



RENTAL APPLICATION

Real Property, Inc. • 1500 Amherst Street, Ste #3 • Charlottesville, VA 22903
Office: (434) 971-1600 / Fax: (434) 971-5514 www.realpropertyinc.com



Received

DESIRED PROPERTY ADDRESS

Property address you are applying for:

Monthly Rent:

Desired Move in Date:

NON-REFUNDABLE PROCESSING FEES

\$ 50.00

Application Fee:

\$ N/A (Included)

Criminal Background Fee:

\$

Reservation Deposit:

(Optional, to "hold" the property)

Leasing Agent:

APPLICANT INFORMATION

Full Legal Name:

Email address:

Are you a U.S Citizen?:

Yes

No

Driver's License #:

SSN # or ITN #

Home Phone #

Cell Phone #

Birth Date (mm/dd/yy)

STUDENT INFORMATION

Name of the school you will be attending during the lease term:

Full or Part Time:

Year of Study:

1st

2nd

3rd

4th

GRAD:

Graduate Course of Study:

NON-U.S CITIZEN INFORMATION

Country of Citizenship:

Passport #:

Alien Registration #:

Visa Type:

Visa Expiration Date:

Length of Time in U.S:

Immigration Status:

RENTAL INFORMATION

CURRENT ADDRESS:

Present Address:

Landlord Mortgage Co:

Landlord Phone #:

Landlord Fax #:

Move In Date:

Move Out Date:

Monthly Rental Amount:

Was Proper Notice Given:

PREVIOUS ADDRESS: (if less than 2 years at current address)

Previous Address:

Landlord/Mortgage Co:

Landlord Phone #:

Landlord Fax #:

Move In Date:

Move Out Date:

Monthly Rental Amount:

Was Proper Notice Given:

EMPLOYMENT INFORMATION

Please attach documentation/written proof of this income.

PRESENT EMPLOYMENT STATUS: Full-Time Part-Time Unemployed Retired / Disability Student

CURRENT EMPLOYER:

Employer's Name: _____

Employer Address: _____

Employer's Phone #: _____

Employer's Fax #: _____

Position: _____

Length of Employment: _____

\$ _____

Supervisor: _____

Gross Monthly Income: _____

PREVIOUS EMPLOYER: (if less than 6 months at current employer)

Employer's Name: _____

Employer Address: _____

Employer's Phone #: _____

Employer's Fax #: _____

Position: _____

Length of Employment: _____

\$ _____

Supervisor: _____

Monthly Salary: _____

HOUSING ASSISTANCE:

\$ _____

Voucher Amount: _____

ADDITIONAL SOURCES OF INCOME

If there are other sources of income you would like us to consider, please list them. We will need documentation/written proof of this income.

\$ _____
Monthly Amount: _____ Source: _____ Phone #: _____

\$ _____
Monthly Amount: _____ Source: _____ Phone #: _____

BANKING INFORMATION

Please list all current checking, savings, and investment bank accounts

Account #: _____ Bank Name/Branch & Address: _____ Checking Savings Investment

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Account #: _____ Bank Name/Branch & Address: _____ Checking Savings Investment

CRIMINAL HISTORY

Have you ever been convicted of a Felony? Yes No

Have you ever been convicted of a Misdemeanor? Yes No

If you answered yes to either, please explain:

ADDITIONAL OCCUPANTS

Full Name: _____ Age: _____ Relationship to Applicant: _____

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APPLICATION VERIFICATION CHECKLIST (FOR RPI OFFICE USE ONLY)

IDENTITY VERIFICATION

- Government Issued Photo ID
- UVa Student ID (if applicable)

For Applicants with out Social Security # or Taxpayer Identification #'s

- Form I-551 (Green Card)
- Form I-688
- Form I-688A
- Form I-94

Verified By: _____

Date: _____

INCOME VERIFICATION

Monthly Amount		
<input type="checkbox"/>	\$	A copy of most recent paystub
<input type="checkbox"/>	\$	Tax Return for last two years
<input type="checkbox"/>	\$	Letter from Employer on pre-printed Company Letterhead
<input type="checkbox"/>	\$	A copy of a signed financial award acceptance letter (for UVa graduate students/fellows)
<input type="checkbox"/>	\$	A copy of a court ordered child support agreement
<input type="checkbox"/>	\$	A copy of a court ordered spousal support agreement
<input type="checkbox"/>	\$	Pension or social security check stub
<input type="checkbox"/>	\$	Documented savings or brokerage account statement(s) (demonstrating sufficient funds for entire lease value)
<input type="checkbox"/>	\$	HUD or similar housing voucher (for properties accepting vouchers)
Monthly Total	\$	

Verified By: _____

Date: _____

INCOME CALCULATION WORKSPACE

Hourly Rate		Avg Hrs/Wk		Monthly Income
\$	×		÷ 40	× 173.33 = \$
Hourly Rate		Avg Hrs/Wk		Monthly Income
\$	×		÷ 40	× 173.33 = \$
Annual Salary				Monthly Income
\$			÷ 12	= \$

APPLICATION COMPLETION CHECKLIST

Date Completed	
<input type="checkbox"/>	Application Completed (includes payment of Application Fee)
<input type="checkbox"/>	Optional "HOLD" Fee received and unit marked as "Reserved" on Availability List
<input type="checkbox"/>	First Advantage SafeRent SM screening completed
<input type="checkbox"/>	Applicant notified of Approval
<input type="checkbox"/>	Applicant notified of Adverse Action; Adverse Action letter mailed
<input type="checkbox"/>	Lease Signed

ACW Approval

Real Property, Inc.
Resident Selection Criteria
As of May 15, 2009

1. Identity Verification: All applicants and co-signers must present government issued photo identification. We will be making a photocopy, as authorized in the Virginia Residential Landlord Tenant Act. Any applicant or co-signer not present at our office may submit a legible copy of their identification by facsimile transmittal or by email.

