

AAPM REALTY, LLC

P.O. Box 2182 (Mailing)
165 Massanetta Springs Rd (Physical)
Harrisonburg, VA 22801
540-423-3879 | AAPMRealty.com | rentals@aapmrealty.com

RESIDENTIAL RENTAL APPLICATION

QUALIFICATIONS:

Interested prospective tenant(s) for a lease will be evaluated based on the following criteria to rent the property:

1. Combined monthly income equal to or greater than three times the monthly rent.
2. A strong credit history and/or rental history with a favorable reference from present and/or previous landlord.
3. If under the age of 21 and/or lacking sufficient income and/or credit, a guarantor may be required.
4. If you receive rent assistance, please list the organization/company assisting you along with the amount and duration of the assistance in Other Income.
5. All applicants MUST have a social security number or verification of legal status, no exception.
6. Renter's Insurance is strongly recommended...Landlord is NOT responsible for any loss or damage to Tenant's personal property.

Items required with application (scans or photos can be emailed to rentals@aapmrealty.com):

1. Names of **All** potential residents
2. Income verification by providing one of the following:
 - a) two recent pay stubs for each employer (if self-employed, a copy of the prior year tax return)
 - b) OR if beginning a new position, a copy of the offer letter with the terms of employment
 - c) OR an Employment Verification form signed by supervisor or HR Department for each employer (see pages 4 and 5)
3. Rental Reference form signed by a current or previous Landlord (see page 6)
4. Verification of applicant's identity with a form of photo identification

In order to process the application we must have the following:

Rental Property Applied For - Street: _____ City: _____

Date Application Turned in: _____ Date Wanting to Take Occupancy: _____

List names of adult residents 18 years of age and older:

Applicant #1: _____ SSN (Required): _____
First Middle (Required) Last

Applicant #2: _____ SSN (Required): _____
First Middle (Required) Last

Applicant #3: _____ SSN (Required): _____
First Middle (Required) Last

Are all occupants US citizens: Yes (___) No (___) If no, are they legally eligible to reside in the US: Yes (___) No (___)

Current Address: Street: _____ City: _____

State: _____ Zip: _____ Move-in Date (month/year): _____ If less than one year at current address,
provide former city/state: _____ Ph #: (_____) _____

Email: _____

Do you own or rent your current residence: Own (___) Rent (___) Other (___) explain: _____

If you do not rent your current residence, do you have rental experience: Yes (___) No (___)

Present Landlord/Management Company: _____ Monthly Payment: _____

Ph#: (_____) _____ Email: _____

Reason for Leaving: _____

Previous Rental Address Street: _____ City: _____

State: _____ Zip: _____ Landlord: _____ Monthly Payment: _____

Ph#: (_____) _____ Email: _____

Move-in Date (month/year): _____ Move-out Date (month/year): _____

Reason for Leaving: _____

Adult 1 - Present Employer: _____ Position: _____

Address: Street: _____ City: _____

State: _____ Zip: _____ Employer's Ph#: _____ Start Date: _____

Employer's email: _____ Monthly Salary: _____

Adult 2 - Present Employer: _____ Position: _____

Address: Street: _____ City: _____

State: _____ Zip: _____ Employer's Ph#: _____ Start Date: _____

Employer's email: _____ Monthly Salary: _____

Adult 3 - Present Employer: _____ Position: _____

Address: Street: _____ City: _____

State: _____ Zip: _____ Employer's Ph#: _____ Start Date: _____

Employer's email: _____ Monthly Salary: _____

Has any adult applicant ever filed for bankruptcy? No _____ Yes _____

Has any adult applicant ever been guilty of a felony? No _____ Yes _____

If yes to bankruptcy or felony, explain: _____

List Other Income Sources/Amounts: _____

List Names of Residents Under the Age of 18

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Driver's License #: _____

Type of Vehicle Make & Model: _____ License Plate #: _____

Financed by: _____ Monthly Payment: _____

If You Are Presently In the Armed Services Please Complete:

Rank: _____ Serial Number: _____

Will any Person Named Above require a Visual Smoke Detector? Yes No

Type & Size of Pet(s)*: _____

** If the Landlord allows pets, most pet friendly properties require a \$300 refundable pet deposit and \$25 additional monthly rent per pet.*

Emergency Contact:

Name: _____ Ph#: _____

Address: _____ Relationship: _____

NOTICE TO APPLICANTS

Applicant(s) should exercise whatever due diligence applicant(s) deems necessary with respect to information on any sexual offenders registered under Chapter 23 (19.2-387 et seq.) of Title 19. Such information may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674- 2000.

DISCRIMINATION

Landlord and Agent do not discriminate against Tenants(s) in the provision of services, or in any other manner, on the basis of race, color, religion, national origin, sex, elderliness, familial status, or handicap.

