

# Dominion Properties Virginia LLC

3420 Pump Road - Suite #222 · Richmond, Virginia 23233 Tel: (804) 360-1566 Fax: (804) 364-2622 [www.dpva.com](http://www.dpva.com)

## **Our Rental Application Process:**

In order to be considered to rent a home from us you will need to provide us with a completed rental application. A rental application is considered complete when all questions are answered fully, to include all names required, telephone numbers and bank/ credit account numbers. All entries on the application form must be complete and legible to ensure proper consideration.

**A completed rental application shall include the following supporting documents: (1) payroll stubs from the last two months of employment (or copy of last year tax return or Form 1099), (2) a photocopy of the applicant's current state driver's license or identification card (both back and front), and (3) a photocopy of the applicant's social security card or other government issued ID that has SSN# shown, and (4) a completed rental reference verification form**

\*\* Note: Each applicant should be aware that the rental application fee is non-refundable. No portion of this fee shall be applied to any future rental payment and/or deposit.

In the event that an application is received that is not completed in its entirety, or it is received by mail without the required application fee, it will not be processed until payment is received or the application is completed fully. Payment may be made On-Line to Dominion Properties Virginia LLC at our website [www.dpva.com](http://www.dpva.com) if desired.

## **How to Get Your Application to Us:**

You may bring your completed application to your Home Showing Appointment, or you may mail it to us. Whichever way you choose, please remember that each individual application should be accompanied by a cashier's check or money order for the appropriate non-refundable application fee. If you decide to mail this application to us, please remember to review your application to ensure that it is complete, and that all questions have been answered. Review the "Disclosure and Certification" section and initial all required statements.

## **Who Needs to Complete an Application?**

Each person over the age of 18 who plans to reside at the property must complete their own independent application, and provide their own supporting documents.

## **Application Fees:**

For each individual: the non-refundable application fee \$25.00.

For legally married couples: the non-refundable application fee is \$35.00

## **Application Processing—What We Consider:**

As part of our application process, a complete credit, background or reference check will be performed on each applicant. A consumer credit report will be requested from one or more Credit Reporting Agencies, which will appear as inquiries to your credit file. We will verify your source of income, as well as your housing history. Any part or all of this information will be used to determine your qualifications to rent a home from us. Our review may include calling any of the references you listed, to include your employer(s) past or present. We may inquire about your rental history with your previous landlord or property manager regarding the previous three years tenancy. Things that might influence your application may include, but are not limited to: evictions, late payments, failure to give proper notice, damage to property, history of violent behavior, history of criminal convictions for violent crimes or drug activities, collections, judgments, tax liens or other unpaid debt. Stability and length of residency will be a factor of consideration. In addition, you must have verifiable legal employment and/or legal income from assets with a combined total monthly income to produce a qualifying ratio of at least three times the monthly rent. Please note, that in determining income, Child Support, Alimony, Grants, and some other forms of income may not be counted as income for qualifying purposes. In some situations, these forms of income can be verified, and they may be combined with acceptable forms of income to assist an applicant in meeting the rent-to-income ratio for qualifying purposes.

In some situations, exceptions to our policies are made on a case-by-case basis. A co-signer may be acceptable in lieu of lack of credit references or rental history, with an increased security deposit and last months rent required. Typical application processing is completed in 1 to 2 business days. Sometimes this may be a bit longer as we verify the information and references provided by the applicant. Applicants be advised that more than one applicant may be applying for a given property at the same time.

**We will only consider "fully" completed applications (with non-refundable fee, and all supporting documents included).** Incomplete applications or applications without the non-refundable fee are not considered. If an applicant submits an application for a home that is already rented, his/her application and check shall be sent back to the applicant without processing. The current present address from the application will be used to return any materials.

