

Thank you for your interest in our rental property. Below, you will find the instructions and criteria required for applying for a property managed by (757RentalHomes.com/Beach Realty United). It is important that you read the information below prior to making application to understand what is required for renting the property. If you have further questions, contact (757RentalHomes.com) at (757) 226-7417.

## Application

All adults must complete and submit an application. It is required the entire application is completed on both sides. Failure to supply information can mean denial of the application. (Beach Realty United /Maily Roberts-Jacobs) accepts only signed applications. (Beach Realty United /Maily Roberts-Jacobs) processes applications after receipt. Selection is not a first-come, first-served process. When making application, applicants must furnish verifiable photo identification such as drivers' license, state ID, or passport. Identification from merchant stores is not acceptable.

Deliver applications to: (Beach Realty United /Maily Roberts-Jacobs), 195 S. Rosemont Road, # 109, Virginia Beach, VA 23452. If mailing an application, please call (757) 348-4605 for instructions.

## The Application/Processing Fee

A \$35.00 application fee is required per applicant or per married couple, without exception, and is non-refundable.

This fee must be paid by money order, cashier or through our website [www.757rentalhomes.com](http://www.757rentalhomes.com) and it is to cover the costs incurred while processing the application.

## Basic Criteria

We look for applicants who have a credit score of 600 and above, makes at least 2.5 – 3 times the amount of the monthly rent amount and a good rental history. Negative findings on one or more of the three areas may cause the application to be denied: false documentation is immediate grounds for denial of an application. All approvals are subject to the owner's discretion.

## Income

All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.

Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.

(Beach Realty United /Maily Roberts-Jacobs) must be able to verify all income sources and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

## Credit

(Beach Realty United /Maily Roberts-Jacobs) obtains a credit report for all applicants and does not accept copies of credit reports from applicants, no exceptions.

(Beach Realty United /Maily Roberts-Jacobs) accepts discharged bankruptcies, if the prospective tenant has re-established good credit)

Negative credit reports can be grounds for denial of an application.

## Rental History or Property Ownership

(Beach Realty United /Maily Roberts-Jacobs) requires a minimum of two (2) years of rental history, and/or homeownership. All references must be verifiable and family references are not accepted.

Negative references can be grounds for denial of an application.

## Acceptance/denial

(757RentalHomes.com/Beach Realty United) notifies applicants of acceptance or denial within 2-4 business days of application, unless (Beach Realty United /Maily Roberts-Jacobs) cannot complete verifications. If more documentation is required, (Beach Realty United /Maily Roberts-Jacobs) will notify the applicant.

If accepted, applicants are required to follow requirements outlined on the (757RentalHomes.com/Beach Realty United) Rental Application for completion of renting.

All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.

Giving false information is automatic grounds for denial.

## Security Deposit

Once an approval is given, the security deposit is required within 24 hours of being notified. The security deposit must be paid by cashier check, money order or through a third-party vendor known as [www.paylease.com](http://www.paylease.com) and you will find the link on our website. We will continue to show the rental property until a deposit is placed in order for the property to be removed from the market. Delays in getting the deposit can cause the home to be removed from rental from you.

## Rental Insurance

Rental insurance is required before any move in is allowed. Your rental insurance should cover your content and you must be covered at a maximum of \$150,000 and minimum of \$100,000. **Beach Realty United** should be listed as an insured interest on your policy. This will allow us to receive a copy of your policy each time you renew. A copy of the policy is required before move-in is to take place. Please also check with you provider to see if flood insurance is needed.

## Pet Policy

If pets are allowed on the property you are applying for, you must register your pet by using our link provide on our website. We require a copy of the registration to be kept on file. There is a small fee of \$20.00 charged by the screening company for the 1<sup>st</sup> pet and any subsequent pet will be \$15.00.

## Service Animal/ Emotional Support

Please register your animal with the link provided on our website. There is no fee for registering your animal.

## Thank you

Maily Roberts-Jacobs  
Property Manager/Realtor  
757-226-7417 Office  
757-226-7420 fax  
[info@757rentalhomes.com](mailto:info@757rentalhomes.com)

# BEACH REALTY UNITED

## Application for Tenancy

Attention Property Manager ®

All persons over the age of 21 who will reside in the Dwelling Unit must complete this Application

Application is hereby made to lease the Dwelling at \_\_\_\_\_

beginning on the \_\_\_\_\_ day of \_\_\_\_\_ (month). Lease term requested: \_\_\_\_\_

Pet Fee: \$ \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_ Shown By: \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Current Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long at current address: \_\_\_\_\_

If applicable, relationship to co-applicant: \_\_\_\_\_

Rent or  Own Monthly Rent: \$ \_\_\_\_\_ Do you have a lease:  Yes  No

Lease Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Notice to Vacate Given:  Yes  No

Name of current landlord: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax and/or email: \_\_\_\_\_

Name of previous landlord: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax and/or email: \_\_\_\_\_

Former Address: \_\_\_\_\_

How long at address: \_\_\_\_\_ Lease Expiration: \_\_\_\_\_

Rent or  Own If Own, where: \_\_\_\_\_

### Employment Information for Applicant:

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ Per (week/month/year)

Additional income\* amount \$ \_\_\_\_\_ Source \_\_\_\_\_

**\*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.**

If military, complete the following (attach copy of orders/LES):

