

QUALIFYING APPLICANTS

Henley Management Realty, Inc., will abide by all federal, state, and local laws and regulations governing fair housing rules and practices regarding discrimination. However, some landlord's will state preferences and limiting factors when they place their properties on the market for rent, and these must be considered before acceptance of a rental application that may be outside of the criteria set by the landlord. Examples of such limitations would be pet policies, responsibility for repairs, limitations on number or type of vehicles permitted, property owner's association's rules and regulations, no smoking policy, etc.

Some landlords will want to discriminate against certain applicants illegally. We will not enter into any contractual agreement which requires us to discriminate against those classes who are protected under the law.

The following criteria will be used to determine whether or not an application for lease of a residential property will be approved:

- 1) All applicants will be considered without regard to race, color, religion, sex, familial status, elderliness, or national origin, nor will we discriminate because of handicap.
- 2) **Applicant's annual income must approximately equal 48 times the monthly rent** if utilities are not included in the rent. If utilities are included in the rent, applicant's income must equal approximately 46 times the monthly rent. "Approximately" means the applicant's income may be 4-5% under the qualifying figure if there are compensating factor's such as excellent credit, little or no debt load, a history of having paid similar rent or mortgage payments, documented significant assets which could easily be converted to cash, etc.
- 3) Those who plan to occupy the leased premises must qualify in every respect on their own. Cosigners will not be permitted.
- 4) Applicants who receive subsidized housing payments will not be considered except applicants who have a prior rental history with Henley Management.
- 5) No more than four unrelated persons will be considered for any one single-family residence, or as specified by local ordinance.
- 6) Income to qualify will not be considered from more than two applicants, even though there are three or more applicants with income. **Income used to qualify must be verifiable.**
- 7) Good credit and references will have a significant effect on whether or not an applicant is accepted.
- 8) In most cases, no more than two occupants per bedroom will be allowed. This restriction may be waived in cases where there is a large bedroom. The criteria then will be a minimum of fifty square feet per person, per bedroom.
- 9) All adults over the age of eighteen must submit an application, and must be named on the lease. Exceptions *may* be made for children or grandchildren of the tenant who are under the age of twenty-one.
- 10) If any information given on the application is found to be false or misleading, the application will be rejected,

CHECKS

- 1) Application fees, first month's rent, and security deposit must be paid by cash, money order, or cashier's check.
- 2) Personal checks will be accepted for any payment other than those listed above.
- 3) After any one incident in which a check is returned unpaid by the bank for any reason, all future payments accepted by us must be by method in item 1 above.

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EMPLOYMENT OF ALL ADULTS WHO WILL BE PARTIES TO LEASE

Applicant # 1

Name of Employer _____ How Long Employed ? _____

Business Street Address _____ City _____ State _____ Zip Code _____

Name of supervisor or person who can verify your employment and wages _____ Phone # _____

Position _____ Salary _____ Per _____

If you are paid by the hour, how many hours do your work per week? _____

Dates of employment: From _____ to _____

If current employment is less than two years, complete the following:

Applicant # 1

Name of Previous Employer _____ How Long Employed ? _____

Business Street Address _____ City _____ State _____ Zip Code _____

Name of supervisor or person who can verify your employment and wages _____ Phone # _____

Position _____ Salary _____ Per _____

If you are paid by the hour, how many hours do your work per week? _____

Dates of employment: From _____ to _____

Applicant # 2

Name of Employer _____ How Long Employed? _____

Business Street Address _____ City _____ State _____ Zip Code _____

Name of supervisor or person who can verify your employment and wages _____ Phone # _____

Position _____ Salary _____ Per _____

If you are paid by the hour, how many hours do your work per week? _____

Dates of employment: From _____ to _____

If current employment is less than two years, complete the following:

Applicant # 2

Name of Previous Employer _____ How Long Employed? _____

Business Street Address _____ City _____ State _____ Zip Code _____

Name of supervisor or person who can verify your employment and wages _____ Phone # _____

Position _____ Salary _____ Per _____

If you are paid by the hour, how many hours do your work per week? _____

Dates of employment: From _____ to _____

ANY APPLICANT WHO IS SELF-EMPLOYED MUST ATTACH COPIES FOR THE PAST TWO YEARS OF (a) IRS FORM 1040 WITH TAX SCHEDULE C.

ADDITIONAL INCOME: Amount \$ _____ How often? _____ Source _____

How can additional income be verified? _____

Applicant need not disclose alimony, child support or separate maintenance income, or its source, unless applicant wishes it to be considered for the purpose of establishing sufficient income to qualify to lease the property for which applicant is applying herewith.

FINANCIAL ASSETS

Bank Name or Type of Asset Savings/Checking/Other Account Number Current Balance/Value

Bank Name or Type of Asset	Savings/Checking/Other	Account Number	Current Balance/Value

MONTHLY PAYMENTS (Payments of 3 months or more duration; auto, mortgage, credit cards, notes, alimony, child support, garnishments, etc.)

Creditor	For	Balance	Monthly Payment

ATTACH ADDITIONAL SHEET IF NECESSARY.

