

# **First Priority Realty**

**1300 Thornton St. Suite 102**

**Fredericksburg, VA 22401**

**540.273.6140**

**Fax 877.709.9049**

## **Rental Application Checklist**

The following items are required before application processing will begin. Please check off each box to ensure you have completed each required item:

### ☐ **Completed Rental Application**

- All sections of the application must be filled out. Property address, move in date and length of lease is required on the first page of the application.
- There are three areas to sign in your application packet:
  1. Rental Application Guidelines
  2. 1st page of the Rental Application
  3. Rental Verification Form

### ☐ **Copy of your Government Issued ID**

### ☐ **Proof of Income (income proof is based on your employment status. See Guidelines for more information)**

- Four most recent pay stubs
- If you are starting new employment or transferring, a signed offer letter is required.
- Self-employed- Last two years of federal tax returns and 3 most recent bank statements.
- Any documentation for other income (example- child support, alimony, etc).

### ☐ **Misc. Items Needed**

- \$50 application fee per applicant over the age of 18. This must be in a money order or cashiers check. No exceptions. All payments are to be made payable to First Priority Realty.

**Please return your application packet to:**

**First Priority Realty**

**1300 Thornton St. Suite 102**

**Fredericksburg, VA 22401**

(There is a drop box located OUTSIDE of the building, labeled First Priority Realty. This drop box is attached to the brick building.)

## First Priority Realty

1300 Thornton St. Suite 102

Fredericksburg, VA 22401

540.273.6140

Fax 877.709.9049

Virginia's Fair Housing Law makes it illegal to discriminate in residential housing on the basis of race, color, religion, national origin, sex, elderliness, familial status, disability, source of funds, sexual orientation, gender identity, and veteran status.

We do our best to complete applications within 3 business days of receipt. In order for us to process your application immediately, please review and comply with the following. The processing of the rental application will not be started until all information has been received:

### General Information

- The application must be filled out completely, including all available phone numbers and names of contact people. Please be sure the application is legible and filled out in blue or black ink only. Approval of applications is based on several factors including income, credit history and rental history. If you do not meet the standards, you may be offered other remedies such as higher deposit or having a co-signer (co-signer must be in state). Co-signers must complete a separate rental application and must qualify on their own. Please note this will be determined on a case-by-case basis.
- All appropriate places must be signed and dated by all applicants applying.
- We will need **official photo identification** (driver's license or identification card only).
- **A \$50 non-refundable application fee is required in certified funds.** If assistance is needed with completing the rental application, the applicant(s) gives permission for an agent with First Priority Realty to give assistance.
- First Priority Realty must approve all pets. Pet photo **MUST** be included with the application. There will be a pet deposit of \$500 per pet. There are limitations on breed, size and weight. Please ask management for a copy of the Pet Addendum for breed restrictions, size and weight.
- Available properties remain on the market until an application has been approved and the security deposit has been paid (money order or cashier's check) and the lease agreement has been fully executed. The first month's rent must be paid in money order or cashier's check and future rents may be paid by personal check, certified funds, online through Buildium or through ACH.
- Once you are notified of approval, the full deposit is due in our office immediately and the lease is to be signed by all occupants within two days. The property will not be considered leased until the deposit is received and the lease agreement has been signed. Failure to execute the lease agreement within the two day period will result in our cancellation of your application and all funds received are non-refundable.
- Prior to move in you must provide a copy of your renter's insurance policy and utility account information. Pet liability insurance, shot records and vet records must be given before moving in.
- In the event of multiple applications received, the landlord will be presented all applications and will have the final decision on approval.

### Source of Funds Verification/Credit Report/Rental History

- Gross monthly source of funds/income must be at least 3 times the amount of monthly rent.
- We need your **last four paycheck stubs**. If self-employed, please provide your last two years of federal tax returns and three bank statements for proof of income. If tax returns are self-prepared, a tax transcript will be required. If military, four LES stubs will be required. All income must be verifiable.
- 2 years of rental history must be verified. If you do not have 2 years of rental history, you may be required to pay a higher deposit.
- Any Chapter 7 bankruptcy must be discharged and reflected as such on the credit report. Chapter 13 bankruptcies must show 12 months current payments. A higher deposit may be required.
- Credit reports must be free of any outstanding debt or judgments from previous landlords. No evictions or unlawful detainers in the past two years.
- All credit reports and background checks will be kept for 60 days. If approved, a copy will be in your Lease file. You may request to view your credit report in the office; however, report copies will not be mailed, emailed or faxed. Copies will not be available for pick up, only visual viewing at the time of asking. To receive a copy of your credit report, you must contact the credit bureau used.
- Authorization has been given to First Priority Realty to obtain a credit report and background check from a credit reporting agency concerning my credit history. I/We furthermore authorize First Priority Realty to disclose or discuss our credit report with the owner, leasing agent and listing agent. This credit report will not be used for any other purpose than authorized here.
- Applications will remain active for 30 days from application date. Updated pay stubs are required. If there are any changes to your rental application after applying (ex: adding an applicant or removing an applicant), your application will be denied and you will be required to reapply after 30 days.

