



## **Residential Applicant Qualifying Criteria**

Thank you for your interest in Merchants Square at Spotsylvania Courthouse Village by Vakos Companies. In order to process your application in a timely manner, please review and comply with the information below. We do our best to process applications within 2–3 business days of receipt.

### Application Process:

- Please fill out the application completely and legibly with names and phone numbers of all people whom will be residing in the resident
- There is a \$50 non-refundable application fee per applicant, payable by cash or certified funds
- A copy of your state/government issued ID is required
- Submission of proper income verification is required in one of the two following formats:
  - Two most recent paystubs; or
  - Front page only of your tax returns for the last two years (self-employed)

### Qualifying Criteria:

- A credit report is used to determine eligibility based on credit scores and other reported data
- Gross monthly income must be at least two-and-a-half (2.5) times that amount of monthly rent. Alternative income sources may include savings and or investment accounts.
- Any Chapter 7 bankruptcy must be discharged and reflected as such on the credit report
- Any Chapter 13 bankruptcy must show 12 months of current payments

### Security Deposits:

- Starting at only \$300 with qualified credit, following evaluation of applications meeting prior qualifying criteria

### Pet Policy:

- All pets must be pre-approved. Dogs up to 75 pounds may be accepted; certain breed restrictions do apply. There is a non-refundable pet fee of \$300 per pet and an additional \$20 monthly pet rent. Please ask for a copy of the pet addendum for breed restrictions

### Before you move in:

- Rental Insurance and Utility account information is needed at lease signing. If applicable, pet liability insurance, and vet records are needed prior to move in
- All leases must be signed within seven (7) calendar days after approval to complete the application process and hold your apartment home
- All security deposits, non-refundable fees, and rents are due prior to move in



## Rental Application

This Rental Application ("Application") is an offer to rent an apartment home.

It is unlawful to discriminate on the basis of race, color, religion, national origin, sex, elderliness, familial status, or handicap as well as all classes protected by the laws of the United States of America, the Commonwealth of Virginia, and applicable local jurisdictions. This application will be processed in accordance with all Fair Housing occupancy laws.

**Brokerage Disclosure:** Applicants acknowledge by their initials that in this real estate leasing transaction Listing Broker, Vakos Real Estate Services, LLC, represents Landlord and that Leasing Broker, Vakos Real Estate Services, LLC, represents Tenant.

Applicant(s) Initials \_\_\_\_\_ / \_\_\_\_\_

Move in Date: \_\_\_\_\_ Building & Apartment# \_\_\_\_\_

Applicant Information			
Name:		E-Mail:	
Date of birth:	SSN:	Phone:	
Current address:			
City:	State:	ZIP Code:	
Landlord Name & Phone #			
Own	Rent (Please circle)	Monthly payment:	How long?
Previous address:			
City:	State:	ZIP Code:	
Own	Rent (Please circle)	Monthly payment:	How long?
Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
Are you currently in the military?	Position:	Annual income:	
Other Occupants – Occupants over the age of 18 must submit a separate application			
First Name	Last Name	D.O.B	Relationship
1.			
2.			
3.			
4.			
Co-applicant information			
Name:		Email:	
Date of birth:	SSN:	Phone:	
Current address:			
City:	State:	ZIP Code:	
Landlord Name & Phone #			
Own	Rent (Please circle)	Monthly payment:	How long?
Previous address:			
City:	State:	ZIP Code:	
Own	Rent (Please circle)	Monthly payment:	How long?

**Co-applicant Employment Information**

Current employer:		
Employer address:		How long?
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Are you currently in the military?	Position:	Annual income:

**Pets**

Name	Breed/Type	Weight

I/we agree to the above conditions and authorize Vakos Real Estate Services to verify any information contained herein and to perform any credit or investigative inquiries necessary in properly evaluating this Application. If any information is found to be false or misleading, the Application will be rejected.

Signature of applicant:	Date:
Signature of co-applicant:	Date:

**OFFICE USE ONLY**

Application Received Date: \_\_\_\_\_

Concession: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Approved      Rejected      Withdrawn      Date Applicant Notified : \_\_\_\_\_

Application Reviewed/Approved By: \_\_\_\_\_



**Authorization to Release Information**

I/We authorize Vakos Real Estate Services to receive all information pertaining to employment, rental history, credit check; and background check. You may reproduce this document to acquire references from more than one landlord.

_____	_____	_____	_____
Print Name	Signature	Social Security #	Date
_____	_____	_____	_____
Print Name	Signature	Social Security #	Date
_____	_____	_____	_____
Print Name	Signature	Social Security #	Date
_____	_____	_____	_____
Print Name	Signature	Social Security #	Date

Previous Address: \_\_\_\_\_

***BOTTOM PORTION ONLY* to be completed by Landlord Or Property Management.**

Landlord's Name: _____	Date: _____
Applicant: _____	Co-Applicant: _____
Co-Applicant: _____	Co-Applicant: _____
Dates of occupancy: _____	Did above applicants lease from you: Yes      No
Current rent or rent at time of lease: \$ _____	
Was rent received on time?    Yes          No	If no, how many times late? _____
Was proper notice given?    Yes          No	Do the applicant/s owe a balance? \$ _____
Did they have pets?          Yes          No	Any lease violations?    Yes      No
If yes please explain:	
_____	
_____	

Is security deposit expected to be refunded in full?    Yes                  No

If no please explain:

\_\_\_\_\_

\_\_\_\_\_

Verified by: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

