



6701 Dartmouth Avenue, Richmond, VA 23226
Phone (804) 288-0016 Fax (804) 285-1079

RENTAL APPLICATION

FOR OFFICE USE ONLY

DATE _____ AGENT _____
 COMMUNITY _____
 APT. NO. _____ RENT \$ _____

Notice: Co-Applicant must complete a separate Rental Application Form

The undersigned hereby makes application to rent unit number _____ located at _____

 beginning on _____, at a monthly rental of \$ _____

PLEASE TELL US ABOUT YOURSELF

FULL NAME _____ Phone (_____) _____
 Date of Birth _____ Social Security No. _____ Driver's Lic. No. & State _____
 CO-APPLICANT _____ Relationship _____ Phone (_____) _____
 Date of Birth _____ Social Security No. _____ Driver's Lic. No. & State _____
 Names of All Other Occupants _____ Total Number of Occupants _____
 How Many Pets? _____ Kind of Pet, Breed, Weight and Age _____

PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)

CURRENT ADDRESS _____
 Month & Year Moved In _____ Reason for Leaving _____
 Owner or Agent _____ Phone (_____) _____ Monthly Payment \$ _____
 PREVIOUS ADDRESS (If within 3 years) _____
 Month & Year Moved In _____ Moved Out _____ Reason for Leaving _____
 Owner or Agent _____ Phone (_____) _____
 PREVIOUS ADDRESS (If within 3 years) _____
 Month & Year Moved In _____ Moved Out _____ Reason for Leaving _____
 Owner or Agent _____ Phone (_____) _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS: Employed Full-Time Employed Part-Time Student Retired Not Employed
 CURRENT EMPLOYER (Or Most Recent) _____
 Address _____ Phone (_____) _____
 Date(s) Employed / From _____ To _____ Position _____
 Supervisor _____ Your Gross Monthly Salary \$ _____ Household Gross Monthly Income \$ _____
 PREVIOUS EMPLOYER _____
 Address _____ Phone (_____) _____
 Date(s) Employed / From _____ To _____ Position _____ Supervisor _____
 If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.
 Amount \$ _____ Per _____ Source _____ Telephone _____

PLEASE LIST YOUR BANK AND CREDIT REFERENCES

YOUR BANK(S)	City-State/Branch	Acct. Number & Type	Telephone
1			
2			
YOUR CREDIT REFERENCES	City-State	Acct. Number	Telephone
1			

Gumenick Properties Application Agreement

I hereby apply to lease the described dwelling unit for the term and upon the conditions set forth on the rental application document, and agree that the rent is to be payable the 1st day of each month in advance. As part of my Rental Application, I have paid the following amounts.

Application fee: \$ 35.00

Application deposit: \$ 200.00

The Application fee is an offset to the landlord's cost, time, and expense of processing my initial Application. The Application fee is non-refundable, except as required by applicable law.

The Application deposit is not a security deposit, but may be credited to the security deposit at the time the Lease Agreement is signed by all parties, as permitted by applicable law. The Application deposit may or may not be refundable, as required by applicable law, and as set forth below.

We will notify you whether your Application has been approved within 10 days after receipt. You hereby waive any claim for damages by reason of non-acceptance. If your Application is not approved the Application deposit will be refunded to you. If your Application is approved, then you and all co-applicants must sign the Lease Agreement on or prior to your scheduled move-in date. If you and/or your co-applicant fail to do so, then we may retain the Application deposit as damages as permitted by applicable law.

I AUTHORIZE YOU TO CONTACT PREVIOUS LANDLORD (S), CREDIT, CRIMINAL AND PERSONAL REFERENCES THAT I HAVE GIVEN IN THIS APPLICATION. I ALSO AUTHORIZE MANAGEMENT TO OBTAIN MY CONSUMER CREDIT REPORT.

You declare that to the best of your knowledge, all information provided on this Application is true and correct. If you fail to answer any question, or provide false information, we may reject the Application, and we will retain all Application fees and deposits, and terminate your right of occupancy. Giving false information is a serious criminal offense, and may result in legal action against you.

Signature of Applicant _____ Date Signed _____

Signature of Co-Applicant _____ Date Signed _____

Gumenick Management Co., L.C.
Resident Selection Criteria
7-28-03

1. **Identity Verification.** A government issued photo identification will need to be presented by all applicants and co-signors [*who are present at the property*]. We will be making a photocopy, as authorized in the Virginia Residential Landlord Tenant Act.
2. **Scoring of your Consumer Credit Report.** Gumenick Management Co., L.C. contracts with a third party company who uses a mathematical based credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have late payments, collection actions, outstanding debt, and the age of your accounts. Using a mathematical program, the third party company compares this information to the credit performance of other applicants with similar credit profiles which allows them to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations. If you would like information regarding how to improve your credit score, please call the *Consumer Affairs at 1-888-311-6775* and they will provide you with more detailed information regarding this process. Based upon your credit score, your application will be either accepted, rejected or accepted on the condition that an additional security deposit is paid. 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. An 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 this community for further consideration.
3. **Income Verification.** If your application is accepted or accepted with conditions, we will require verification of income by one of the following:
 - A social security number or individual taxpayer identification number;
 - A copy of the payroll check stub;
 - Tax Return for last two years
 - Letter from Employer on pre-printed Company letterhead
 - If a full time student, a copy of a signed financial award acceptance letter
 - A copy of a court ordered child support agreement
 - A copy of a court ordered spousal support agreement
 - Pension and social security check stub.
 - If the applicant is self-employed, they must provide copies of federal tax returns filed for the most recent two-year period. Income that is not taxed (i.e. unreported cash income) will not be considered in meeting the income guidelines and may be grounds for denial of the application.

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 withdrawn

4. **Applicants with NO Social Security Number or Individual Taxpayer Identification Number.** Applicants who do not have either of these numbers issued by the federal government, but who have proof that they are in the United States lawfully, will still have their information sent in to the third party company to manually score and will either be declined or accepted with conditions.
5. **Applicants Accepted With Conditions.** Applicants that are accepted with conditions will be required to pay pre-paid rent in an amount established on a schedule to adequately secure us in the event you default in the payment of your rent under the terms and conditions of the Lease