Signing below indicates that you have had the opportunity to review the information contained above. If you do not meet the selection criteria or if you provide inaccurate or incomplete information, your application will be rejected and your application fee will not be refunded.

Are you a victim of family abuse?

☐ Yes ☐ No

If this application is approved, will there be any special requirements needed when taking possession of the property?

☐ Yes ☐ No

If yes is marked for special requirements needed, please list your reasonable accommodation(s) needed on a separate form.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_



## RENTAL APPLICATION

This Rental Application ("Application") is an offer to rent. Landlord and Tenant will need to execute a separate Lease governing the contractual obligations of the parties. This Application shall be considered without regard to all classes protected by federal, state, and local laws and regulations, or by the REALTOR® Code of Ethics.

### BROKERAGE DISCLOSURE

Applicants acknowledge that in this real estate leasing transaction Listing Broker, \_\_\_\_\_, represents Landlord and that Tenant's Broker, \_\_\_\_\_, represents Tenant.

I/we acknowledge the conditions in this Application and authorize the Listing Broker processing this Application to verify any information contained herein and to perform any credit or investigative inquiries necessary to properly evaluate this Application, and any renewal, and to share with Landlord information necessary to make a determination.

\_\_\_\_\_  
Applicant 1 Signature Date

\_\_\_\_\_  
Applicant 2 Signature Date

\_\_\_\_\_  
Applicant 3 Signature Date

\_\_\_\_\_  
Applicant 4 Signature Date

### OFFER TO RENT

\_\_\_\_\_ (collectively, "Applicant")  
offer to lease the property with a full address of \_\_\_\_\_  
(the "Premises"), for ☐ years or ☐ months beginning \_\_\_\_\_, for the monthly rent  
of \$ \_\_\_\_\_ payable in advance on the first day of each month.

☐ Applicant requests contribution to Tenant's Broker's compensation in the amount of ☐ \_\_\_\_\_% of first full  
month's rent OR ☐ \$ \_\_\_\_\_. Applicant understands that this contribution is negotiable and will  
ultimately be determined by a written agreement between the applicable parties.

### CONDITIONS

Application is not complete until a **NON-REFUNDABLE APPLICATION FEE OF \$ \_\_\_\_\_**  
**per Applicant** is paid according to Landlord's instructions. Processing may take up to five (5) business days.

**APPLICATION DEPOSIT** of \$ \_\_\_\_\_ (the "Deposit") ☐ is included OR ☐ is not included and is due  
no later than \_\_\_\_\_; and is/will be held by \_\_\_\_\_. If this Application is accepted  
and a lease is signed, the Deposit will be credited to amounts owed to Landlord. If this Application is denied, or  
the parties cannot agree on terms to a lease, any Deposit will be returned to Applicant(s) less any documented  
processing charges.

### APPLICANT(S) ACKNOWLEDGE:

1. This Application, each occupant, and each animal are subject to acceptance and approval by Landlord.
2. Listing Broker is obligated to present all offers to Landlord, and Landlord and Listing Broker may rescind acceptance and continue marketing Premises until a lease is signed by Landlord and Applicant(s).
3. Proof of current income is required. For example:
  - a. Bank Statements
  - b. Latest Pay Statements/Stubs
  - c. Last 2 years' Form W-2 for hourly for weekly pay persons
  - d. Last 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income
  - e. Copy of LES and orders for military
4. This Application must be completed in full. Incomplete or missing information will result in delay of a decision. This Application is not complete until Applicant(s) presents government-issued photo identification. Willful misrepresentation on this Application may be grounds for denying this Application and/or terminating any lease, excepting any legally protected rights of Applicant.

