

HARRISON & LEAR, INC., REALTORS®  
TENANT SELECTION CRITERIA

Single Family Homes & Townhouses: 1 Bedroom  
Occupancy – 2 persons  
2 Bedroom  
Occupancy – 4 persons  
3 Bedroom  
Occupancy - 6 persons  
4 Bedroom  
Occupancy - 8 persons  
5 Bedrooms  
Occupancy – 10 persons

Holding Deposit / Security Deposit: Equals One Month's Rent \*  
*(subject to credit / background approval)*

Application Fee: Non-Refundable per person or married couple **\$50.00**

Pet Restrictions: ***Pets are welcome at selected properties within our portfolio. Check with your rental office for further details.***

Pets Fee(s): Non-Refundable Pet Fee **\$300.00\***  
*per pet at select properties*

**Call our office for available units or visit us at <http://www.harrison-lear.com/rental.htm>**

***Renters Insurance REQUIRED at Move –In***

Occupancy Guidelines

No more than two individuals per bedroom may occupy an apartment unit. One infant up to the age of 18 months may reside in the unit without being counted in the occupancy count. Residents whose newborn has reached 18 months of age during the lease term will be required upon the expiration of their current lease term to either move into another available dwelling of the owner which has more bedrooms or move out. A bedroom is defined as a space that is used primarily for sleeping, designed to be closed with a door and a closet space for clothing.

Qualification Guidelines:

All leaseholders or occupants 18 years and older must fill out an application. (Married couples may complete one application). Resident history, credit history, and income / employment are verified for all applicants. Harrison & Lear Inc., Realtors may ask to make a photocopy of each applicant's driver's license, military identification and/or social security card. All information provided must be true and correct, as well as verifiable. All verified information is entered into a scoring system which determines rental eligibility. Each applicant's resident, credit, and employment information will be individually scored; leaseholders' income will be individually scored. All occupants of legal age must be a leaseholder unless dependency status can be verified. Cosigners will be **NOT** be allowed to assist with income requirements or considered for declined applicants. At least one lease holder who is a parent, child and/ or spouse must permanently reside in Virginia for the term of the lease.

Employment:

Leaseholders must be with their current job for a minimum of 6 months, providing two consecutive paychecks or a W-2 form from current employer. Persons relocating must provide proof of a local job offer accepted in writing, and pay stubs from current and/or previous job. Employment verification will include length of employment with current employer as well as anticipated annual income. If self employed or primarily commission-based one of the following will be required: a copy of the previous two years' tax return, a financial statement from a CPA verifying employment and income, photocopies of three most current bank statements illustrating the ability to pay rent through the entire lease term or notarized statement from your attorney.

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.

(Revised 02/08)



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Income: Leaseholders must have verifiable gross income greater than 3 times the amount of monthly rent. Gross Annual income will be verified for all lease holders. Additional sources of income may be considered. Other verifiable income may mean, but not limited to, alimony /child support, trust accounts, retirement accounts, and social security). Applicants who do not meet income requirements shall pay the entire leasing agreement in full by certified check or money order only.

Credit: Credit reports will be secured for all leaseholders through First Advantage - Safe Rent, which applies a score to each report. Applicants must have a score of **170** to be accepted for residency. Applicants may be approved with additional deposit provided they are within the score range of **160 to 169**. Applicants with no credit history that meet the income criteria and rental history criteria may be approved. Unfavorable accounts include, but are not limited to: collection, charge off, repossession and current delinquency. If acceptable check writing history does not meet criteria, the applicant will be required to pay by cashier's check or money order only. Previous judgments for rent will result in denial of the application. Bankruptcies are accepted provided that a discharge has been complete and proof is provided at the time of the application. Bankruptcies must be discharged at least 6 months prior to an application being accepted in our office. In keeping with the policy of confidentiality and privacy, we do not discuss the contents of the individual credit reports with an applicant. If you would like to discuss or dispute anything on your credit report, you will need to contact the credit bureau that made the report. Applicants who are declined will be provided necessary documents to speak with the credit bureau.

References: A minimum of two years resident history is required for all leaseholders. Rental verification will include length of occupancy, payment record, status, and compliance with rules and regulations. Renting from a relative is not considered resident history as contract performance cannot be determined. Home mortgages may substitute for resident history. An applicant who have been evicted within the past seven years or owes landlord monies, the application will be declined.

