

VIRGINIA LEASE APPLICATION

The Donaldson Group

(Please Print)

Received _____

Date: _____

Processed _____

Property: _____

App/Deny _____

Consultant: _____

Notified _____



INFO.	Applicant Name: _____ Date of Birth: _____
	Social Security #: _____ Driver's License #: _____
	Passport/Alien #: _____ State: _____
EMPLOYMENT HISTORY	Current Employer: _____ Phone: _____
	Address: _____ Time Employed: _____
	Annual Salary: _____
	Position: _____ Supervisor's Name: _____
	Previous Employer: _____ Phone: _____
	Address: _____ Time Employed: _____
	Annual Salary: _____
	Position: _____ Supervisor's Name: _____
	Military Rank: _____ Serial #: _____
	Commanding Officer: _____ Time In: _____
	Other Income Source: _____ Amount: _____
RESIDENCE HISTORY	Current Address: _____ Phone: _____
	(If military, home of record) _____ Monthly Payment: _____
	Dates of Residency From: _____ To: _____
	Landlord/Mortgagee: _____ Phone: _____
	Previous Address: _____ Phone: _____
	Monthly Payment: _____
	Dates of Residency From: _____ To: _____
	Landlord/Mortgagee: _____ Phone: _____
BANK	Checking Account #: _____ Bank: _____ Branch: _____
	Savings Account #: _____ Bank: _____ Branch: _____
OTHER INFORMATION	# Automobiles _____
	Make: _____ Model: _____ Year: _____ Tag/State: _____
	Make: _____ Model: _____ Year: _____ Tag/State: _____
	# Occupants (including self) _____ All occupants 18 years of age or older must complete an application.
	Other Occupants Name: _____ Age: _____ Relation: _____
	Name: _____ Age: _____ Relation: _____
	Name: _____ Age: _____ Relation: _____
	# Pets _____ Description (breed, size, color, weight) _____
	Emergency Contact Information
	Name: _____ Address: _____
	Phone #: _____ Alternate Phone #: _____
	Have you or any occupant of your household at any time and in any place ever been charged with, arrested for, or convicted of a criminal offense? _____ YES _____ NO
	If the answer to the previous question is yes, state the date, place and nature of the criminal offense for which you or your occupant were charged, arrested or convicted and state the outcome of that charge, arrest or conviction:
INITIAL	I (We) hereby deposit \$_____ with Management as a good faith deposit in connection with this rental application. If my application is accepted I understand this deposit will be applied toward my Leasing/Administrative Fee of \$_____(NON-REFUNDABLE). If Management accepts my application, I agree to execute the attached rental agreement on or before the occupancy dates set out in this application. I acknowledge that my application will be deemed withdrawn and I will not be entitled to possession of the apartment if I fail to so execute and deliver the rental agreement. If for any reason Management decides to decline my application, then Management will refund this good faith deposit to me if full. I understand the Application Fee of \$_____ is NON-REFUNDABLE.
	I hereby authorize the release of any and all information concerning my (our) credit, employment, rental and/or mortgage history and loan verification as requested by Management in connection with my (our) application for renting an apartment home. A photographic copy of this authorization (being a valid copy of the signature(s) of the undersigned) may be deemed to the equivalent of the original and may be used as a duplicate original. The above current information will be requested for the use of the bona fide "permissible purpose" as defined in section 604 of Public Law 91-508.
	This application shall not be binding upon the owner until accepted in writing. The delivery of a lease to the undersigned for signature shall not be construed as an acceptance of this application nor shall such lease be binding upon the owner until it has been executed on the owner's behalf and delivered to the undersigned.

Applicant's Signature: _____ Date: _____

Earnest Money Dep. Paid: _____ Check #: _____ Other: _____ Date: _____

Application Fee Paid: _____ Check #: _____ Other: _____ Date: _____

Apartment Address Held: _____ Rent Amt.: _____ Unit Type: _____ Move In: _____