

HARRISON & LEAR, INC., REALTORS®  
APPLICATION FOR TENANCY

***Thanks for showing interest in our beautiful  
single family homes, condo's, townhomes and  
apartments!***

Should you decide to apply with Harrison & Lear Inc., Realtors, please make certain to include the following with your completed application.

**\$50.00 Application Fee**

Everyone over the age of 18 is required to complete a separate application (unless married)

**Current Pay Stub:**

Applicant(s) must provide verification of six months continuous employment. Applicant(s) must have monthly income that is 3 times the rent.

**Photo ID:**

Photo ID such as a Driver's License or Military ID and a second form of ID.

Please see leasing policy for more specific information.

Please make sure you have signed and dated the application and that your check or money order is payable to Harrison & Lear Inc. Realtors.

Again, thank you for your interest in a Harrison & Lear Inc. Community

***We look forward to having you as part of our family of fine communities.***

Harrison & Lear Inc. does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, sex, national origin, handicap or familial status.



# HARRISON & LEAR, INC., REALTORS®

## APPLICATION FOR TENANCY

Incomplete applications will not be accepted

**Applicant Information- Each co-resident must submit a separate application**

(Print)	Last	First	M.I.	DOB	Relationship
	Last	First	M.I.	DOB	Relationship
	Last	First	M.I.	DOB	Relationship
	Last	First	M.I.	DOB	Relationship

### ***Current Address***

Current Address	Phone Number	Rent or Own		
City	State	Zip	Dates	Monthly Payment
Landlord or Lender	Address	Phone Number of Landlord		

### ***Previous Address***

Current Address	Phone Number	Rent or Own		
City	State	Zip	Dates	Monthly Payment
Landlord or Lender	Address	Phone Number of Prior Landlord		

### ***Employment Information***

Social Security Number	Employer's Name	Position
Address	Phone Number	Supervisor
Length of Employment	Salary (Monthly)	

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***Bank References***

Account Type	Location	Status (Open or Closed)
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Account Type	Location	Status (Open or Closed)
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***Credit References***

Account Type	Bank or Lending Name	Balance Owed
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Account Type	Bank or Lending Name	Balance Owed
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***Other Income***

Type of Income	Source and Bank Name	Gross Monthly Amount
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***Vehicle Information***

Type	Color	Make	License Number	State	Year
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Type	Color	Make	License Number	State	Year
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***Relatives / Emergency Contact (Not Residing With You)***

Name	Address	Phone Number	Relationship
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Name	Address	Phone Number	Relationship
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***Pet Information***

Type	Breed	Height	Weight
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**Note: Keeping of pets requires consent of management payment of applicable fees, and execution of a pet. Pets are limited to two (2) per apartment. Handicapped assistance animals used for disabilities are not considered pets.**

Do you have a need in your apartment for a visual smoke detector?  
(Visual smoke detectors are for the hearing impaired.)      Yes \_\_\_\_\_      No \_\_\_\_\_

Do you have Renters Insurance?  
(Please Note that you MUST provide proof of renters insurance)      Yes \_\_\_\_\_      No \_\_\_\_\_

***Marketing***

How did you hear about our community?	Why are you leaving your present residence?
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***Disclosure***

I / We the applicant(s) represent that the statements made about are true and correct and hereby authorizes verification of references. Any false statements herein are grounds for the rejection of this application. I (we) hereby authorize the holder of this application to investigate my (our) history of the past years for the purpose of determining approval or disapproval of my (our) applications. I / We also agree and understand that "Management" and its designated agents and employees may obtain additional information on each of us in the future to update or review our account.

I / We authorize the holder of this application to review a "Consumer Report" for qualification purposes, account updates and for purposes of collection. A consumer report can include credit, public records, searches, and employment, background and residence verifications.

I / We hereby agree by signing this application to provide proof of a valid renter's insurance policy prior to the signing of a lease agreement with this community, listing **HARRISON & LEAR INC., REALTORS** as additional insured.

A non refundable application fee in the amount of \$\_\_\_\_\_ is given to the landlord by the applicant(s) to depreciate the expense incurred by the landlord to process the application.

A holding fee in the amount of \$\_\_\_\_\_ will be delivered to the rental office within 48 hours once the application is approved and will be applied in part / whole towards the Security Deposit referred by the rental agreement. If this application is approved, and its applicant(s) does not move in, the amount(s) paid toward the security deposit will be retained by the agent as liquidated damages in accordance with the Virginia Residential Landlord Tenant Act.

I / We understand that the holding fee accompanying this application is non-refundable after three (3) business days. If the applicant(s) are not approved, any monies paid toward the holding fee / Security deposit will be refunded to the applicant(s). It is understood by the applicant(s) that this application is preliminary only and involves no obligation to the landlord or the agents of the landlord to approve this application or deliver occupancy of said unit.

**AGENCY OF BROKERAGE RELATIONSHIP:** The undersigned do here acknowledge that: The Licensee, HARRISON & LEAR INC., represents the following party in a real estate transaction: XXXX Landlord \_\_\_\_\_ Tenant.

**MEGAN'S LAW DISCLOSURE:** Tenant(s) should exercise whatever due diligence they deem necessary with respect to information on any sexual offenders registered under Chapter 23 (e19.2-397 et sq.) of Title 19.2 whether the owner preceds under subdivision 1 or 2 of subsection A of e55-519. Such information may be obtained by contacting your local police department or the Department of State Police, Central Criminal Records Exchange at (757) 874-2000 or <http://sex-offender.vsp.virginia.gov/sor/html/search.htm>

**LEAD-BASED PAINT:**The United States Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) have determined that properties built prior to 1978 may contain lead-based paint which can cause serious health problems. The Property \_\_\_\_\_ was \_\_\_\_\_ was not built prior to 1978. If the property was built prior to 1978, the (1) attached Disclosure Information or Lead-Based Paint and Lead -Based hazards shall be completed and executed by the Landlord and Tenant and is incorporated in the Rental Application and Agreement to Lease.

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Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Agent / Owners Representative \_\_\_\_\_ Date \_\_\_\_\_

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