AGENCY DISCLOSURE

Applicant understands that in connection with the transaction contemplated by this application, AAPM Realty, LLC is the agent of the Landlord and is acting on behalf of the Landlord as the Landlord's listing and leasing agent.

By signing below, I certify that the facts set forth in this Rental Application are true and complete to the best of my knowledge and belief. I understand that making a known false statement on this application is grounds for denial, termination of lease and/or eviction. I consent that the information provided above may be verified, and I further authorize the Landlord to make any investigation of my residential history, employment history, criminal history and credit/financial references. All such information herein will be kept confidential.

Applicant #1 Signature: _____ Date: _____

Applicant #2 Signature: _____ Date: _____

Applicant #3 Signature: _____ Date: _____

Methods to deliver the completed application:

1. Hand deliver to office at Association and Property Management Services, 165 Massanetta Springs Rd, Harrisonburg, VA
2. Mail to AAPM Realty, PO Box 2182, Harrisonburg, VA 22801
3. Scan and email to rentals@aapmrealty.com
4. Use smart phone to photograph each page and attach to email to rentals@aapmrealty.com

**Please allow up to 1 week to process your application. Upon completion, applicants will be informed of the approval decision.*

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EMPLOYMENT VERIFICATION FORM

Instructions: Please complete and have your Supervisor or HR Department sign at "Company Rep Signature" OR sign at "Applicant Signature" to authorize AAPM Realty to collect this information

Applicant Name: _____

Company Name: _____

Company Address: _____

Current Employment Start Date (Month/Year): _____

Full Time: (___) OR Part Time: (___) Hours per Week: _____

Monthly Salary: \$_____ OR Hourly Rate: \$_____

Company Representative Name: _____

Company Rep Phone #: _____ Email: _____

Company Rep Signature: _____ Date: _____

I do hereby authorize my employer to release the above information to AAPM Realty, LLC

Applicant Signature:

_____ Date: _____

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Company Address: _____

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Full Time: (___) OR Part Time: (___) Hours per Week: _____

Monthly Salary: \$_____ OR Hourly Rate: \$_____

Company Representative Name: _____

Company Rep Phone #: _____ Email: _____

Company Rep Signature: _____ Date: _____

I do hereby authorize my employer to release the above information to AAPM Realty, LLC

Applicant Signature:

_____ Date: _____

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RENTAL HISTORY REFERRAL FORM

Instructions: This form must be completed by a current or former Landlord. Either ask them to complete it OR just sign at "Applicant Signature" to authorize AAPM Realty to collect the information from them.

Applicant's Name: _____

Address of current OR past rental: Street: _____

City: _____ State: _____ Zip: _____

Monthly Payment: \$ _____ Move-In Date (Month/Year): _____

If applicable, move-out date (month/year): _____

Rent Generally Paid: ___ On Time ___ Occasionally Late ___ Often Late

Housekeeping Habits: ___ Good ___ Average ___ Not Sure

Any NSF? Yes (___) No (___) If so, how many? _____ Any disturbance notices? Yes (___) No (___)

Does the applicant owe you for prior month's rent? Yes (___) No (___) If so, how much? _____

Would you rent to this person again? Yes (___) No (___)

Has Applicant ever been served Notice of Unlawful Detainer (Eviction Notice): Yes (___) No (___)

Landlord/Management Company Name: _____

Landlord/Company Phone #: _____ Email: _____

Landlord/Agent Signature: _____ Date: _____

I do hereby authorize my landlord to release the above information to AAPM Realty, LLC

Applicant Signature:

_____ Date: _____

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REAL ESTATE AGENCY DISCLOSURE FORM

AAPM Realty, LLC is a licensed real estate brokerage in the state of Virginia. It is also licensed by the State of Virginia to manage Community Associations.

Virginia law and regulations require real estate agents to disclose their agency relationships to all prospective customers and clients. In addition to meeting the requirement is intended to educate consumers about agency relationships and the duties of real estate agents, brokers, and firms. For convenience, this group is referred to as “licensees” since they are all required to be licensed by the Virginia Real Estate Board.

Agency is the relationship when one person works for or represents another person by express authority. People who licensees represent are called clients. People who receive services from licensees without being represented by the licensees are called customers. A licensee does not necessarily represent the person who pays him or her. As a result, a licensee can represent the buyer, be paid by the sellers, the Landlord, or vice versa. Although agency relationships can be formed without a written agreement, you should not assume that any person represents you unless you have a written agreement with them. The agreement between the licensee and the client creates a brokerage relationship.