Non-US Citizens: Applicants who are citizens of another country must provide a passport and the INS document that entitles the applicant to be in the United States and proof of employment in this country or an I-20 verifying student status. Harrison & Lear Inc., Realtors may ask to make a photocopy of any of the applicant's INS documents, passport and visa. In addition for applicants who do not have credit history in this country, Harrison & Lear Inc., Realtors will accept in lieu of the credit requirements an additional deposit of two months rent.

Non Approval: Reasons for not approving an application include, but are not limited to: Bankruptcy within the past 6 months, insufficient income, unpaid judgments, evictions, outstanding rent debit, household size exceeding occupancy limits, and falsification of the application information.

Agency Disclosure: We are the managing agent for the owner. However, it is a **REALTORS** responsibility under the Code of Ethics to bring about a fair and equitable transaction involving all parties. The owner being our client is owed our loyalty and faithfulness. While the managing agent is not the tenant's agent, he or she is able to provide you with a variety of valuable market information and assistance in your decision making process.

I (We) have read the above and understand the basis for consideration of my (our) application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent / Owners Representative

\_\_\_\_\_  
Date

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**Verification of Residency**

Applicant(s) Name(s): \_\_\_\_\_  
*Last First MI*

Applicant(s) Name(s): \_\_\_\_\_  
*Last First MI*

Current / Previous Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Name of Community / Rental Company: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Rental Dates: \_\_\_\_\_  
*Please provide dates in which you occupied rented unit. (Ex. January 1, 2006 to December 31, 2006)*

Thank you for your cooperation in obtaining this information.

I authorize the above community or company to release to Harrison & Lear Inc., Realtors the above information regarding my residency.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

***DO NOT FILL OUT BELOW THIS LINE***

- Property Name: \_\_\_\_\_
- Length of Occupancy: \_\_\_\_\_ to \_\_\_\_\_ Current Rental Rate \$ \_\_\_\_\_
- Did resident break their lease agreement? \_\_\_\_\_ Reason? \_\_\_\_\_
- Was rent paid late? \_\_\_\_\_ How many times? \_\_\_\_\_ Number of NSF \_\_\_\_\_  
*In the last (12) months*
- Balance Due \_\_\_\_\_ Was a notice to vacate served by management? \_\_\_\_\_
- Was Resident ever under eviction? \_\_\_\_\_ Reason: \_\_\_\_\_
- Were any notices served for non-compliance issues? \_\_\_\_\_
- Did the resident give proper notice to vacate? \_\_\_\_\_ Notice terms? \_\_\_\_\_ Did the resident have pet(s)? \_\_\_\_\_  
*Are 30 or 60 days required?*
- Would you rent to them again? \_\_\_\_\_
- Additional comments: \_\_\_\_\_

Thank you for taking the time to fill out and return this form to the Gateway Rental Office. Our Fax number is (757) 838-2574. Our Office number is (757) 825-9200 should you need to speak with someone directly regarding this request for information. Our email address is [mikek@harrison-lear.com](mailto:mikek@harrison-lear.com) or [reena@harrison-lear.com](mailto:reena@harrison-lear.com)

Completed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**CRIMINAL BACKGROUND SEARCH APPLICANT CONSENT**

The undersigned applicant(s) here by consent to allow Harrison & Lear Inc., (“Management”), itself or through its designated agents or employees, to obtain criminal record information for the purpose of determining whether to lease an apartment to me / us. I / We also agree and understand that “Management” and its designated agents and employees may obtain additional criminal record reports on each of us in the future to update or review our account. Upon my / our request, “Management” will tell me / us whether criminal records were requested and the names and addresses of any agency that provided such reports

**ANY UNANSWERED “YES” OR “NO: QUESTIONS SHALL RESULT IN THE DENIAL OF YOUR APPLICATION**

Have you or any member of your household ever been convicted of or pled guilty or “no contest” to any felony?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Have you or any member of your household ever been convicted of or pled guilty or “no contest” to a sexual offense?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Have you or any member of your household ever been listed on a registry of sexual offenders?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Have you or any member of your household ever been convicted of or pled guilty or “no contest” to any drug related criminal offense?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes to any of the above questions, please explain, providing the location, date and nature of the offense:

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\_\_\_\_\_  
APPLICANTS NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANTS NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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