

CSW Associates Roanoke, LC

540-989-3653

www.CSW-associates.com

RENTAL APPLICATION FOR RESIDENTS AND OCCUPANTS

(Each applicant must submit a separate application.)

Date when filled out: _____

PLEASE TELL US ABOUT YOURSELF

Full name (exactly as on driver's license or govt. ID card): _____

Your street address (as shown on driver's license or govt. ID card): _____

Driver's license # and state: _____

OR govt. photo ID card #: _____

Your Social Security #: _____

Date of Birth: _____

Home/Cell phone #: _____

Email address: _____

Are you a U.S. citizen? Yes No (if no, please submit Supplemental Application for Non-U.S. Citizen)

Will you or any occupant have an animal? Yes No How many animals? _____

if yes: kind, weight, breed, age of each animal: _____, _____, _____, _____

RESIDENCE HISTORY FOR THE PAST 2 YEARS

Current home address: _____

City, State, Zip: _____

Name of apartment where you now live: _____

Owner/Manager/Agent name: _____

Their phone #: _____

Date you moved in: _____ Current rent amount: _____

Reason for leaving: _____

Previous home address: _____

City, State, Zip: _____

Name of apartment where you lived: _____

Owner/Manager/Agent name: _____

Their phone #: _____

Date you moved in: _____ Previous rent amount: _____

Date you moved out: _____

Reason for leaving: _____

Previous home address: _____

City, State, Zip: _____

Name of apartment where you lived: _____

Owner/Manager/Agent name: _____

Their phone #: _____

Date you moved in: _____ Previous rent amount: _____

Date you moved out: _____

Reason for leaving: _____

EMPLOYMENT INFORMATION FOR THE PAST 2 YEARS

Present employer: _____

Address: _____

City, State, Zip: _____

Work phone: (____) _____ Date employment began: _____

Your position: _____

Your gross monthly salary: _____

Supervisor name and phone #: _____

Previous employer: _____

Address: _____

City, State, Zip: _____

Work phone: (____) _____

Date employment began: _____ Date employment ended: _____

Your position: _____

Your gross monthly salary: _____

Supervisor name and phone #: _____

Other non-work income you want to be considered. Please explain: _____

Do you currently have or plan to have a home-based business in the dwelling? Yes No

If yes, please explain details of business: _____

BANK AND CREDIT REFERENCES

Your bank's name, city, state: _____
Past credit problems you wish to explain: _____

RENTAL HISTORY AND CRIMINAL HISTORY

Have you or any occupant listed in this Application ever:
Been evicted or asked to move out? Yes No
Moved out of a dwelling before the end of the lease term without the owner's consent? Yes No
Declared bankruptcy? Yes No
Been sued for rent? Yes No Been sued for property damage? Yes No
Been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion? Yes No
Been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method? Yes No

LISTED OCCUPANTS

Names of all persons who may occupy the unit for more than seven (7) consecutive days or fourteen (14) days in a month without signing the lease.

Full name: _____ Relationship: _____
Birthdate: _____ Sex: _____

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Birthdate: _____ Sex: _____

Full name: _____ Relationship: _____
Birthdate: _____ Sex: _____

MOTORIZED VEHICLE(S)

List all motorized vehicles owned or operated by you or any occupants.

Make and model of vehicle: _____ Year: _____ State: _____
License tag #: _____ Color: _____

Make and model of vehicle: _____ Year: _____ State: _____
License tag #: _____ Color: _____

Make and model of vehicle: _____ Year: _____ State: _____
License tag #: _____ Color: _____

EMERGENCY INFORMATION

Emergency contact person over 18 who will not be living with you:

Name: _____ Relationship: _____
Address: _____
City, State, Zip: _____
Home phone #: _____ Cell phone #: _____ Work phone #: _____

WHY YOU APPLIED HERE

Were you referred to us? Yes No If yes, by whom: Name _____
Did you find us on your own? Yes No If yes, mark answer below:
 Online: _____ Stopped by Rental magazine Other: _____

AUTHORIZATION

I authorize CSW Associates Roanoke, L.C., to obtain reports from any consumer credit or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Employment history information may be used only for this rental application. Authority to obtain work history information expires 365 days from the date of this application.

Applicant's Signature: _____

Applicant must also sign on the next page of this application.



APPLICATION AGREEMENT

1. Application Fee:

You have provided an application fee in the amount of \$20.00 for the cost of administrative paperwork. *This fee is nonrefundable except as provided by applicable law.*

2. Application Deposit (may or may not be refundable):

In addition to any application fee, you will be required to provide an application deposit in the amount of \$400.00 to reserve a specific apartment. *The application deposit is not a security deposit.* To the extent permitted by applicable law, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded if you are not approved, OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 3.

3. If you fail to pay Application Deposit after approval:

Unless we authorize otherwise in writing, you and all co-applicants must pay the application deposit in full within twenty-one (21) days after we give you our approval. If it is not paid within 21 days, a new application with a new application fee must be submitted. Once an application deposit is submitted, you and any co-applicant may not withdraw the application deposit. *To the extent permitted by applicable law, if you or any co-applicant notifies us that you've changed your mind about renting the apartment, we will be entitled to retain the application deposit as liquidated damages and the parties will then have no further obligation to each other.*

4. Completed application:

An application will not be considered "completed" and will not be processed until all of the following have been provided to us: 1) a separate application has been completely filled out and signed by you and each co-applicant; 2) an application fee has been paid to us; 3) and any supporting documentation has been submitted.

5. Non-approval:

We will notify you of your approval within three (3) business days after the date we receive a completed application. Your application will be considered "disapproved" if we fail to notify you of your approval within seven (7) days after we have received a completed application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 7-day time period may be changed only by separate written agreement.

6. Refund after Non-approval:

If you or any co-applicant is disapproved or deemed disapproved under paragraph 5, we will refund the application deposit within thirty (30) days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.

7. Extension of Deadlines:

If the deadline for signing, approving, or refunding under paragraphs 3, 5, or 6 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

8. Notice to or from Co-Applicants:

Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

9. Signature:

Our representative's signature is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgement:

You declare that all your statements on this Application are true and complete. You authorize us to verify same through any means. You authorize us to contact previous rental housing owners, current and previous employers, and credit references that you have listed in this Application. You also authorize us to obtain your consumer credit report. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer credit reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Applicant's Signature: _____ **Date:** _____

Signature of Owner's Representative: _____ **Date:** _____

FOR OFFICE USE ONLY

COMMUNITY: Brandon Point Chateau Riviera Unit # or Type: _____

Person accepting application: _____

This application is: APPROVED NOT APPROVED

By _____ Title _____ Date _____

If not approved, specify reason(s) _____

Name of applicant who was notified: _____

Name of owner's representative who notified applicant: _____ Date Notified _____

Notified by telephone, letter, or in person