	YES	NO
Has any applicant/co-applicant filed for bankruptcy within the last 10 years?	_____	_____
If yes: Date Filed _____ Date granted _____ Where filed _____		
Has any applicant/co-applicant ever been evicted, or had judgment issued against him/her for unpaid rent?	_____	_____
Are there any outstanding judgments, liens, or collections against applicant/co-applicant?	_____	_____
Has applicant/co-applicant had property foreclosed upon, or given title or deed in lieu thereof?	_____	_____
Is applicant/co-applicant party to a lawsuit?	_____	_____
Is applicant/co-applicant obligated to pay alimony, child support, or separate maintenance?	_____	_____
Is applicant/co-applicant a co-maker or endorser on any note, lease, mortgage, or other debt?	_____	_____
Has any applicant/co-applicant ever been convicted of a felony?	_____	_____
Is any applicant/co-applicant occupant a smoker?	_____	_____
Do you own or plan to purchase a waterbed? (Requires Landlord permission and waterbed insurance.)	_____	_____
Is any applicant/co-applicant in military service?	_____	_____
Will any applicant or occupant require a visual smoke detector for the hearing impaired?	_____	_____

IF APPLICANT/CO-APPLICANT ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS, PLEASE ATTACH EXPLANATION

EMERGENCY CONTACT

In case of emergency notify _____

Name	Relationship	Phone #
_____	_____	_____
Street Address	City	State Zip Code
_____	_____	_____

DISCLOSURE OF BROKERAGE RELATIONSHIP

REALTORS, who operate under the provisions of the National Association of REALTORS' Code of Ethics, are obligated to treat all parties to a transaction honestly. Real estate licensees in Virginia who have entered into brokerage relationships are required by law to make prompt written disclosures and obtain timely written consents from their client in order to enter into certain brokerage relationships. This disclosure is provided to you to satisfy those requirements and to assure that you understand the nature of the brokerage relations in which the licensee presenting this disclosure is involved.

Applicants each acknowledge the brokerage relationships described and selected below:

If a Henley Management Realty, Inc. agent or broker has shown you the property you are applying for, all applicants must initial paragraph A. and sign below.

A. _____ Applicant(s) confirm that in connection with this transaction, the Listing Broker and their salesperson, have acted on behalf of Landlord as Landlord's representative/agent **and that Applicant is not represented by an agent.**

If you have been shown a property by any agent, broker, or agency OTHER THAN Henley Management Realty, Inc. and you are applying for a property, all applicants must initial paragraph B., and sign below.

B. _____ Applicant(s) confirm that in connection with this transaction, the Listing Broker and its salespersons have acted on behalf of Landlord as Landlord's representative/agent, and the Leasing Broker and its salespersons have acted on behalf of the Applicant as Applicant's representative/agent.

K _____
APPLICANT DATE

K _____
APPLICANT DATE

MEGAN'S LAW DISCLOSURE

TENANT(S) SHOULD EXERCISE WHATEVER DUE DILIGENCE THEY DEEM NECESSARY WITH RESPECT TO INFORMATION ON ANY SEXUAL OFFENDERS REGISTERED UNDER CHAPTER 23 (PAR. 19.2-387 ET SEQ.) OF TITLE 19.2, WHETHER THE LANDLORD PROCEEDS UNDER SUBDIVISION 1 OR 2 OF SUBSECTION A OF PAR. 5-519. SUCH INFORMATION MAY BE OBTAINED BY CONTACTING YOUR LOCAL POLICE DEPARTMENT OR THE DEPARTMENT OF STATE POLICE, CENTRAL CRIMINAL RECORDS EXCHANGE AT 804-674-2000 OR ON THE INTERNET AT <http://sex-offender.vsp.virginia.gov/sor/> .

K _____
APPLICANT DATE

K _____
APPLICANT DATE

UNDERSTANDING OF PARTIES

Each party should carefully read all documents to assure that the terms accurately express his or her understanding and intent. If legal or tax advice is desired, one should consult an attorney or a financial professional.

TRUTH OF APPLICATION INFORMATION

Applicant(s) hereby certify that the information provided herein is true and correct to the best of applicant(s)' knowledge. Applicant acknowledges and agrees that if any information is found to be untrue or misleading, such untrue or misleading information will be considered grounds to decline this application, or to terminate any resulting lease.

PHYSICAL CONDITION OF LEASED PREMISES

Applicant(s) make this application to lease premises in its present physical condition except as noted below;

APPLICANT(S) AUTHORIZATION

Applicant(s) hereby certify that the information contained in this application is true and correct and authorize the person or firm to whom this application is made, any credit bureau or other investigative agency employed by such person or firm, to investigate the references herein listed or statements or other data obtained from me/us or from any other person pertaining to my character, credit, and financial responsibility.

SIGNATURE(S) OF APPLICANT(S)

K _____
APPLICANT **DATE**

K _____
APPLICANT **DATE**

LEASING FIRM: _____

LEASING AGENT: _____

APPLICANT(S) ID: _____

TYPE OF IDENTIFICATION: _____