

APPLICATION TO LEASE

Revised 9/21/2010

PERSONAL INFORMATION

Name	Social Security No.	
Present Address (physical, NO P.O. Boxes)	Date of Birth	
City /State/Zip	Res Phone	Current Rent

GENERAL INFORMATION

Other Occupants?	Number	Names and Relationship		
Animals?	Number	Type		
Car Make	Year	Model	Color	License No.

EMPLOYMENT INFORMATION

Present Occupation	Bus. Phone	
Employer	Supervisor	
Self Employed d.b.a.	Title	
Business Address	From	To
Type of Business	Monthly Gross Income	
Prior Occupation	Bus. Phone	
Employer	Supervisor	
Self Employed d.b.a.	Title	
Business Address	From	To
Type of Business	Monthly Gross Income	

REFERENCES

HOUSING		
Current Address	From	To
Landlord/ Agent	Phone	
Address		
Previous Address	From	To
Landlord/ Agent	Phone	
Address		

CREDIT			
Bank	Checking	Savings	Acct. No.
Address			Phone
Credit References	Highest amount owed \$	Acct. No.	
Address		Phone	
Purpose of Credit		Acct. Opened	Closed
Credit References	Highest amount owed \$	Acct. No.	
Address		Phone	
Purpose of Credit		Acct. Opened	Closed

PERSONAL REFERENCE	
Name	Phone
Address	Length of acquaintance
Nearest Relative	Phone
Address	Relationship

SIGNATURE _____

OCCUPANCY DATE _____

DATE _____

MONTHLY RENT _____

PROPERTY ADDRESS _____

SECURITY DEPOSIT _____

NOTICE TO RENTAL APPLICANTS

revised 9/21/2010

In order to have your Rental Application processed, you **MUST**:

1. **COMPLETELY FILL OUT THE APPLICATION and SIGN IT.** This includes answering the six questions regarding Bankruptcy, Eviction, Rent Withholding, Criminal Convictions and Substance Abuse/Manufacture.
2. The application fee will be used for the purpose of checking the Applicant's credit history, including paying for a report on Applicant's credit from a credit reporting agency. A notation of this inquiry will be made in the Application's credit file. This fee will be refunded **ONLY** if another applicant is selected **PRIOR TO ORDERING SUCH A CREDIT REPORT.**
3. Money order or cash must accompany your Application. Make your money order(s) payable to Crum Realty, Inc. Personal checks are not acceptable.
4. Application must indicate which rental property you are applying for.
5. Please include a copy of proof of income(s) for the most current pay period along with the application fee.

GUIDELINES for your Consideration

Married persons are now reported separately by credit agencies, therefore married couples who want both incomes considered for income qualification purposes **MUST** complete separate applications and a separate Application Fee.

We do not consider Child Support, Spousal Support, or Overtime. Self-employed persons should attach a copy of the first page of their most recent tax return to verify income and employment.

A maximum of 3 working days is required to process your completed application. Return completed application to:

Crum Realty, Inc.
318 South Loudoun Street
Winchester, VA 22601
Telephone 540-662-0400 Fax 540-667-5110

Crum Realty, Inc. strives to provide for equal housing accommodation for all applicants regardless of race, color, religion, national origin, sex, elderliness, familial status or handicap.

Agency Disclosure

The property Owner and/or its Agent and the Applicant confirm that in connection with the transaction contemplated by this Application, the Agent/Leasing Company and its agents are acting on behalf of the Property Owner and Property Owner's Agent.

Have you ever filed a petition of bankruptcy? _____ Have you ever been evicted from any tenancy or had an eviction notice served on you? _____ Have you ever willfully and intentionally refused to pay any rent when due? _____ Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? _____ Are you a current illegal abuser or addict of a controlled substance? _____ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? _____ If YES to any of the above, please indicate date of occurrence: _____

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT. I agree to pay the Owner/Agent a non-refundable tenant screening fee of \$20.00. This fee will be refunded **ONLY** if Owner/Agent chooses to rent to another Applicant prior to ordering such reports. I further agree that the Owner/Agent may terminate any agreement entered into reliance on any misrepresentation made above.

Signature

Date