

# APPLICATION TO LEASE

Please use separate form for each Applicant

PERSONAL INFORMATION				
Name	D.O.B.	Social Security No.		
Present Address	Drivers Lic. No.			
City/State/Zip	Email	Cell		
GENERAL INFORMATION				
Other Occupants?	Number	Relationship		
Animals?	Number	Type	Smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	
Car Make	Year	Model	Color	License No.
EMPLOYMENT INFORMATION				
<i>(If employed less than two years, please give same information on prior occupation)</i>				
Present Occupation			Bus. Phone	
Employer			Supervisor	
Self Employed d.b.a.			Title	
Business Address			From	To
Type of Business			Monthly Gross Income	
Prior Occupation			Bus. Phone	
Employer			Supervisor	
Self Employed d.b.a.			Title	
Business Address			From	To
Type of Business			Monthly Gross Income	
REFERENCES				
HOUSING				
Current Address			From	To
Landlord/Agent			Phone	
Address				
Previous Address			From	To
Landlord/Agent			Phone	
Address				
CREDIT <span style="float: right;"><input type="checkbox"/></span>				
Bank		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Acct. No.	
Address			Phone	
Credit Reference		Highest amount owed \$	Acct. No.	
Address			Phone	
Purpose of Credit			Acct. Opened	Closed
Credit Reference		Highest amount owed \$	Acct. No.	
Address			Phone	
Purpose of Credit			Acct. Opened	Closed
PERSONAL REFERENCE				
Name			Phone	
Address			Length of acquaintance	
Nearest Relative			Phone	
Address			Relationship	

Have you ever filed a petition of bankruptcy? \_\_\_\_\_ Have you ever been evicted from any tenancy or had an eviction notice served on you? \_\_\_\_\_ Have you ever willfully and intentionally refused to pay any rent when due? \_\_\_\_\_ Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? \_\_\_\_\_ Are you a current illegal abuser or addict of a controlled substance? \_\_\_\_\_ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? \_\_\_\_\_ If YES to any of the above, please indicate date of occurrence: \_\_\_\_\_

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT. I agree to pay to the Owner/Agent a non-refundable tenant screening fee of \$25.00. This fee will be refunded ONLY if Owner/Agent chooses to rent to another Applicant(s) prior to ordering such reports. I further agree that the Owner/Agent may terminate any agreement entered into in reliance on any misrepresentation made above.

APPLICANT \_\_\_\_\_

OCCUPANCY DATE \_\_\_\_\_

DATE \_\_\_\_\_

MONTHLY RENT \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

SECURITY DEPOSIT \_\_\_\_\_

# NOTICE to APPLICANTS

All ADULT Residents Must Complete a Separate Application Form

In order to have your Rental Application processed, you MUST:

1. COMPLETELY FILL OUT THE APPLICATION and SIGN IT. This includes answering the 6 questions regarding Bankruptcy, Eviction, Rent Withholding, Criminal Convictions and Substance Abuse/Manufacture.
2. A separate Application Form and Application Fee are required for each adult who will be living at the property whether or not they are married. An ADULT is anyone 18 years or older. The Application Fee will be used for the purpose of checking the Applicant's credit and rental history, including paying for a report on Applicant's credit from a credit reporting agency. A notation of this inquiry will be made in the Applicant's credit file. This fee is NOT refundable for any reason.
3. Check or checks for EACH applicant's \$25.00 Application Fee must accompany the application. Make checks payable to Gibson Management Group, Ltd.
4. Application form MUST indicate which rental property you are applying for as well as the rental amount and proposed lease start date.

## GUIDELINES for YOUR CONSIDERATION

In order to have Child Support, Spousal Support or other income considered, proof of this income **MUST** accompany the Application. Self-employed persons should attach a brief financial statement or tax returns for the last two years.

**WE RESERVE THE RIGHT TO REQUIRE PHOTO ID FOR ALL APPLICANTS.**

Allow a minimum of 3 working days to process your Application. Return completed Applications to:

Hand-deliver\*FedEx Completed Application to:  
Gibson Management Group, Ltd.  
198 Spotnap Rd @ S. Pantops Dr \* Suite A-4  
Charlottesville, VA 22911-8614  
Telephone: 434/979-9723  
Facsimile: 888/886-0249  
E-Mail: [CVILLECPM@AOL.COM](mailto:CVILLECPM@AOL.COM)  
<http://VAHomes4Rent.com>

Mail Completed Application to:  
Gibson Management Group, Ltd.  
P.O. Box 106  
Keswick, VA 22947-0106  
Telephone: 434/979-9723  
Facsimile: 888/886-0249  
E-Mail: [CVILLECPM@AOL.COM](mailto:CVILLECPM@AOL.COM)  
<http://VAHomes4.Rent.com>

Gibson Management Group, Ltd. strives to provide for equal housing accommodation for all of its Applicants regardless of race, color, religion, national origin, sex, elderliness, familial status or handicap.

## AGENCY DISCLOSURE

The Property Owner and/or Agent and the Applicant confirm that in connection with the transaction contemplated by this Application, the Agent/Leasing Company and its agents are acting on behalf of the Property Owner as Property Owner's Agent.