

RENTAL APPLICATION REQUIREMENTS

In order to facilitate the processing of your application, please provide the following:

1. Your last two (2) pay stubs or your Leave & Earnings Statement (LES)
2. Your most recent IRS Schedule "C" if you are self-employed.
3. A copy of the signed lease if you have rental property and you need that income in order to qualify.
4. Documentation of any additional income stated on your application.
5. A copy of your driver's license.

Please Note: Before your application can be processed you must have paid both the required processing fee and the security deposit. These payments must be made electronically from our website; we do not accept checks, money orders or cash. Just go to the Quick Links at the bottom of our home page and select [Make an Online Payment](#).

RENTAL APPLICATION SUBMISSION INSTRUCTIONS

For Microsoft Users:

If you have a copy of Adobe Reader (7.0 or higher) installed on your computer, you may use this form's tab fields to type in your answers. When completed, save the form to your local drive. **Please make sure that the form's fields are filled in and that the form prints out correctly;** then email it to information@wjdpm.com.

For Macintosh Users:

All Mac users who view PDFs using Acrobat **Preview** MUST quit that application and download Adobe Acrobat **Reader** in order to fill out this form. Use this link <http://get.adobe.com/reader> to get the current version of **Reader** and follow the instructions provided by Adobe for installing the application on your Macintosh. After you have done this, you may use the form's tab fields to type in your answers. When completed, save the form to your local drive. **Please make sure that the form's fields are filled in and that the form prints out correctly;** then email it to information@wjdpm.com.

Thank you!

RENTAL APPLICATION

ALL PARTIES ACKNOWLEDGE THAT THE LISTING COMPANY IS REPRESENTING THE LANDLORD AND THAT THE LEASING COMPANY IS REPRESENTING:

The Tenant

The Landlord

OFFER TO RENT

_____ (Applicant) and _____ (Co-Applicant) offer to lease the property located at _____, Virginia _____ ("Premises"), beginning _____ and ending _____, for the monthly rent of \$_____ payable in advance on the first day of each month.

CONDITIONS

A non-refundable processing fee of \$50 per Applicant is included with this Application. Processing may take up to five (5) business days to complete. **An earnest money deposit of \$_____** ("Security Deposit") is included with this Application and will be placed in escrow immediately upon Landlord's acceptance of this Application. If this Application is not accepted, the Security Deposit will be refunded to the Applicant(s). **All funds must be paid electronically from the WJD website — we do not accept checks, money orders or cash.**

Occupancy is subject to possession being delivered by the present occupant. **The property is accepted in its present condition "As Is" unless otherwise noted by attachment to this Rental Application.**

The Rental Application is an offer to rent and will be processed in accordance with all Fair Housing and occupancy laws. Upon approval of this Application by the Landlord, Applicant(s) agree to execute a Residential Deed of Lease, a legally binding contract, and this Rental Application is hereby attached to the Residential Deed of Lease as referenced in Article 46. Failure to do so within two (2) business days of notice of acceptance may result in forfeiture of the Security Deposit.

Signed Applicant

Date

Signed Co-Applicant

Date

ATTENTION AGENTS: Application cannot be processed if incomplete. The following are required fields.*

*Agent Name _____ *Agent Phone _____

*Agent MRIS ID# _____ *Agent E-mail _____

*Company Name _____ *Company Address _____

*City _____ *State _____ *Zip Code _____

APPLICANT/CO-APPLICANT INFORMATION

Applicant _____ Social Security # _____

Co-Applicant _____ Social Security # _____

List all other occupants _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

List all pets _____

Applicant E-mail _____ Co-Applicant E-mail _____

Applicant Phone (mobile) _____ (home) _____ (work) _____

Co-Applicant Phone (mobile) _____ (home) _____ (work) _____

RESIDENCE

Applicant

Present Address _____ How Long? _____

Landlord/Mortgage Company _____ Monthly Payment \$ _____

Reason for Moving _____ Landlord Phone # _____

Previous Address _____ How Long? _____

Co-Applicant

Present Address _____ How Long? _____

Landlord/Mortgage Company _____ Monthly Payment \$ _____

Reason for Moving _____ Landlord Phone # _____

Previous Address _____ How Long? _____

EMPLOYMENT

Applicant

Current Employer _____ Position/Rank _____

Address _____ Phone # _____

From _____ to _____ Income \$ _____ Supervisor's Name _____

Former Employer _____ Position/Rank _____

Address _____ Phone # _____

From _____ to _____ Income \$ _____ Supervisor's Name _____

Other Income \$ _____ Source _____

Co-Applicant

Current Employer _____ Position/Rank _____

Address _____ Phone # _____

From _____ to _____ Income \$ _____ Supervisor's Name _____

Former Employer _____ Position/Rank _____

Address _____ Phone # _____

From _____ to _____ Income \$ _____ Supervisor's Name _____

Other Income \$ _____ Source _____

FINANCIAL OBLIGATIONS

Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____

BANK ACCOUNTS

Bank/Location _____	Account Type _____	Current Balance\$ _____
Bank/Location _____	Account Type _____	Current Balance\$ _____
Bank/Location _____	Account Type _____	Current Balance\$ _____
Bank/Location _____	Account Type _____	Current Balance\$ _____

AUTOMOBILES

Make _____	Model _____	State Registered _____	License # _____
Make _____	Model _____	State Registered _____	License # _____
Make _____	Model _____	State Registered _____	License # _____

OTHER

Have you ever filed bankruptcy?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Have you ever been evicted?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Are there any outstanding judgments against you?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Have you ever had a foreclosure?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Are you named as a defendant in any lawsuits?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Are you required to pay alimony or child support?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Are you a co-signer for a loan or another lease?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Will you have a waterbed on the premises?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name/Relationship _____ Phone # _____
Name/Relationship _____ Phone # _____

OFFICE USE ONLY

Application was received on: _____ and processed by: _____

Application was Accepted Declined Withdrawn on: _____

Applicant OR Agent was notified of declined Application on: _____