

APPLY ONLINE AT [WWW.PENFEDPROPERTYMANAGEMENT.COM](http://WWW.PENFEDPROPERTYMANAGEMENT.COM)



# BERKSHIRE HATHAWAY

HomeServices

## PenFed Realty

### Welcome to BHHS PenFed Property Management!

Each person over the age of 18 who will reside in the property is required to fill out an application. Please be sure to complete all sections, as partial applications cannot be processed.

The following items must be included:

- **Application Fee (per applicant)**

*A \$65 paid online or a cashier's check or money order made payable to "BHHS PenFed Property Management"*

- **Photo Identification**

*One form of photo ID is required. Acceptable forms are: valid driver's license; State-issued ID card; US passport; or US Permanent Resident Card; or valid Foreign Passport + US issued work visa.*

- **Paystubs**

*Two most recent paystubs or commitment letter from new employer. If military, current LES. If self-employed, include last two years' tax returns (all pages).*

**Completed application package, along with application fees, must be submitted to the Property Manager at**

**BHHS PENFED PROPERTY MANAGEMENT**

2737 McRae Road

Richmond, VA 23235

(804) 915-4015

**Thank you for choosing a BHHS PenFed property.**



# BHHS PENFED PROPERTY MANAGEMENT

## LEASE APPLICATION

Approved       /      /        
 Denied       /      /      

<b>PROPERTY ADDRESS:</b>				
<b>Desired Lease Terms</b> Start Date:		Rent Amount: \$	Term/Length of Lease:	
Name:			SSN:	
Present Address:			Driver's License #:	
City, State Zip:			DOB:	
Phone Numbers: (c)		(h)	(w)	Email:
Current Landlord:		Phone:	Length of Residency:	
Previous Address:				
Previous Landlord:		Phone:	Length of Residency:	
<b>Present Employment</b>			<b>Previous Employment</b>	
Employer:				
Position:				
Business Address:				
Business Phone:				
Type of Business:				
Name & Title of Supervisor:				
Length of Employment:				
Gross Income (monthly):				
If Military, Rate & Rank:				
If Self Employed, DBA:				
Other Income Type (attach verification):				
Other Income Amount (monthly):				
<b>Other Occupants (Name and Relationship to Applicant)</b>				
1)			3)	
2)			4)	
<b>Pets (Name, Type, Breed, Age, Color, Weight)</b>				
1)			3)	
2)			4)	
<b>Vehicle Information</b>				
Car Make:	Year:	Model:	Color:	License Plate #:
Other vehicle:	Year:	Model:	Color:	License Plate #:
<b>Emergency Contact</b>		<b>Address</b>	<b>Phone</b>	<b>Relationship</b>
<b>Nearest Relative</b>		<b>Address</b>	<b>Phone</b>	<b>Relationship</b>

Have you ever been evicted from any tenancy or had an eviction notice served on you? Yes                      No

Have you ever filed for bankruptcy? Yes                      No

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**APPLICATION FEE/APPLICATION DEPOSIT:** Applicant must pay a **non-refundable Application Fee** in the amount of \$65. If approved, the minimum **Application Deposit** is equal to one month's rent and is due within 24 hours of application approval. The Application Deposit may be refundable to Applicant in accordance with "Obligation To Enter Into Lease Agreement" as stated in this Application. The Application Deposit will convert to the Security Deposit on the Commencement Date of the Lease Agreement. All Deposits must be paid in certified funds. All parties agree that the Application Deposit shall be deposited in the Agent's escrow account no later than five (5) banking days from the Lease Commencement Date.

**OBLIGATION TO ENTER INTO LEASE AGREEMENT:** Upon submission of this Application by Applicant, Agent reserves the right to remove the Dwelling Unit from the available rent list. If this Application is approved and Applicant fails to rent the Dwelling Unit, Landlord shall be entitled to retain the Application Deposit.

**RENTER'S INSURANCE:** Applicant shall be responsible for insurance coverage (commonly referred to as "renter's insurance") for Applicant's personal property and shall add Agent as additional insured party to Applicant's insurance. Residents are required to provide proof of renter's insurance prior to occupancy. Required minimum coverage is \$300,000 liability. Applicant does \_\_\_\_\_ or does not \_\_\_\_\_ currently have coverage. **GUARANTY:** If the Lease Agreement will be guaranteed by a third party, a separate application must accompany this Application. Each Guarantor must pay a non-refundable Application Fee and submit proof of income and ID as indicated on Page 1 of this Application.

**APPLICANT INVESTIGATION:** Unless otherwise agreed in writing, applicant accepts the property in its current condition. Applicant should execute whatever due diligence Applicant deems necessary with respect to information on the Dwelling Unit, including without limitation, mold, lead-based paint, pests or insects, and any sexual offenders registered under Chapter 23 (sec 19.2-387 et. seq.) of Title 19. Information regarding registered sex offenders in Virginia may be obtained by contacting your local police dept. or the State Police Dept., Central Records Exchange at (804) 674-2000 or [www.vsp.state.va.us](http://www.vsp.state.va.us).

**INFORMATION CORRECT:** Applicant hereby certifies that the information contained in this Application is true and correct to the best of Applicant's knowledge Applicant hereby authorizes Agent to conduct a credit check on Applicant and such background checks as determined appropriate by Agent to verify information provided herein by Applicant for approval or rejection of this Application. Agent may from time to time verify the information provided in this Application by obtaining information from third parties, including, without limitation, Credit Reporting Agencies. Signing this Application constitutes Applicant's written authorization of such for the duration of the lease and any renewals thereof.

**DISCLOSURE OF BROKERAGE RELATIONSHIP:** Applicant understands that BHHS PenFed Realty and its Agents represent the Landlord in this transaction. Applicant is an unrepresented party.

I have read the terms and conditions of this Application. I understand this is a binding contract separate and apart from the Lease Agreement.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For office use only:*

**The undersigned acknowledges receipt of the following fees and deposits:**

Application Fee: \$ \_\_\_\_\_

SIGNATURE OF Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

Showing Agent's Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Rev. 10/25

