

Earman Properties

Phone: 757-345-8776

www.EarmanProperties.com

Application Process

Thank you for considering a property offered by Earman Properties Management Company. The application process is simple and quick, normally taking 2-3 business days to process. You will be notified either by email and/or telephone as to the approval status of your application. Any questions regarding your credit report must be addressed to the credit bureaus directly.

Please make sure all information on the application is completed IN FULL. In order to insure timely processing of your application please remit the following:

- One completed application for each person over 18 yrs. of age.
- Original Driver's license or State ID, or two other forms of picture identification.
- Proof of income (e.g. 2 recent pay stubs, SSI Disability, retirement, AFDC, etc.)
- \$30.00 application fee per applicant on the lease. This is a non-refundable administration charge to cover the costs of processing each application.

Once you are approved, you will be informed of the total amount required to move in: (this is equal to the first month's rent AND security deposit).

All payments must be made payable to: **Maria Earman Stetter**, and turned in to an Earman Properties agent OR deposited directly (*swiftest response*) by the tenant at any **Citizens and Farmers (C&F) Bank**.

- All applications are processed in the order received. The applicant who is first to pay the application fee, remits all the required documents, qualifies, and pays the required move-in charges after approval will be selected. We continue to process all applications submitted until deposit is received by applicant.
- Once an applicant is approved; the applicant may place a "hold" deposit on the property to reserve the property for up to 10 days. The hold deposit shall be equivalent to the daily rent value of the Property.
- Copies of all documents submitted shall be retained by the management office for a period of 3 years.

Selection Criteria

The following qualifications will be applied to all applications:

- Rent cannot exceed 40% of monthly gross income. The income must be legal and verifiable (e.g. Paystubs, tax return forms 1099 or 1040, Court order for spousal or child support, Retirement deposit statement), or other documentation as determined verifiable and approved by the management office.
- Occupancy guidelines set by Williamsburg, James City County, Norge, Toano and Fair Housing will be followed. No more than 2 persons per bedroom and one additional occupant shall occupy any residence. No more than 3 unrelated tenants in any one Rental Unit as per local ordinance.
- **Any false information provided on a rental application will result in disqualification of applicant.**

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Credit:

- Credit score (FICO) must be no less than 620 for standard approval. Applicants with a credit score of 580-619 may be *conditionally approved*. A guarantor *may be requested for completion of application/lease*.
- If the score rates "NI A" and no negative trade lines or collections have been reported, then the applicant may be *conditionally approved*.
- If the score rates "No subject Found" and all other information is verifiable, the application may be *conditionally approved*.
- If the credit score is less than 580, the application will not be approved.
- While approval is not guaranteed, we will take all supplied information and proof into consideration in reviewing the application for possible approval. We offer Equal Housing Opportunity for all applicants.

Rental Reference:

- Tenancy verifications will be made for all residencies within the past 5 years.
- If applicant receives a derogatory rental reference, the application will not be approved.
- If applicant has rented or lived with relatives, proof of residency must be established with corresponding ID card, Driver's License, pay stubs, or credit report.

Evictions:

NO EVICTIONS OR COLLECTIONS from a management company or landlord. If an applicant has been evicted or has a collection account from a previous landlord, the application will **not** be approved.

Employment:

- If applicant receives non verifiable income because no pay stubs are given, applicant may be *conditionally approved*.
- If the income is unverifiable because the applicant is newly hired with no pay stubs to date, a letter on a company letterhead must be supplied by the employer indicating monthly salary and start date.
- If employment or income cannot be verified then a guarantor is required.
- If rent exceeds 40% of income, applicant may be *conditionally approved*.

Conditional Approval

If an applicant has been conditionally approved, the following conditions must be met:

- A double deposit must be given prior to move in, or guarantor (co-signer) may be used, at the discretion of the office management. The guarantor must have satisfactory rental and employment references. Guarantor must have a credit score (Fico) of 700 or greater and rent should not exceed 40% of monthly gross income.
- The guarantor must submit an application along with the following: ID, Social Security card, 2 proofs of income, and pay the application fee.

I have read, understand, and agree to the above terms.

Signature

Date

Application to Rent

Please completely fill out this application in ink. Incomplete apps may be disqualified!

General Information

Requested move-in date _____ How long do you expect to occupy the property? _____
 Located at _____ Apt No. _____
 How did you hear about the rental? _____
 Last Name _____ First _____ Middle _____
 Phone Mobile _____
 Social Security # _____ Driver's License and State _____
 Date of Birth _____ Email Address _____

LIST ALL ADDITIONAL OCCUPANTS WHO WILL RESIDE IN UNIT

Name _____ Date of Birth _____
 Name _____ Date of Birth _____
 Name _____ Date of Birth _____

Residential History (Past 5 Years)

Current Address _____ City/Zip _____
 How Long: From (Month/Year) _____ to _____ Reason for leaving _____
 Owner/Manager _____ Tel _____ Rent Paid _____
 Self-Owned _____

Previous Address _____ City/Zip _____
 How Long: From (Month/Year) _____ to _____ Reason for leaving _____
 Owner/Manager _____ Tel _____ Rent Paid _____
 Self-Owned _____

Second Previous Address _____ City/Zip _____
 How Long: From (Month/Year) _____ to _____ Reason for leaving _____
 Owner/Manager _____ Tel _____ Rent Paid _____
 Self-Owned _____

Employment Information

Company Name _____ Address _____
 Phone _____ Occupation _____ Gross Monthly Salary _____
 Name of Supervisor _____ Dates of Employment _____ to _____
 Company Name _____ Address _____
 Phone _____ Occupation _____ Gross Monthly Salary _____
 Name of Supervisor _____ Dates of Employment _____ to _____

Additional Information

1. Do you receive any other source of income? Yes ___ No ___ Source _____ Amount _____
2. Have you ever been evicted for non-payment of rent or for any other reason? _____
3. Have you ever filed bankruptcy? _____ Discharge date? _____
4. Have you ever been convicted of a felony? _____ Explain _____
5. Do you have any pets? If yes, how many _____ Breed _____
6. Do you smoke? _____

Banking Information (PLEASE FILL OUT COMPLETELY)

Name of Bank _____ Branch or Address _____
Checking _____ Approximate Balance _____
Name of Bank _____ Branch or Address _____
Checking _____ Approximate Balance _____

Credit References (Credit Cards/Car Payments/Other Loans)

Company Name _____ Address _____
Acct # _____ Present Balance _____
Company Name _____ Address _____
Acct # _____ Present Balance _____

Personal References (3)

Name _____ Address _____
Relationship _____ Phone # _____ Time Known _____
Name _____ Address _____
Relationship _____ Phone # _____ Time Known _____
Name _____ Address _____
Relationship _____ Phone # _____ Time Known _____

Emergency Contact (Cannot Be Co-Applicant)

Name _____ Address _____
Relationship _____ Phone # _____ Time Known _____

Vehicles

Year _____ Make _____ Model _____ Color _____ Lic. Plate _____
Year _____ Make _____ Model _____ Color _____ Lic. Plate _____

Applicant represents that all of the above statements are true and correct and hereby authorizes that their verification including, but not limited to, the obtaining a credit report and agrees to furnish additional credit references on request. Owner/agent is authorized to obtain a credit report now and in the future.

In connection with my application for rental and/or employment, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employments from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorized, without reservation, any party or agency contacted, to furnish completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from all liability and hold harmless all requesters and appliers of information in accordance herewith.

The undersigned makes application to rent housing accommodation designated for the amount and location as set forth above and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including requested deposits before occupancy.

Signed _____ Date _____