

Thank you for your interest in renting a property through Atkinson Realty & Layne Donovan Real Estate Group. Your application will be reviewed in a timely manner and, if the application is approved, you will be invited to sign the lease for the premises. Atkinson Realty strictly adheres to all fair housing laws and makes diligent efforts to ensure that all clients are treated with the utmost respect and professionalism. If you have any questions concerning the Atkinson Realty, Inc. application process, please contact someone from Layne's team.

To apply for occupancy for a property managed by Atkinson Realty, Inc., please fill out the following online application. In addition to this electronic application, you will also need to submit the following items (either by dropping them at the office located at 5307 Atlantic Ave or by email to LayneDonovanREG@Gmail.com):

- Non-refundable application fee: There's a \$30 non-refundable fee per applicant or \$50 for a married couple. This application fee must be paid separately from the deposit (2 separate checks). The application fee covers the cost of credit and background checks.
- Security deposits are required at the time of application and must be paid by cashier's check or money order (certified funds), payable to Atkinson Realty, Inc.
- Pet Deposits can be included in the same payment as the security deposit. As per insurance liability policies, THE FOLLOWING PET RESTRICTIONS APPLY FOR ALL CASES: Pit Bulls, Rottweilers, Chows, Dobermans – and any strains or combinations thereof are not allowed.
- Picture I.D. (DMV, Green card, VISA or Passport) is required. PLEASE SCAN A COLOR COPY OF YOUR ID AND EMAIL TO LayneDonovanREG@Gmail.com with your name and property address in the subject line of the email.
- Proof of income: Paystubs, statement or official letter from your employer, or latest Leave and Earnings Statement (LES) is needed. Please make copies of these and drop them by the office or scan and email to us. For independent contractors, the last two (2) years tax returns are required. The general rule is that your income should be three (3) times the rent.
- Rental history is required on the application. Atkinson Realty, Inc. contact the applicant's current and past landlords to verify the accuracy of what is represented on the application.

Again, thank you for your interest in our properties. We look forward to impressing you as we strive for excellence in customer service. We hope to enter into a long and mutually beneficial relationship with you and that you'll call Atkinson Realty "home" for years to come.

Sincerely,

Layne Donovan
Realtor and Property Manager
Atkinson Realty, Inc.
757-650-3240 direct
757-321-1000 office
Layne@LayneDonovan.com



Application is hereby made to lease the premises at _____
beginning on the _____ day of _____ (month). Lease term requested: _____
Pet Fee: \$ _____ Monthly Rent: \$ _____

APPLICANT INFORMATION

Name: _____ SS#: _____

Date of Birth: ____/____/____

Address: _____

Current Phone #: _____ How long at current address: _____

Cell Phone #: _____ E-mail: _____

Rent or Own Monthly Rent: \$ _____ Do you have a lease: Yes No

Expiration Date: ____/____/____ Notice Given: Yes No

Name of current landlord: _____

Phone#: _____ Fax#: _____

Former Address: _____

Name of former landlord: _____

Phone#: _____ Fax#: _____

Do you own real estate: Yes No If yes, where: _____

In case of emergency, notify: Name: (not co-applicant) _____

Relationship: _____ Address: _____ Phone #: _____

List all persons who will occupy the rental premises:

Name	Relationship	Date of Birth	SS#
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____

EMPLOYMENT INFORMATION

Employer: _____

Employer's Address: _____

Occupation: _____ Length of Employment: _____

Supervisor: _____ Telephone #: _____

Salary: \$ _____ per _____ (week/month/year)

Additional income* amount \$ _____ Source _____

**Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy.*

If military, complete the following (attach copy of orders/LES):

Duty Station: _____ Rank/Rate: _____

Report Date: ____/____/____ End of current enlistment: ____/____/____

CREDIT INFORMATION

Do you have any judgments and/or collections? Yes No

Have you ever filed for Bankruptcy? Yes No If yes, provide discharge date: ____/____/____

Have you ever been sued or evicted for nonpayment of rent? Yes No

Have you ever been subject to a foreclosure? Yes No Do you have any liens? Yes No

If you have answered yes to any of the above, please explain in detail: _____

Outstanding Debts	Payment	Outstanding Debts	Payment
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