Duty Station: \_\_\_\_\_ Rank/Rate: \_\_\_\_\_

Commanding Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

Report Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End of current enlistment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Credit Information**

Do you have any judgments and/or collections?  Yes  No

Have you ever filed for Bankruptcy?  Yes  No If yes, provide discharge date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Have you ever been sued or evicted for nonpayment of rent?  Yes  No

Have you ever been subject to a foreclosure?  Yes  No Do you have any liens?  Yes  No

If you have answered yes to any of the above, please explain in detail: \_\_\_\_\_

**In case of emergency or death, notify: Name: (not co-applicant)** \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_

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**CO-APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Home Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Current Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long at current address: \_\_\_\_\_

If applicable, relationship to co-applicant: \_\_\_\_\_

Rent or  Own Monthly Rent: \$\_\_\_\_\_ Do you have a lease:  Yes  No

Lease Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Notice to Vacate Given:  Yes  No

**Name of current landlord:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax and/or email: \_\_\_\_\_

**Name of previous landlord:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax and/or email: \_\_\_\_\_

Former Address: \_\_\_\_\_

How long at address: \_\_\_\_\_ Lease Expiration: \_\_\_\_\_

**Employment Information**

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary: \$\_\_\_\_\_ Per (week/month/year)

Additional income\* amount \$ \_\_\_\_\_ Source \_\_\_\_\_

**\*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.**

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Commanding Officer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Report Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ End of current enlistment: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Credit Information**

Do you have any judgments and/or collections?  Yes  No

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Have you ever been sued or evicted for nonpayment of rent?  Yes  No

Have you ever been subject to a foreclosure?  Yes  No Do you have any liens?  Yes  No

If you have answered yes to any of the above, please explain in detail: \_\_\_\_\_

In case of emergency or death, notify: Name (**not co-applicant**) \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model #: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_

Do you have renter's insurance?  Yes  No Copy of policy?  Yes  No

Do you have a waterbed?  Yes  No Insurance for waterbed?  Yes  No

Do you have any special needs?  Yes  No

Do you have any pets?  Yes  No How many? \_\_\_\_\_ Spayed/Neutered?  Yes  No

Type(s)/Weight(s): \_\_\_\_\_ Age(s) of pets: \_\_\_\_\_

**If you have a pet, there is an additional per pet application charge which is administered by a third-party pet screening tool. Please go to the following link to register your individual pet:**

<https://www.petscreening.com/referral/KkY5RCj2024ZH>

List all persons who will occupy the rental premises:

Name	Relationship	Date of Birth	SSN

**RENTAL APPLICATION AGREEMENT**

I hereby apply to lease the Dwelling Unite for the term and upon the condition set forth on the Application for Tenancy) the “Application”), and agree that the rent is to be payable the 1<sup>st</sup>. day of each month in advance. As part of my Application, I have paid the following amounts:

**Application Fee:** \$ \_\_\_\_\_ **Application Deposit:** \$ \_\_\_\_\_

The Application Fee is non-refundable, and is an offer to the Agent’s cost, time, and expense of processing my initial Application. The Application Deposit is not a security deposit, but will convert into the Security Deposit on the Commencement Date of the Lease Agreement, as permitted by applicable law. Upon submission of this Application by Applicant, Landlord and Agent reserve the right to remove the Dwelling Unit from the available rent list. We will notify you whether your Application has been approved within three (3) days after receipt. You hereby waive any claim for damages by reason of non-acceptance. If this Application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this application is approved, then you and all co-applicants must sign the Lease Agreement on or prior to your scheduled move-in date. If approved and you fail to rent the Dwelling Unit, Landlord shall be entitled to retain that part of the Application Deposit equal to Landlord’s actual damages and expenses as provided in Section 55-248-6:1 of the Virginia Residential Landlord Tenant Act (“VRLTA”), and may also be entitled to actual damages under 55-248.35 of the VRLTA after the Effective Date of the Lease Agreement.

Each Applicant certifies information provided in this Application is true and accurate to the best of their knowledge. The Landlord and Agent have each Applicant’s permission to obtain credit history and criminal background information, and verify any information provided. Each Applicant also authorizes any current or prior landlords or their agents to release information about each Applicant to the Owner and Agent.

**If any applicant withholds or gives false information, this Application may be rejected, or may result in the immediate termination of your Lease Agreement (if previously approved), and legal action against you under the term of the Lease Agreement.**

Landlord carries insurance on the dwelling only. You must acquire renters insurance for your own household goods. Proof of renter’s insurance is required before you may occupy the property. Neither the Agent nor Landlord is responsible for damages to your personal property.

Landlord and Agent comply with all federal, state and local laws including fair housing laws which prohibit discrimination based on race, creed, color, religion, national origin, familial status, sex, elderliness, handicap, or any other protected class.

**Megan’s Law Disclosure:**

Applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sex offenders registered under Chapter 23 (19.2-387 et seq.) of Title 19.3. Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchange, at 804-674-2000 or on the Internet at <http://sex-offender.vsp.virginia.gov.sor/>. Each applicant understands that the agent represents the Owner of the premises and acknowledges having received a copy of this application at the time it was submitted.

Applicant’s Signature: \_\_\_\_\_

Co-Applicant’s Signature: \_\_\_\_\_

Application(s) submitted on: \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_ a.m./p.m. (Date) (Time)