

Application For Lease

The Building Management Co., LLC

1111 Rosehill Dr.

Charlottesville, VA 22903

(434) 977-6400/ fax- (434) 979-1604

Visit our Website at: tbc.com

An Application Processing Fee of \$25.00 per person must accompany this application.

Property _____

Unit _____

Move-In Date _____

Applicant:

Name: _____

Birth date: _____ SSN: _____

Drivers License
State Issued By: _____ # _____

Automobile Make _____

License Plate # _____

Co-Applicant:

Name: _____

Birth date: _____ SSN: _____

Drivers License
State Issued By: _____ # _____

Automobile Make _____

License Plate # _____

RENTAL INFORMATION

Applicant:

Present Address: _____

City/State/Zip: _____

Present Phone #: _____

E-mail Address: _____

Move In Date: _____ Move Out Date: _____

Rental Amount: _____ Lease Fulfilled? _____

Was proper notice given to move? _____

Were you asked to leave? _____

Present Landlord: _____

Landlord's Address: _____

City/State/Zip: _____

Landlord's Phone #: _____

Landlord's Fax #: _____

Co-Applicant:

Present Address: _____

City/State/Zip: _____

Present Phone #: _____

E-mail Address: _____

Move In Date: _____ Move Out Date: _____

Rental Amount: _____ Lease Fulfilled? _____

Was proper notice given to move? _____

Were you asked to leave? _____

Present Landlord: _____

Landlord's Address: _____

City/State Zip: _____

Landlord's Phone #: _____

Landlord's Fax #: _____

EMPLOYMENT INFORMATION

Applicant:

Employer: _____ Since: _____

Street/City _____

Co-Applicant:

Employer: _____ Since: _____

Street/City _____

Employment Information Continued...

Job Title _____ Wk Hrs _____

Job Title _____ Wk Hrs _____

Supervisor _____ Phone _____

Supervisor _____ Phone _____

Current Income _____ Per _____

Current Income _____ Per _____

Pets:
Number & Type

Other Occupants:

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Total # to Occupy Dwelling: _____

State whether you have ever been charged with, pleaded guilty to, or been convicted of, any crime other than traffic violations:

_____ Misdemeanor _____ Felony _____ Charge/Conviction

What publication or where did you hear about this property or our company? _____

In Case of Emergency, Please Notify:

1. Name _____ Address _____

Phone(s) _____

Relation _____

2. Name _____ Address _____

Phone(s) _____

Relation _____

Correct Information

Applicant represents that all the statements on this application are true and complete and hereby authorizes verification of the information, references and credit records. Applicant acknowledges that false information herein may constitute a criminal offence under laws of this state.

Disclosure of Brokerage Relationship

Landlord and Applicant/Tenant confirm that in connection with the transaction contemplated by this application, the Listing Broker, the Leasing Broker and Salespersons have acted on behalf of Landlord as Landlord's representatives. Further, the Landlord is a Virginia licensed Real Estate Agent.

Equal Housing

The property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap or elderliness in compliance with all applicable federal, state and local fair housing laws and regulations.

Application Agreement

A non-refundable fee of \$25.00 is charged on all rental applicants for the purpose of verifying the information included in this application. I understand this fee will under no circumstances be returned to me. Keys will be furnished only after contemplated lease and other rental documents have been thoroughly executed by all parties and only after applicable rentals and deposits have been paid. This application is preliminary only and does not obligate the owner, or his agent, to execute a lease or deliver possession of the proposed premises. I hereby authorize owner, or his agent, to make inquires that they deem proper and necessary regarding my qualifications as a tenant. I also authorize my employer, landlord and creditors to furnish owner or his agent such information as requested by them. I have reviewed, I agree, and understand this agreement.

Applicants Signature _____ Date _____

Co-applicant Signature _____ Date _____

End of Application. For BMC use only:

EMPLOYMENT / RENTAL VERIFICATION FORM

Leasing Agent: _____ **ext:** _____ **Date:** _____

The person listed below has submitted an application for housing. Please assist us in our approval process by answering the following questions. If questions, please contact the agent listed above.

EMPLOYMENT VERIFICATION

Name: _____ Position: _____

Length of Employment: _____ Annual Salary: \$ _____

Verified By: _____ Title: _____

RENTAL VERIFICATION

Name: _____

Address: _____

Length of Residency: _____ to _____ Amount of Rent: \$ _____

Was rent paid on time? _____ If no, # late payments: _____ # NSF's: _____

Legal Action Taken: _____

Any complaints filed? _____ If yes please list: _____

Has proper notice to vacate been given: _____

Would you rent to him/her again? _____

Verified By: _____ Title: _____