All University of Virginia students must provide a school issued identification card.

All applicants and co-signers, other than undergraduate University of Virginia students, must provide a valid Social Security Number or Individual Taxpayer Identification Number. Undergraduate University of Virginia students who do not have either of these numbers issued by the Federal Government, must provide proof issued by USCIS (U.S. Citizenship and Immigration Services) that they are in the United States lawfully

2. Rental Scoring Determination: Real Property, Inc. contracts with *First Advantage SafeRentSM*, a third party company who uses a mathematical based credit scoring system to evaluate your consumer credit report. Rental scoring systems assign points to certain factors identified as having a statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics like-- race, color, sex, familial status, handicap, national origin, or religion-- as factors.

Based upon your credit score, your application will be accepted, rejected, or accepted on the condition that either an additional security deposit is paid or a co-signer is used. If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your consumer information to us. Any applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to Real Property for further consideration.

3. How your rental score is used: Rental decisions are based upon how much risk a landlord is prepared to accept. Each landlord, therefore, sets the minimum score required for approval of an application. It is possible for your rental score to yield different results depending upon where you apply. Your rental score might mean a denial at one property, while the same score might be approved at another. It all depends upon the risk a landlord is prepared to accept.

4. Scoring Levels: *First Advantage SafeRentSM* scores applicants on a scale of 40-350. Real Property requires the following scores for application approval:

Rental Amount	Score Range			Condition Type
	Rejection	Conditional Approval	Approval	
\$ 1 - \$1,099	≤144	145-184	185-350	2 Mos Sec Dep or Co-signer
\$1,100 - \$9,999	≤184	185-199	200-350	2 Mos Sec Dep

5. Income Verification: We will require verification of income by one of the following:
- a. A copy of your most recent payroll check stub
 - b. Tax Return for last two years
 - c. Letter from Employer on pre-printed Company letterhead
 - d. A copy of a signed financial award acceptance letter if a UVa graduate student or fellow
 - e. A copy of a court ordered child support agreement
 - f. A copy of a court ordered spousal support agreement
 - g. Pension or social security check stub
 - h. Documented savings or brokerage account statement(s) demonstrating sufficient funds for the entire lease value
 - i. A copy of a valid HUD or similar housing voucher (for properties accepting vouchers only)

Self-employed applicants or co-signers must provide copies of federal tax returns filed for the most recent two-year period. Income that is not taxed (i.e. un-reported cash income) will not be considered in meeting the income guidelines and may be grounds for denial of the application.

Undergraduate University of Virginia students are not required to show proof of income.

If we are unable to verify your income or your income is contrary to your lease application, our acceptance of your lease application will be withheld.

6. Applicants Accepted With Conditions: Applicants that are accepted with conditions will be required to pay an extra security deposit (for a total of two-month's rent) or provide a qualified co-signer to adequately secure us in the event you default in the payment of your rent under the terms and conditions of the Lease Agreement.

7. Co-signers: We will allow co-signers only in such cases where the applicant has a conditional score as outlined in Section 4 above. The co-signer shall qualify under the same criteria as the applicant however will not have a right of occupancy in the premises, and therefore is not a tenant as a matter of law, under the Virginia Residential Landlord Tenant Act.

A qualified co-signer must have a rental score of 185 or greater. We will not accept co-signers on apartments with rental amounts greater than or equal to \$1,100.

8. Providing false information: Any applicant(s) that provides false information on the Rental Application will automatically be disqualified and all deposits and application fees shall be applied to our actual damages as provided under the Virginia Residential Landlord Tenant Act.
9. Occupancy Guidelines: All applicants must be age 18 or older and at least one adult applicant must be age 21 years or older on the date the application is submitted to us. No more than two occupants may occupy each bedroom. An infant who is under two years of age at the time of submission of the Rental Application or any lease renewal will not be considered an occupant. Any child two years of age or older will be considered an occupant for determining the occupancy limit. If an infant less than two years of age at the time of the Rental Application or lease renewal reaches two years of age during the lease term, and at such time causes the residents to exceed the occupancy limit described above, then the residents will be required to transfer to another available apartment with an allowable number of bedrooms at the end of the lease term.

For those properties that allow “undergraduates”, an exception to the age requirement will be made for full-time University of Virginia students. In this case, all applicants must be age 18 or older.

Each of properties is subject to varying zoning requirements that limit occupancy to un-related persons. Typically, these limitations are “no more than three” or “no more than four” unrelated persons, regardless of the number of bedrooms. Your Leasing Agent will inform you of any zoning restriction that is more restrictive than two persons per bedroom.

10. What you can do to improve your rental score: Your rental score may change if the underlying information it is based upon changes. The total improvement, however, generally depends on how that factor relates to other factors considered by the scoring system. Nevertheless, to improve your rental score, concentrate on paying your bills on time, paying down outstanding balances, and not taking on new debt. Your chances of approval should also improve if you apply for an apartment with lower monthly rent.
11. Where you can have your score explained: Should your application be denied based upon your rental score, you can learn which factors most negatively influenced your score by contacting the consumer reporting agency listed below. Additionally, you can obtain a free copy of your consumer report, if you make the request to the consumer reporting agency within 60 days of the denial.

First Advantage SafeRentSM
Attn: Consumer Relations Department
11140 Rockville Pike, PMB 1200
Rockville, MD 20852
(888) 333-2413

12. Consent: All applicants and co-signers must agree to the above by executing the Rental Application.