BANKING & INSURANCE INFORMATION

Bank: _____ Account #: _____

Bank: _____ Account #: _____

Address: _____

Do you have renters insurance? Yes No

Do you have a waterbed? Yes No Insurance for waterbed? Yes No Copy of policy? Yes No

Do you have any pets? Yes No How many? _____ Spayed/Neutered? Yes No

Type(s)/Weight(s): _____ Age(s) of pets: _____

FEES/DEPOSITS

Applicant will submit an application fee in the amount of \$ _____ for the purpose of being considered as a tenant. The application fee is non-refundable, whether or not the applicant becomes a tenant in the premises.

Applicant shall submit an application deposit in the amount of \$ _____ along with this signed Application for Tenancy. If the applicant does not become a tenant in the premises, the application deposit, less the amount of the Owner's actual expenses and damages, shall be refunded to the applicant.

Each applicant certifies information provided in this application is true and accurate to the best of their knowledge. The Owner of the premises and the Owner's Agent have each applicant's permission to obtain credit history and criminal background information, and verify any information provided. Each applicant also authorizes any current or prior landlords or their agents to release information about each applicant to the Owner and Agent. If any applicant withholds or gives false information, this application is considered void and the owner may terminate the lease agreement.

The Owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your own household goods. Neither the agent nor owner of the property is responsible for damages to your personal property.

Applicant acknowledges that property remains on the market until deposit is received in certified funds along with the signed lease.

Owner and Agent are pledged by the letter and spirit of the U.S. policy for achievement of equal housing opportunity. We encourage and support affirmative advertising and marketing programs in which there are not barriers to obtaining housing because of race, color religion, sex, handicap, familial status, elderliness or national origin.

Megan's Law Disclosure:

Applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sex offenders registered under Chapter 23 (19.2-387 et seq.) of Title 19.3. Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchange, at 804-674-2000 or on the Internet at <http://sex-offender.vsp.virginia.gov.sor/>.

Each applicant understands that the agent represents the Owner of the premises and acknowledges having received a copy of this application at the time it was submitted.

Applicant's Signature: _____

Applications submitted on: _____/_____/_____ at _____ a.m./p.m.
(Date) (Time)

THANK YOU!

FOR ADMINISTRATIVE USE ONLY:

Owner: _____

Tenant: _____

Agent (company): _____

Address: _____

Premises: _____

Term: _____

Starting Date: ____/____/____ Ending Date: ____/____/____

Renewal Period: _____ Renewal Notice Period: _____

Rent: \$ _____ per month

Initial Rent: \$ _____

Late Date: _____ (days after due date) Late Fee: \$ _____

Default Interest Rate: _____% per annum (not to exceed 12%)

Returned Check Charge: \$ _____

Default Pet Rent: \$ _____

Security Deposit: \$ _____ to be held by Agent or Owner

Included Utilities: _____

Assignment Fee: \$ _____

Maximum Occupancy: _____

Noise Zone: _____

Accident Zone: _____

Notes: _____



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SECURITY DEPOSIT POLICY

We have found more misunderstandings arise concerning security deposits than any other factor in tenant-management relations. In general, the property must be left in the same or better condition as when it was leased to you. It's our desire to return your deposit to you, in full, provided the following conditions are met when you vacate the premises:

1. Full term of lease has expired.
2. A full notice, as stated in your lease, was given prior to leaving the property.
3. No damage to property beyond normal wear and tear.
4. No stickers, scratches, or holes in the walls.
5. No indentations, scratches, rips, or tears in wood or vinyl floors.
6. Carpets must be cleaned and deodorized by Kelly's Carpets or J&D Carpets at tenant's expense, and provide receipt to Atkinson Realty, ERA.
7. Fireplace must be cleaned by professional chimney sweep and provide receipt to Atkinson Realty ERA.
8. Complete the following cleanup list:

KITCHEN and BATHROOMS:

- ✓ Defrost and clean refrigerator.
- ✓ Scour bathtubs, sinks, and polish fixtures.
- ✓ Clean stove and oven completely.
- ✓ Wash tile walls completely to remove soap scum and mildew.
- ✓ Use bleach to clean grout and caulking on tile and fixtures.
- ✓ Clean medicine cabinet and shelves.
- ✓ Scour sink and fixtures.
- ✓ Clean soap trays, toilet bowl, & tank.
- ✓ Clean countertops and cabinets inside and out, including the knobs, pulls and door faces.
- ✓ Mop and clean floors.
- ✓ Clean baseboards and chair rails.