5. Applicant(s) is responsible for obtaining property and liability insurance (Renter's Insurance) and assuming utility accounts where required before occupying Premises.
6. Any move-in fees and utility deposits are the responsibility of Applicant(s).
7. Only those persons listed in Application may live in Premises.
8. Premises are not to be used for business except with full knowledge and consent of Landlord and in conformity with all applicable laws and regulations.

	<u>Applicant One</u>	<u>Applicant Two</u>	<u>Applicant Three</u>	<u>Applicant Four</u>
<b><u>Full Name</u></b>				
<b>Date of Birth</b>				
<b>SNN/TIN</b>				
<b>Identification #</b>				
<b>Exp. Date</b>				
<b>Email</b>				
<b>Phone #</b>				
<b><u>Current Full Address</u></b> <b>Indicate Lease or Own</b>				
<b>Dates of Occupancy</b>				
<b>Landlord/Management/ Mortgage Co. Name</b>				
<b>Email</b>				
<b>Phone #</b>				
<b><u>Previous Full Address</u></b> <b>Indicate Lease or Own</b>				
<b>Dates of Occupancy</b>				
<b>Landlord/Management/ Mortgage Co. Name</b>				
<b>Email</b>				
<b>Phone #</b>				
<b><u>Total Monthly Gross Income</u></b>				
<b><u>Employment</u></b>				
<b>Current Company Name</b>				
<b>Location</b>				
<b>Dates of Employment</b>				
<b>Position/Rank</b>				
<b>Income</b>				
<b>Supervisor/HR Name</b>				
<b>Supervisor/HR Phone #</b>				
<b>Supervisor/HR Email</b>				

Previous Company Name				
Dates of Employment				
Position/Rank				
Supervisor/HR Name				
Supervisor/HR Phone #				
Supervisor/HR Email				

### OTHER OCCUPANTS OF THE PREMISES

(Occupants over 18 must submit applications)

LAST NAME	FIRST NAME AND M.I.	D.O.B.	RELATIONSHIP

### EMERGENCY CONTACTS

Name	Relationship to You	Email	Telephone

### PLEASE ANSWER\*

	<u>Applicant 1</u>	<u>Applicant 2</u>	<u>Applicant 3</u>	<u>Applicant 4</u>
1. Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
2. Have you ever been evicted?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
3. Do you have any judgments?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
4. Have you had a foreclosure?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
5. Are you party to a lawsuit?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
6. Do you pay alimony or child support?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
7. Are you a co-signer another lease?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
8. Have you ever had a rental application rejected?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
9. Are you entitled to diplomatic immunity?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

\*Attach explanations on separate sheet if 'yes' selected.

### LIST ALL VEHICLES BELOW

VEHICLE: TYPE, MAKE, MODEL	STATE	COMMERCIAL (Y/N)

**LIST ALL ANIMALS BELOW    LIABILITY COVERAGE MAY BE REQUIRED.**

NAME	TYPE	BREED	COLOR	AGE	WEIGHT	M/F	NEUTER/ DECLAW (Y/N)	ASSISTANCE ANIMAL (Y/N)+
							/	
							/	
							/	

# Pets may require separate Pet Addendum, additional deposit and/or rent added to a lease.

+ If Applicant requires Assistance Animal(s), submit Request for Reasonable Accommodation Rule/Policy and Verification of Disability or comparable documentation of disability-related need with this Application.

**ADDITIONAL INFORMATION**

Do you request a carbon monoxide detector?^

☐ Yes

Do you require a visual smoke detector?^

☐ Yes

^Upon request, Landlord may install carbon monoxide detector and/or visual smoke detector but Applicant(s) are responsible for the costs of installation.



**© 2025 Northern Virginia Association of REALTORS®, Inc.**

This is a suggested form of the Northern Virginia Association of REALTORS®, Inc. ("NVAR"). This form has been exclusively printed for the use of REALTORS®, who may copy or otherwise reproduce this form in identical form with the addition of their company logo. Any other use of this form by REALTORS®, or any use of this form whatsoever by non- REALTORS®, is prohibited without the prior written consent of NVAR. Notwithstanding the above, no REALTOR®, or any other person, may copy or otherwise reproduce this form for purposes of resale.



## **Authorization to Release Information**

Applicant(s) agree to the following:

Gives permission for First Priority Realty to confirm your income and assets with your financial institution.

Allow First Priority Realty to share this application and accompanying information with the Landlord.

First Priority Realty reserves the right to obtain my Credit, Criminal, Eviction, Rental History, Employment Verification (including pay) and to request said details from past property owners/managers where I have been a tenant in the past or am currently.

**Signed below to acknowledge above:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date