

**We recommend that you physically view the property prior to submitting an application.**

### **HOW TO SUBMIT AN APPLICATION**

- **Print** and fill out our [Online Rental Application](#).
- **Arrange** payment - At the time, you submit your application, you will be asked to pay a screening fee of \$45.00 (per applicant, if not married), payable by certified check or money order to Peninsula Property Homes, LLC.
- **Deliver** your application. You can bring the application to our office, or you can fax to (757) 240-5469. Be sure to include at least three (3) current paycheck stubs (to verify income), verification of any other sources of income and a copy of your Driver's License. If you have the ability to scan documents, you may email your application to: [debbie@pen-prop.com](mailto:debbie@pen-prop.com).

### **GENERAL REQUIREMENTS**

1. Positive picture ID is required.
2. Application must be completely filled out and signed. Failure to do so will result in delay of the processing.
3. Application Fee of \$45.00 must be paid before processing the rental application

### **RENTAL REQUIREMENTS**

1. Three years of verifiable residence history from a landlord required. If none is available, a Co-Signor will be required. The Co-Signor: 1.) Must be employed by the same employer for at least one (1) year **or** other forms of income must be able to be verified 2.) Must make sufficient income to cover their bills, as well as the applicant's rent payment 3.) Must reside in the state of Virginia.
2. Three (3) or more late notices within a 12 month period will result in denial.
3. Rental history reflecting any unpaid past due rent will result in denial.
4. Any current unlawful detainer/warrant in debt or eviction that is pending will result in denial.
5. Outstanding bad debts/collections for utilities or rent will result in denial.
6. Background check

### **INCOME REQUIREMENTS**

1. At least 3 current paycheck stubs or LES will be required to verify income.
2. Your monthly income must be two and a half (2.5) times the amount of the proposed rent.
3. Self-employed applicants will require proof of income from 2 years of tax returns.
4. Other sources of income must be able to be verified.

### **EMPLOYMENT REQUIREMENTS**

1. Verifiable employment is required.
2. Self-employed individuals must be verified through tax returns and/or bank statements.
3. Must be employed by the same employer for at least one (1) year.

### **CREDIT REQUIREMENTS**

1. Good credit is required.
2. Outstanding judgments for rent and/or collections for utilities will result in denial.

**I have read and understand the general, rental, income, employment, and credit requirements needed to rent a home from Peninsula Property Homes, LLC.**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PENINSULA PROPERTY HOMES, LLC  
APPLICATION TO RENT PROPERTY**

Street Number	Street Name
Intended Start Date	

**Instructions to Applicant:**

- ◆ All information (except signature) must be PRINTED clearly.
- ◆ One application must be filled out ENTIRELY by each intended adult occupant.
- ◆ Applicant must provide satisfactory identification at the time application is submitted.
- ◆ When supplying name of landlords, employers, etc., give first and last names.
- ◆ When supplying addresses, give complete address including unit numbers and zip codes.
- ◆ Sign application with your complete signature and list both your work and home numbers.

**Important Notes:**

- ◆ This application may be refused and/or rejected if:
  - ⇒ It is not signed, complete or legible.
  - ⇒ Satisfactory identification is not presented.
  - ⇒ Any information is false, cannot be verified, or does not meet requirements.
  - ⇒ Additional information is requested from the Applicant and refused.
  - ⇒ Income cannot be verified
- ◆ It will take time to verify the information on this application, please allow 2-3 days before calling.

**If Accepted:**

- ◆ The full security deposit must be submitted in certified funds only (cashier's check or money order and received within forty-eight hours of notification of approval. Move in dates must be scheduled within 10 days receipt of the security deposit.

**Applicant's Personal Data**

Full Name (First, Middle, Last)	Social Security	Drivers License	State	Birth Date
All other names by which you have been known:				
Home Phone	Cell Phone	Work Phone		
Full Name (First, Middle, Last)	Social Security	Drivers License	State	Birth Date
All other names by which you have been known:				
Home Phone	Cell Phone	Work Phone		

**Residence History**

There must be a residence history of at least three (3) years.