PATIO, DECK AND BACKYARD:

- ✓ Clean, sweep and rake debris, set out to curb in clear bags.
- ✓ Grass to be trim and short, bushes and landscaping neat & trim -- no weeds in flowerbeds, with a light layer of new mulch

LIVING ROOM:

- ✓ Clean blinds, baseboards and chair rails
- ✓ Clean closets and shelves
- ✓ Wash inside of windows and glass doors
- ✓ Clear fireplace of ashes and debris

INITIALS:

BEDROOMS:

- ✓ Clean closet shelves
- ✓ Wash windows inside
- ✓ Clean blinds, baseboards, and chair rails.
- ✓ Vacuum carpeting or mop wood/tile floors.

GENERAL:

- ✓ All trash & debris removed from the property.
- ✓ All baseboards & chair rails clean.
- ✓ All roof and gutters shall be clear of debris.
- ✓ Had no pets without deposit.
- ✓ Forwarding address left with agent or office.
- ✓ All keys turned in.

MOVE-OUT INSPECTION GUIDELINES:

The move-out inspection is predicated on the move-in inspection report which you will receive at lease signing or when you pick up the keys to your new rental home. Fill it in within 5 days of your beginning lease date and return it to us promptly. Be sure to keep a completed copy, or get one from us when you bring it back for your records! Upon your check-out, the property is to be returned to the Agent in the same or better condition as when you took possession, excepting normal wear and tear. Please keep in mind, normal wear and tear is not an excuse for lack of cleanliness. The following list is meant to be a helpful general set of guidelines:

1. Move-out inspections are conducted Mon through Fri from the hours of 9:00 am to 5:00 pm.
2. The tenant shall call for the inspection with Agent.
3. Tenant has the right to be at the inspection.
4. The inspection should be scheduled only after the unit is empty, cleaned, and carpets cleaned and deodorized.
5. Keys should be ready to hand over to Agent.
6. If you were allowed to have a pet in the property, the home must be professionally sprayed for pest and fleas upon your exit. A receipt must be supplied to the Agent as proof of this service.
7. The utilities should be on for the inspection and remain on in the tenants name for the next 5 days. This is in case cleaning or repairs are needed from the inspection. Failure to comply with this rule will result in the utilities being turned back on at a penalty of \$75 per utility and charged to the tenant(s).
8. All traces of odors from cooking, smoke, pets, etc., must be absent from the property or the tenant shall be charged to remediate such smells.
9. If the Property Manager/Agent has to order and supervise any repairs necessitated by Tenants omission at move-out, the Tenant will be charged a \$100.00 Coordination Fee for each contractor needed to cure the deficient items.

*In the event that any of the above conditions exist, the tenant shall be charged rent for the property from the date of the check-out date until repairs are made or cleaning is finalized.

INITIALS:



FREQUENTLY ASKED QUESTIONS:

Q. What charges are made if I do not comply with the above conditions?

A. The costs of labor and materials for cleaning and repairs. Delinquent payments, unpaid late charges and any rental fees due if the lease has not expired shall also be deducted from security deposit.

Q. What type of damage should one be especially careful to avoid?

A. Floor and wall damage. Departing residents will be held responsible for damage to vinyl and wood floors. Indentations caused by "gliders" under furniture legs cause extensive damage. Gouges and holes can be made in walls when moving furniture. Caution with corners and stairs is advised.

Q. How is the security deposit returned?

A. After completion of final walk-thru with the Agent, your security deposit check will be mailed to your forwarding address. The check will be made jointly to all persons whom signed the lease. Atkinson Realty returns security deposits promptly, however, has 45 days by law to return deposits.

It is understood that this agreement is to be made a part of your lease agreement.

Applicant _____ Date _____

INITIALS: