

HORNER & NEWELL INC REALTORS

9840 OXBRIDGE PLACE SUITE 100, RICHMOND, VA 23236

(804) 745-3000 (804) 745-8050 fax

Property Address: _____ Requested Move-in Date: _____

Applicant Information

First name _____ Last name _____

Social security number _____ Birth day _____

Phone _____ Cell phone _____

License _____ Email Address _____

Co-Applicant Information

First name _____ Last name _____

Social security number _____ Birth day _____

Phone _____ Cell phone _____

License _____ Email Address _____

Additional Occupants

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Current Address

Address _____

City _____ State _____ Zip _____

Manager _____ Manager Phone _____

Start Date _____ End Date _____

Past Rental History

Address _____

City _____ State _____ Zip _____

Manager _____ Manager Phone _____

Start Date _____ End Date _____

Employment History

Company _____

Manager _____ Manager Phone _____

Employment Length _____ Monthly Pay _____

Co-Applicant Employment History

Company _____

Manager _____ Manager Phone _____

Employment Length _____ Monthly Pay _____

Additional Income

Income source _____ Amount _____

Verify with? _____ Phone _____

Bank Information

Bank name _____ Account # _____ Amount _____

Bank name _____ Account # _____ Amount _____

Personal References

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Automobile Information

Make _____ Model _____ Plate # _____

Make _____ Model _____ Plate # _____

Pet Information

Type _____ Breed _____ Weight _____

Type _____ Breed _____ Weight _____

Type _____ Breed _____ Weight _____

Additional Information

Have you ever been convicted of a crime? Describe and Date each one: _____

Have you ever been evicted? Describe and Date each one:

A \$40.00 fee must accompany this application. This fee is non-refundable. Prices are subject to change without notice pending full lease execution. Lease must be signed within three days of the application approval. I authorize Horner & Newell, Inc. to do a background investigation which may include, but not limited to, contacting an investigative credit reporting agency, contacting employers, landlords, and creditors listed above to verify any and all information and records deemed necessary. Likewise, my employers, landlords, and creditors are authorized to provide the requested information. It is distinctly understood and agreed by the applicant and applicants that the signing of this application is not effective nor binding on the owner or Horner & Newell, Inc. in any way whatsoever, and is given for the purpose of information only. This is to certify that the above information is true and correct to the best of my knowledge, and I/we hereby authorize owner or agree to verify any and all information deemed necessary for approval or rejection of this application. Horner & Newell, Inc. is also authorized to periodically investigate credit references in the event of nonpayment or other collections information as may be deemed necessary. I/we have read, understand, and agree to abide by the conditions stated herein.

Signature Date Co-Applicant's Signature Date



VIRGINIA ASSOCIATION OF REALTORS®
REQUIRED DISCLOSURE OF BROKERAGE RELATIONSHIP
 (THIS IS NOT A CONTRACT)



Real estate licensees in Virginia who have entered into brokerage relationships are required by law to make prompt written disclosure of those brokerage relationships to those they work with, but do not represent in the real estate transaction. Licensees must also make written disclosures and obtain timely written consents from their clients in order to enter into certain brokerage relationships. This disclosure form is provided to you to satisfy these requirements and to assure that you understand the nature of the brokerage relationships in which the licensee presenting this disclosure is involved. Regardless of whose interests a licensee represents, all licensees who are REALTORS® are required by the REALTORS® Code of Ethics to treat all parties with whom they deal honestly.

The duties of real estate licensees in Virginia are set forth in Section 54.1-2130 et seq. of the Code of Virginia and in the regulations of the Virginia Real Estate Board. You should be aware that in addition to the information contained in this disclosure pertaining to brokerage relationships, there may be other information relevant to the transaction which may be obtained from other sources.

On the back of this form is information about brokerage relationships and the responsibilities of both licensees and the parties they represent. If you have any questions about any of this information, please ask the licensee presenting this form for clarification.

DISCLOSURE OF BROKERAGE RELATIONSHIP TO NON-CLIENT (This box to be signed by any non-client with whom the Agent has had substantive discussion about a specific property.)			
The undersigned do hereby acknowledge disclosure that:			
<u>HORNER AND NEWELL, INC. REALTORS</u>		(Name of Firm and Licensee)	
represents the following party in a real estate transaction:			
<input type="checkbox"/> Seller(s) or <input type="checkbox"/> Buyer(s) <input checked="" type="checkbox"/> Landlord(s) or <input type="checkbox"/> Tenant(s)			
/ Date	/ Signature of Non-Client to whom disclosure is being made	/ Date	/ Signature of Non-Client to whom disclosure is being made

FOR INTERNAL USE ONLY

Contact Person	Results
Current Rental	
Previous Rental	
Applicant Employment	
Applicant Previous Employment	
Co-Applicant Employment	
Co-Applicant Previous Empl.	
() Application Approved () Application Rejected: Reason:	
Application Fee Paid: \$ _____	
Additional Notes:	
Deposit Amount: \$ _____	Rental Amount: \$ _____
	Pet Deposit \$ _____
Appliances Maintained: _____ Range _____ Refrigerator _____ Washer _____ Dryer _____	
Appliances Convenience: _____ Range _____ Refrigerator _____ Washer _____ Dryer _____	
_____ Other	
Special Provisions:	