

L 'n' G PROPERTIES

500 Pacific Avenue, Suite 712

Virginia Beach, VA 23451

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Mail Applications to: 10541 Greene Dr., Lorton, VA 22079

Fax Applications to: 703 550-2181 Attn: Laura Frick

RENTAL APPLICATION GUIDELINES

We appreciate your interest in the rental dwelling we currently have available. Because we want to rent this dwelling to people who are considerate of their neighbors, clean in their living habits, capable of paying the rent, and prompt in paying their bills, we use a rental application to help us determine whether our applicants meet these qualifications. In order for you to rent from us, you must complete a rental application.

Please read the information below before filling out the rental application. The following are some tips and information that will help us process your application as quickly as possible.

1. When filling out the application, put something in every blank, even if you have to put "None" or N.A. in some blanks. Try to write so that your entries fit in the space provided. If they don't fit continue them on the back of the form. Take your time and look up any information called for on the application, which you're at all uncertain about. Don't guess.
2. Turn in your application with your non-refundable \$40.00 credit application fee per married couple or \$40.00 for each applicant. Without this money, we will not be able to process your application. Should another prospective tenant come in after you with their credit check fees, they will be processed first. In addition, we need a copy of your driver's license and social security card as well as a copy of a verification of your income (i.e. pay stub, etc.)
3. If this property is your first choice, we recommend that you turn in a holding deposit. It must be a cashier's check or money order only in the amount of \$600.00. Once approved, this check will become part of your security deposit. If you are approved and you then decide not to take the apartment, we will deduct rent for the number of days that the apartment was held for you; if you are denied, then we will refund the deposit in full.
4. Once we receive your application, we verify as much of it as we can. We verify your Social Security number, your driver's license or personal identification, your current tenancy, your previous tenancy, your credit, your income, and your personal reference. We verify this information in a variety of ways. We look at your Social Security card or some other evidence of your Social Security number. We look at your actual driver's license or some other official picture identification, which you use whenever you cash a check. We call your current landlord or manager to ask whether the information you put on your application is correct about how long you've been at your current address, how much you've been paying in rent, and why you are moving. Then we call your previous landlord or manager and ask the same questions about your previous tenancy.
5. At the same time that we order a credit report, we also order an eviction report and a bad check report. The credit report tells us whether you pay your bills on time. The eviction report tells us whether you have ever been evicted and why. The bad check report tells us whether you write bad checks.
6. Next, we call whoever can verify your resource of income to determine how much you generally receive from that source every month and how long you have been receiving it.
7. Finally, we call your personal references to verify that they know you and that we have their correct addresses and phone numbers to that we can contact them should anything happen to you.

8. That's the procedure we follow when we check applications. If you suspect we might discover a "skeleton in your closet" when we check your application and you want to tell us about it before we go to all the trouble of checking you out, please feel free to do so. We'd be glad to talk with you about it. Otherwise, we will expect no surprises when we're checking you out and hope that we will soon be doing business together as landlord and resident.
9. Upon turning in your application, it takes at least 48 hours to process your application, depending on how hard your rental references are to contact. If you wish to find out the status of your application, you may give us a call 48 hours after submitting your application.
10. If your application is denied, you will be sent a denial letter. If you need to inquire about any problems with your credit, your denial letter has all of the information that you will need, including phone numbers.
11. If approved, we require a full first month's rent at move-in in the form of a cashier's check or money order only and one-month security deposit.
12. We may accept one small dog, two cats or two birds. For fish tanks over 10 gallons, you will need to provide proof of "Renter's Insurance and Waterbed Liability." Pet damage will be deducted from your security deposit. Extra monthly rental fees will apply.
13. If you have any questions, please feel free to give the Leasing Agent a call at **(703) 850-8085**. We thank you for choosing us and look forward to moving you into your new home!!