



RENTAL APPLICATION FAQs

We realize your housing needs are very important and that time is of the essence. We are prepared to expedite the process as soon as possible. Please assist us with the following:

- Please read the attached guidelines, complete the entire application and be sure that all applicants have signed and initialed the application as appropriate.
- **Applications are submitted online through Rentvine.** \$50 payment per applicant is required during application submission process. Application link available in MLS listing or through direct contact with PFP.

FIRST MONTH'S RENT WILL NOT BE COLLECTED UNTIL LEASE IS SIGNED BY TENANT

- **AGENTS:** Please be sure your client is including you as their agent on the application. Also, please make contact with our office to identify yourself as the agent for your client.
- **APPLICANTS:** State or Federal issued photo ID is required to apply.

Most common reason for the application NOT to be accepted:

- Incomplete application
- Application Fees not included with application
- **Income:** Should be greater than or equal to 3.5 times the monthly rent.
- **Credit:** Derogatory credit may not be considered, especially if the applicant has had judgments/liens/collections within the past 5 years. Will be considered on a case-by-case basis.
- Applicant's failure to meet any of the Tenant Selection Criteria may be cause for disapproval
- History of behavior or conduct that poses a threat to the health or safety of other residents can be grounds for rejection of application.
- History of inadequate housekeeping may be cause for rejection of an applicant which generally includes any conduct, inaction, or neglect which could result in health or safety problems or in damage to the premises or any equipment, appliances, or other items therein.

Multiple Applications: All applications may be processed and the most qualified (if any) will be accepted. We do not give preferential treatment to any application submitted first. All applications may be reviewed and considered until a lease is signed.



RENTAL APPLICATION GUIDELINES

Below is a synopsis of our Tenant Selection Criteria for approving/declining a rental application.

Income:

- Applicant's gross or combined monthly income should equal/exceed 3.5 times the rent
- Only the incomes of two applicants may be considered. In the event there are more than two applicants, the lowest **two incomes** will be counted.
- All income must be verifiable through applicant's employer to be considered.
- Self-employed/commissioned applicants should submit copies of Schedule C or tax returns for the past two years.
- Applicants paid hourly should submit copies of their W-2s for the past two years.

Assets and Liabilities:

- Applicants should have sufficient cash in bank to pay deposit, first month's rent, moving expenses and a reserve for emergencies.

Credit:

- A credit check through a credit agency is performed on all applicants and all adults will be considered as applicants.
- History of poor, delinquent or lack of credit history is a valid reason for not approving an application.
- Applicants with liens, judgments, collections, or bankruptcies within the past 5 years may not be accepted. If applicant has declared bankruptcy more than 5 years ago, ALL credit established after bankruptcy should be good (no late payments). If there has been a lien, collection, or judgment more than 5 years ago, the debt should be paid in full in order to consider the application.
- Hospital related debt may not disqualify you if you have entered into a written payment plan and you are current with your obligation under the payment plan.

Employment Verification:

- Applicant must provide two years of employment history. If current employment history is less than 2 years, previous employment will be verified.
- Current and/or past employment will be verified, including salary, position, length of employment, and probability of continued employment (if employment history is not available, applicant must have good credit history, rental reference, and current or new employment must be verifiable).
- If employment cannot be verified, applicant may be turned down.

Rental History:

- Two references are obtained from previous landlords, if possible, relative to payment history, length of rental agreement, amount of rent, damages, and violation history.
- If Applicant is breaking an existing rental agreement, it must be determined what liability the applicant has under the current rental agreement, which may affect the applicant's ability to pay current rent.
- Any adverse information relating to these areas is grounds for rejection of Applicant.

- You may be denied if you have a record of being late in paying rent two or more consecutive times or more than four times collectively.
- You will be denied if you have a record of material noncompliance with the rental agreement, rules and regulations, or applicable local, state or federal laws.
- You will be denied if you have an unsatisfied collection and/or judgment with a previous landlord or have any evictions from previous housing.
- Not having a current or previous landlord or being unable to contact current or previous landlord may cause the application to be turned down.

Age:

- All persons age 18 and older must complete an Application for Residential Lease, and may be required to qualify individually as a Tenant.
- No person over age 18 may reside in the Dwelling Unit without being approved as a Tenant or Occupant.
- All adults on the application may have their credit checked and if approved will be put on the lease.

Information Verification:

- Applicant will be asked to provide verifiable information or documentation to support application items. These may include, but are not limited to, “Leave & Earnings Statements”, pay stubs, evidence of taxes paid in past years, personal identification, or notarized confirmation of employment. Failure to provide such documentation may cause the application to be turned down.

Co-Signers/Guarantors:

- Co-signers/guarantors may be accepted for those applications where the applicant has insufficient income or other credit deficiencies. All co-signers/guarantors must be residents of the Commonwealth of Virginia.

Prepaid Rent:

- If applicant has insufficient income or other credit deficiencies, landlord may offer applicant a lease upon the condition applicant pay prepaid rent.

Criminal History:

- A criminal background check through a third party will be performed on all applicants.
- Evidence of a criminal conviction may be grounds for disapproval.
- All reports of criminal convictions will be evaluated with the opportunity for the applicant to provide additional information about the facts and circumstance surrounding the conviction.
- Any conviction for manufacture and/or distribution of illegal drugs shall be grounds for disapproval.

Other:

- All adults on the application will have their credit checked and if approved will be put on the lease.
- Applicant should meet all other requirements of the landlord or agent, including, but not limited to, pet restrictions, smoking restrictions, possession restrictions, etc. Making an application contingent upon repairs/redecoration that an owner is not willing to do may cause the application to be turned down.
- Multiple applications are processed simultaneously and the most qualified (if any) accepted.
- Processing will begin AFTER application fees and all supporting documents have been received.
- Processing time is typically 3-5 business days.