Addresses	Dates Moved	Rent Paid	Owner/Manager	Reason for Leaving
(Present)	In	\$	Name	
	Out		Phone	
(Prior)	In	\$	Name	
	Out		Phone	
(Prior)	In	\$	Name	
	Out		Phone	

**Employment History**

Company Name	Address	Position	Start Date	Supervisor	Wages
(Present)					\$ Per Month
(Prior)					\$ Per Month

**Other Income**

Name	Address	Telephone	Mthly/Other

**Banking Information**

Bank	Branch Address	Account Numbers
		Checking
		Savings

**Automobiles**

Make	Model	Year	Color	License No.

**Personal References**

Name	Address	Telephone	Yrs. Known	Relationship

**Other Persons to Occupy the Property**

Full Name	Relationship to Applicant	Age	Occupation

**Miscellaneous Information**

	Yes	No
Has a civil judgement been entered against you for the collection of a debt in the past ten years?		
Have you filed for bankruptcy during the past ten years?		
Have you ever been evicted or have you ever refused to pay rent for any reason?		
How many pets do you have? (Pet owners must fill out a Pet Application and provide photograph(s) <i>Dalmatian, Pit Bull, American Bull Terrier, and Staffordshire Terrier prohibited.</i> )		

A processing fee of \$45.00 per person or married couple to process this Application will be given by Applicant to the manager when this application is turned in for processing. This must be submitted by certified check or money order and is non-refundable.

THE APPLICANT (S) HEREBY AUTHORIZE PENINSULA PROPERTY HOMES, LLC TO OBTAIN INFORMATION WITH REGARD TO RENTAL AND CREDIT REFERENCES AND BACKGROUND CHECK. THE APPLICANT (S) HEREBY AFFIRM THAT ALL OF THE FOREGOING INFORMATION IS TRUE AND CORRECT. THE APPLICANT (S) UNDERSTAND THAT THE LANDLORD WILL BE ALLOWED TO BREAK THE LEASE AT HIS SOLE OPTION AND GIVE THE TENANTS 30 DAYS NOTICE TO VACATE IF ANY INFORMATION GIVEN IS FOUND TO BE UNTRUE. SHOULD APPLICANT (S) BE APPROVED AS TENANTS THEY AGREE TO EXECUTE THE STANDARD FORM OF LEASE AND AGREE TO PAY THE **SECURITY DEPOSIT WITHIN 48 HOURS AND THE FIRST MONTH'S RENT IN THE FORM OF CERTIFIED CHECK OR MONEY ORDER. SECURITY DEPOSIT WILL BE FORFEITED AS LIQUIDATED DAMAGES SHOULD APPLICANT CHANGE THEIR MIND AFTER DEPOSIT IS PAID.** MOVE IN DATES MUST BE SCHEDULED WITHIN 10 DAYS FROM THE RECEIPT OF THE SECURITY DEPOSIT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

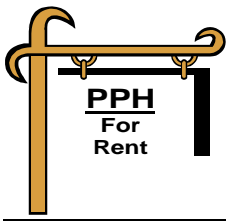
**This home is offered "as is."**

Any concerns regarding the appearance of the property should be addressed below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **PENINSULA PROPERTY HOMES, LLC**

12284 Suite 1-C WARWICK BOULEVARD  
NEWPORT NEWS, VA 23606  
Telephone – (757) 599-6054  
Fax – (757) 240-5469  
[www.pen-prop.com](http://www.pen-prop.com)

### **Authorization for Information Form**

I, \_\_\_\_\_ (Print your name), hereby authorize Peninsula Property Homes, LLC. to obtain all necessary information in connection with my account(s).

X \_\_\_\_\_

Date: \_\_\_\_\_

X \_\_\_\_\_

Date: \_\_\_\_\_

