and regulations.
- The Listing Broker can furnish a copy of the Lease form to the applicant for review. When Applicant receives notification of approval from the landlord/owner or owner's designated agent, the Applicant agrees to execute a lease in accordance with the terms of the Application. **The entire Earnest Money Deposit shall be deposited by agent, and credited toward the beginning month's rent.**
NOTE: Applicant agrees to execute a lease within three business days from notification of acceptance. If the property for which you are applying is managed by Long & Foster you will be required to replace your Earnest Money Deposit with certified funds at the time of lease execution. The landlord/owner or owner's designated agent reserves the right to rescind acceptance and resume marketing until lease ratification. The Applicant(s) agree to apply for all utilities/services before taking occupancy of the leased premises and agree to pay for all applicable utilities/services, i.e. electricity, gas, water, sewer, fuel, refuse, and will pay necessary deposits. Should Applicant fail to execute a lease as specified above, the Deposit shall be returned to the Applicant.
- A **SECURITY DEPOSIT** equal to a full month's rent (unless otherwise agreed upon) is due and payable on or before the effective date of the lease. This security deposit is payable to the Landlord/owner if he is managing the property, or to **LONG & FOSTER REAL ESTATE, INC.**, if they are managing the property. Please consult with your agent.

The Applicant(s) hereby authorize Long & Foster, its employees and/or agents and any credit bureau or other investigative agency employed by such firm, to investigate and to report and disclose to the landlord/owner or owner's designated agent the results of the references herein listed, statements and other data obtained from any other person pertaining to credit, employment, rent history and financial responsibility or criminal record of the Applicant(s). Applicant(s) hereby authorize the references herein listed, to disclose or report any information requested by Long & Foster and/or agents.

Be certain that you have completed all four pages of the Application in its entirety. Attach the Earnest Money Deposit (**NOT THE SECURITY DEPOSIT**) and an application processing fee of \$40.00 for each adult Applicant included in this Application (including spouse).

PLEASE NOTE: A fee of \$50.00 will be charged for each check returned for Non-Sufficient Funds (NSF).

RENTING ASSOCIATE _____

COMPANY/OFFICE _____
OFFICE TEL # _____
Please attach business card
AGENCY DISCLOSURE FORM MUST BE ATTACHED

ALL APPLICATIONS
WILL BE PROCESSED
IN ACCORDANCE WITH
ALL APPLICABLE LAWS,
INCLUDING FAIR
HOUSING AND ADA



AGENCY DISCLOSURE:

Parties acknowledge that Long & Foster is the listing broker for the Owner/Landlord. Applicants may wish to retain their own agent, which may include another Long & Foster agent but in any event, Applicants should understand that Rental Listing Agent represents the Owner/Landlord and not the Applicants. Long & Foster offers rental properties without regard to the applicant's race, color, religion, national origin, sex, handicap or familial status.

PLEASE INITIAL _____ / _____

Applicant Information

Each Adult (18 years of Age or older) must be included on the Lease and Must fill out a Separate Application.
Required fields are marked with a "*"

*Last Name		*First Name	
Initial		Maiden Name	
*Social Security Number			
*Home/Cell Phone		Work Phone	
Email Address		Cell Phone	

Names of all other occupants 18 and over to live in the property

Last Name	First Name	Initial	Relationship	Social Security Number

Names of all other occupants under the age of 18

Last Name	First Name	Initial	Relationship	Social Security Number

Pets Dogs, Cats, Fish, Birds, Reptiles, Rodents, etc.

Number	Type/Breed	Size/Weight	Age	Gender

Present or Last Residence

*Address		Apt Number	
*City		*State	*Zip Code
*Resided From		* Resided To	
Monthly Mortgage Payment		Monthly Rental Payment	
*Mortgage Company or Name of Landlord		Current Lease Ends	
*Landlord's Work/Day Phone		Landlord's Fax No.	
*Landlord's Home/Evening Phone		Landlord's Email	
Reason for Moving			

Previous Residence If at present residence less than Four (4) years

*Address		Apt Number	
*City		*State	*Zip Code
*Resided From		*Resided To	
Monthly Mortgage Payment		Monthly Rental Payment	
*Mortgage Company or Name of Landlord		Current Lease Ends	
*Landlord's Work/Day Phone		Landlord's Fax No.	
*Landlord's Home/Evening Phone		Landlord's Email	
Reason for Moving			

Present Employment -- Applicant

MILITARY: Attach copy of latest Leave & Earnings Statement and/or Transfer Orders
 SELF-EMPLOYED: Attach a copy of past year(1 year) U.S. Tax Form 1040 & Schedule C
 HOURLY/WEEKLY EMPLOYEES: Attach copies of last years Form W-2.

Applicant(s) shall provide, if necessary, a salary key or authorization code if verification is to be obtained via an automated employment and salary verification service. If employer refuses to verify applicant's employment by phone, it shall become the responsibility of applicant to provide immediate written confirmation of such information.

*Employed by		*Employed Since Date	
*Business Address		Address Line 2	
*City		*State	*Zip Code
*Position		# of Hours Per Week	
*Salary \$	*Per	*Human Resources Dept or Supv Name	
*Phone		Fax	
If Military – Rank Rate		Branch	
		Date of Separation	Length of Service

Previous Employment		<small>If with present employer less than two (2) years</small>	
*Employed by		*Employed Since Date	*Employed To Date
*Business Address		Address Line 2	
*City		*State	*Zip Code
*Position		# of Hours Per Week	
*Salary \$	*Per	*Human Resources Dept or Supv Name	
*Phone		Fax	
If Military – Rank Rate		Branch	
		Date of Separation	Length of Service

Other Income				Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy.			
Amount		Per		Source		Contact Phone	
Amount		Per		Source		Contact Phone	

Financial History			
Bank Name	Type of Account	Account Number	Current Balance

MONTHLY PAYMENTS			
To	For	Balance	Monthly Payment (\$)

Other Financial Information			
Has Applicant ever filed for Bankruptcy?		Has Applicant ever been evicted or had judgment issued against Him/Her?	
Date Filed		Are there any outstanding judgments against Applicant?	
Date Granted		Has Applicant had property foreclosed upon or given title or deed in lieu thereof in the past seven (7) years?	
Date of Discharge		Is Applicant party to a lawsuit?	
		Is Applicant obligated to pay alimony, child support, or separate maintenance?	
		Is Applicant a co-maker or endorser on a note?	

If Applicant answered "Yes" to any of the above questions, Please provide explanation below.

Vehicles						Number and descriptions of Automobiles, Motorcycles, Vans, Trucks, Trailers, Campers, RVs, Boats, Commercial Vehicles, etc.
Make	Model	Year	Color	State	License Number	

Other Information	
Do you own or Plan to Purchase a Waterbed? (Requires owner approval and waterbed insurance.)	

Emergency Contact who does not reside with you					
Name		Contact Phone		Relationship	
Address		City	State	Zip Code	

Contingencies	This application cannot be processed until contingencies are agreed to or removed.

I/We represent that the premises shall not be used for any illegal or restricted purpose(s) and certify that the above information is true and complete to the best of my/ our knowledge.

I/We hereby authorize the person or firm to whom this application is made, any credit bureau or other investigative agency employed by such person to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my credit and financial responsibility.

If accepted this application becomes a part of the lease.

Signature _____ Date _____

Each adult (18 years of age or older) must be included on the lease and must fill out a separate application.