

JOHN & LISA BERGER, Realtors®
RE/MAX Allegiance

505 Independence Parkway, #240
Chesapeake, VA 23320

Cell (757) 635-3787 Office (757) 436-4500 X 117 Fax (757) 233-1420

RENTAL APPLICANTS

The following items must accompany your Application for Tenancy (incomplete applications delay processing) and submitted to the office address above, c/o John or Lisa Berger during normal business hours of **9:00 a.m. to 5:00 p.m., Monday thru Friday**. Please put the application package along with all required documentation and non-refundable applications funds in a sealed envelope to our attention.

* There is a non-refundable \$50 application fee *per adult applicant*. This fee is paid separately from any deposit. Married couples are considered separate applicants and **each** must fill out an application and submit the application fee (i.e. **\$100 for a married couple**). *Only money orders or cashier's check payable to Re/Max Allegiance are acceptable.*

* Please provide a copy of your picture I.D. such as driver's license, Military ID card, or other Photo Identification card. Green card, Visa or Passport will be accepted if not a U.S. Citizen.

* Proof of income (*prior two months*), paystubs, statement or official Letter from your employer; if active military, your most current **and** one month prior Leave and Earnings Statement (LES) along with current **military orders**; or pension award letters (i.e., Social Security payments, private employer, etc.). If self-employed, your most recent 1099 statement or tax return (**Schedule SE & C included**). Please attach copies to Application for Tenancy.

* Rental History Verification Request form must be completed and signed by **current Landlord** and returned via fax to **757-233-1420**.

* Information provided by the applicant on the **completed** application package will be reviewed and verified along with the credit report and supporting documentation as described above.

* All applications will be processed in accordance with all applicable laws, including Fair Housing and the ADA. The application process may take up to three working days to complete after it has been received at our office address. Factors such a good rental history, length of employment, credit history & income to debt ratio are considered. The property owner will make the final approval or disapproval of the application based on the above documentation and findings as well as all information provided by you on the application (missing or omitted information can affect the decision.).

* Approved applications will require the lease be executed within 72 hours and accompanied by the **security deposit** and any **additional fees (i.e, non-refundable pet fee)** payable to **Re/Max Allegiance** in the form of a **cashier's check or money order only**. The property remains on the market until the lease is fully executed.

* Monthly rent payments are paid via Electronic Fund Transfer on the 1st of each month & proof of renter's insurance policy is required by the starting date of the lease (additional information will be provided at lease signing).



Thank you for considering one of our homes!