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**RENTAL APPLICATION**

Address of desired property: \_\_\_\_\_

Desired date of occupancy: \_\_\_\_\_ Proposed Monthly Rental Amount: \_\_\_\_\_

**PERSONAL INFORMATION**

APPLICANT'S FULL NAME: \_\_\_\_\_

APPLICANT's Primary Telephone #: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Applicant's SSN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(MM/DD/YYYY) (M or S)

Co-Applicant or SPOUSE FULL NAME: \_\_\_\_\_

Co-Applicant or SPOUSE Primary Telephone #: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_

Co-Applicant or SPOUSE Date of Birth: \_\_\_\_\_ Co-Applicant or SPOUSE SSN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(MM/DD/YYYY)

<u>Names of any other residents who will live at the property:</u>	<u>Relationship</u>	<u>Age</u>
(1) _____ / _____ / _____	_____ / _____	_____ / _____
(2) _____ / _____ / _____	_____ / _____	_____ / _____
(3) _____ / _____ / _____	_____ / _____	_____ / _____
(4) _____ / _____ / _____	_____ / _____	_____ / _____

Do you have pets? Indicate number and type: (If "NONE" - write "NONE")

**PLEASE NOTE: "Any PETS Require a WRITTEN PET AGREEMENT and AUTHORIZATION before being brought onto the property at any time during tenancy".**

**RESIDENCE HISTORY**  
**(Report last 3 years)**

Your Current Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Length of time at this address? \_\_\_\_\_  
Amount Rent Paid? \_\_\_\_\_ Reason for Moving? \_\_\_\_\_  
Name of Landlord/ Mortgage Holder \_\_\_\_\_ Landlord Telephone Number: \_\_\_\_\_

Your Previous Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Length of time at this address? \_\_\_\_\_  
Amount Rent Paid? \_\_\_\_\_ Reason for Moving? \_\_\_\_\_  
Name of Landlord/ Mortgage Holder \_\_\_\_\_ Landlord Telephone Number: \_\_\_\_\_

Your Previous Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Length of time at this address? \_\_\_\_\_  
Amount Rent Paid? \_\_\_\_\_ Reason for Moving? \_\_\_\_\_  
Name of Landlord/ Mortgage Holder \_\_\_\_\_ Landlord Telephone Number: \_\_\_\_\_

**PLEASE NOTE: Submit a signed and completed DPVA Verify Rental Reference form with this application. This form can be found on our website and will be used to verify your rental references.**



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## OTHER INFORMATION

Number of automobiles, including company cars: \_\_\_\_\_ Driver's license #: \_\_\_\_\_ State \_\_\_\_\_  
Make & Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_  
Make & Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Do you (or spouse) own a Waterbed? YES or NO (circle one)      Do you (or spouse) smoke? YES or NO (circle one)**

## Disclosure and Certification

I/We hereby acknowledge that the rental application fee shall be twenty five dollars (US\$25.00) for each single applicant age 18 years or older. Each legally married couple may complete a two (2) single application, and the application fee shall be thirty five dollars (US\$35.00) for the couple.

*Applicant Initial* \_\_\_\_\_ *Co-Applicant Initial* \_\_\_\_\_

The rental application fee is non-refundable. No portion of this fee shall be applied to any future rental payment and/or deposit. I/We acknowledge that if I/We am/are NOT APPROVED to rent an apartment or home, that the rental application fee is non-refundable.

*Applicant Initial* \_\_\_\_\_ *Co-Applicant Initial* \_\_\_\_\_

I/We hereby make application for a rental property and I/We certify that the above information is true and correct. I/We authorize you or your agent to contact any references that I/We have listed, including my/our employer(s) past or present, my/our landlords, credit services, and personal or credit references to verify the information stated in this application. I/We also authorize you or your agent to obtain my/our consumer credit report(s) from any Credit Reporting Agencies, which will appear as inquiries on my/our credit bureau file. Owner or agent is authorized to obtain additional consumer credit report(s) and criminal record report(s) on myself/ ourselves in the future to update and review my/our account. Upon my/our request the owner or agent shall tell me the name and addresses of any consumer reporting agencies that provided such reports. I/We also authorize Owner or agent to share information on this application and related verification data with anyone Owner or agent feels is part of the qualifying process. I/We also authorize Owner or agent to report my/our unsatisfied obligations to proper authorities after I/We vacate said property. I/We acknowledge this application is property of Owner. If this application is approved, I/We have 48 hours to pay security deposit in full and sign a lease for the property. I/We acknowledge that failure to do so may result in forfeiture of lease agreement and deposits on the above property.

*Applicant Initial* \_\_\_\_\_ *Co-Applicant Initial* \_\_\_\_\_

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

Applicants Main Contact Tel#: \_\_\_\_\_ Applicants Email: \_\_\_\_\_

Co-Applicant or SPOUSE Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Co-Applicants Main Contact Tel#: \_\_\_\_\_ Co- Applicants Email: \_\_\_\_\_