Client status. As a client, you enter into an agreement with a licensee for that licensee to represent you. This agreement may be called a “listing”, a “management agreement”, a “lease agreement”, a “buyer broker agreement”, or an “agency agreement”, depending on whether you are a seller, landlord, buyer, or a tenant. You are then the licensee’s client. If the agreement is an exclusive agreement, you are required to work through that licensee. The licensee will generally be entitled to a commission if you buy, sell, or lease (as appropriate) property, even if you do not use the services of the licensee. The licensee is required to give you advice as to price and other matters and to disclose any material information known to the licensee about the property of the transaction. The licensee will also help you to negotiate favorable terms. The licensee is also required not to disclose to other parties any personal or financial information about you or any other information you ask to be kept confidential.

Customer status. As a customer, you do not sign an agreement with a licensee (although the licensee is still required to obtain a disclosure form). You are then the licensee’s customer. The licensee will represent the other party in the transaction, who will be the licensee’s client. You are legally required to work through the licensee, and the licensee will only be entitled to a commission if you buy, sell, or lease (as appropriate) property through the licensee. The licensee can give you general advice and is required to treat you honestly and disclose material facts known to the licensee regarding the physical condition of the property, but the licensee generally cannot give advice regarding price or assistance in negotiating favorable terms. The licensee is required to disclose to their client any information which it knows which may be helpful to the client. If you will be a customer, you should be aware that there may be other relevant information concerning the transaction which may be obtained from other sources.

Additional Duties of Licensees. In addition to the duties that are described above and any duties included in the agreement between the licensee and the client, licensees have certain duties under Virginia law and the Virginia Real Estate Board regulations. Licensees must promote the interest of their client by seeking a buyer or tenant or an appropriate property for their client, although they are not required to continue these efforts after a contract has been signed, and by timely presenting all written offers and counter-offers. Licensee must account to their clients for all money and property which the licensee receives in which the client has an interest. Licensee who represents buyers must disclose to a seller whether the buyer intends to occupy a property as their principal residence. Before a licensee enters into a brokerage relationship, the licensee must advise the prospective client of the type of relationship which is proposed, and the licensee’s compensation and whether the licensee will share that compensation with a licensees who presents another party to the transaction. Licensees owe their clients a duty of ordinary care.

Dual Agency. Dual Agency, or Dual Representation is when the same licensee represents both the buyer and the seller or the landlord and the tenant. This generally happens when a buyer or tenant who is a client of the licensee becomes interested in a property which is listed with the same real estate company. This lead to possible conflicts of interest, in which Virginia law permits licensees to handle in two different ways. The first alternative is Simple Dual Agency. With this alternative, the broker and all salespersons continue to represent both parties, but they don't share any confidential information. The other alternative involves the use of Designated Representative. With this alternative, the broker is still a dual agent, but separate agents are name to represent the buyer and seller, or landlord and tenant, and these agents represent their respective clients as if the agents work for separate companies. Both agents give their best advice and keep the confidences of their clients. Licensees are required by law to disclose to both parties whenever a dual agency relationship arise and any time designated representative are used, and all parties must then sign a Disclosure of Dual Representation or Disclosure of Use of Designated Representatives form.

Firm policies. When representing sellers, landlords, and optionors, AAPM Realty, LLC, has a policy of cooperating with both licensees who work with the other party as customers, and licensees who work with the other party as clients, unless otherwise instructed by the Firm's client. The Firm ____ will or ____ will not compensate licensees who do not represent the Firm's client. When working with buyers, either as customers or clients, the Firm's policy is to show properties listed with the Firm and other real estate firms. When working with buyers/tenants/optionees as customers, the Firm ____ will or ____ will not show properties being offered for sale by owner if the owner will enter into a listing agreement for that showing.

Fair Housing. It is illegal, pursuant to the Federal Fair Housing Law, 42 U.S.C.A. 3601, to refuse to sell, transfer, assign, rent, lease, sublease or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in Section 4112.01 of the Revised Code, ancestry disability as defined in that section, or national origin or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services. It is also illegal, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.

This is not an agreement, but only a disclosure form.

Disclosure of Brokerage Relationship

I acknowledge that AAPM Realty, LLC, Douglas L. Geib
(Name of Firm and Salesperson)

has disclosed to me that it represents the following party in this real estate transaction:

Seller Landlord Buyer Tenant Optionor Optionee

| | | |
|------|--------------|-----------|
| Date | Printed Name | Signature |
|------|--------------|-----------|

| | | |
|------|--------------|-----------|
| Date | Printed Name | Signature |
|------|--------------|-----------|

Broker: AAPM Realty, LLC

| | | |
|------------------|------------------------|------|
| By Broker/Agent: | Broker/Agent Signature | Date |
|------------------|------------------------|------|

Douglas L. Geib
Printed Name