

HOWIE PROPERTIES, LLC. APPLICATION INFORMATION

2883 Seminole Trail, Charlottesville, VA 22911 434-760-3129

Visit us at howieproperties.com

OUR OFFICE - We are located on 29 North (also known as Seminole Trail). If you are northbound on 29, go exactly 1.5 miles past Wal-Mart. At a mile and a half north of Wal-Mart, you will see a driveway with white posts going up the hill. At the top of the driveway, you will find two buildings. We are in the building to the left. Our office is usually open 10:30-4:30 Monday through Thursday, and Friday by appointment only.

DELIVER YOUR APPLICATION to our office during normal business hours or to our office drop box that is available 24/7.

AN APPLICATION FEE of \$40 per-person is required before we will process your application. This fee is NON-REFUNDABLE and will be used to cover the cost to process your application (credit and criminal check fees, time for reference checks and processing).

A GOOD-FAITH DEPOSIT OF \$50 is required before we will process your application. We will refund this deposit if your application is declined. If your application is accepted, the \$50 will be put towards your security deposit. **If your application is accepted and you choose not to lease the property, you agree to forfeit the entire \$50 as liquidated damages to Howie Properties, LLC.**

PHONE NUMBERS of EACH work and rental reference must be on your application. WE WILL NOT PROCESS APPLICATIONS MISSING THIS CRITICAL INFORMATION.

INCOME VERIFICATION is required with the submission of your application. Normally, a couple of paycheck stubs will do. If you are self-employed or rely on tips for your income, tax returns may be required to prove income. We have a minimum net income requirement of two and a half times the rent of the property being leased.

A SIGNED APPLICATION IS REQUIRED from each person over 18 years of age that will be living in the property. We also require each adult living in the property to be on the lease.

THE LAST 3 TO 5 YEARS OF YOUR WORK, RENT, AND CREDIT history is what is important to us. We are looking for prospective tenants who have demonstrated that they are reliable, responsible, law-abiding and clean. In addition we do **CRIMINAL** background checks.

Non-US CITIZENS, in addition to satisfying the current rental criteria, must provide the necessary documentation to verify their legal status. All the expiration dates on legal documents should be no less than the lease term.

LACKING IN RENTAL, WORK, OR CREDIT HISTORY? You may be still able to rent from us with a good guarantor. Roommates, who never rented together previously, are required to have a guarantor.

A GUARANTOR or co-signer is someone with outstanding credit and work history who guarantees to pay any rent or other charges on your account if you do not. That person **MUST** live in Virginia and preferably own their own home. We require an abbreviated application from the co-signer. On our standard application, provide the co-signer's name, birthdate, social security number, driver's license number, and all current phone numbers. Also, include the current address and current employment information. The application is complete only with the cosigner's signature. A copy of cosigner's driver's license is required. There is a \$30 fee to process the Guarantor's application.

STUDENTS without a work history can provide academic history to us in its place.

HOUSING ASSISTANCE OR SECTION-8 may be used with some of our properties. However, those receiving assistance are held to the same high standards of work, credit, and rental history and are required to have a guarantor.

BAD RENTAL OR CREDIT HISTORY? You can probably forget it. We have bills and mortgages to pay and can not afford to risk not receiving rents or having a property torn up or left a mess. Your application may be salvageable with a really great in-state guarantor along with some kind of past demonstration of reliability, and an additional amount of security deposit.

SHORT TERM LEASE - We do offer leases for less than a full year on some properties. However, the monthly rental amount and security deposit will be substantially higher than the rate set for a full-year lease. It is also possible for you to sub-lease your unit. Written permission is required, you would be required to run your own ads, show the property, and give applications to prospective tenants, and there is also an additional flat fee charged for our part in the sublease process.

PETS are considered on an individual basis (depending on the strength of your application, the kind of pet that you have, and which of our properties is being offered). We do not allow Pitbulls (or their relatives), Chows, Dobermans, Rottweiler or any dog with a breed history of aggressiveness onto our properties, not even for a short visit. There is an additional charge of \$25 per month per pet. We may also require an additional pet deposit. All pets must be at least 1 year old, spayed or neutered.

For additional information, please call 434-760-3129

Howie Properties, LLC
Deposit and Application Contract

I, _____, am applying to rent the property at: _____ from Howie Properties, LLC.

I am paying an application fee of \$_____. This fee is to cover administration costs, expenses, and time of Howie Properties, LLC staff to verify the information submitted.

I am depositing \$50.00 with Howie Properties, LLC to be used in the following ways:

- **If my application is approved, the entire deposit will be credited towards my security deposit. The balance of the security deposit will be due immediately upon approval of my application.**
- **If my application is approved and I do not lease the property for which I have applied, I agree to forfeit the \$50.00 as liquidated damages to Howie Properties, LLC.**
- **If my application is not approved, this deposit will be returned in full.**

_____ I understand that I have not been approved to rent from Howie Properties, LLC at this time, and that this deposit does not "hold" the property for me.

_____ I understand that Howie Properties, LLC. will continue to accept applications for this property, and that if there is an interruption in processing my application (from a lack of information, for information that can not be confirmed, for an application that is not complete, or information is insufficient, etc..) that my application will lose its first-come status, and the next in-line application will then be processed completely or til its interruption.

Payment may be made by cash, check, or money order. If payment is made by check, no money will be returned until your check has cleared our bank. We charge a service fee of \$45 for bounced checks.

APPLICANT'S SIGNATURE

DATE

HOWIE PROPERTIES, LLC.
2883 Seminole Trail
Charlottesville, VA 22911
(434) 974-6021; Fax 974-6825

Address applying for: _____
Date of Application: _____
Proposed Lease Date: _____
Application Fee Paid: _____

RENTAL APPLICATION

Each adult is **required** to complete a **separate application** and provide a valid picture ID. Please, **DO NOT** leave **any** questions unanswered. Write "none" or "n/a" if the information requested does not apply to you. Before applying, please read our requirements in the attached "Howie Properties, LLC. Application Information."

Name _____ Home Phone _____ Work Phone _____
Date of Birth _____ Social Security No _____ Driver's License No _____ US Citizen _____ Yes _____ No

This agreement made this date by and between HOWIE PROPERTIES, LLC., manager for the Owner, hereinafter called "Landlord" and the below signed, hereafter called "Applicant". Applicant authorizes the Landlord, his employees, agents, or representatives to make any and all inquiries necessary to verify the information provided herein, including but not limited to direct contact with Applicant's employer, landlords, credit, neighbors, police, government agencies and any and all other sources of information which the Landlord may deem necessary and appropriate within his sole discretion. The Applicant represents to the Landlord that the application has been **completed in full** and all the information provided herein is true, accurate and complete to the best of the Applicant's knowledge and further, agrees that if any such information is not as represented, or if the application is incomplete the Applicant may, at the Landlord's sole discretion, be disqualified. The Applicant provides the information contained on this form. Landlord is not liable to the Applicant, his heirs, executors, administrators, or assigns for any damages of any kind, actual or consequential by reason of the verification by the Landlord of the information provided by the Applicant, and Applicant hereby releases the Landlord, his agent, employees, representatives and all sources from any and all actions, causes of action of any kind or nature that may arise by virtue of the execution or implementation of the agreement provided herein.

Date _____ Signature _____

RENTAL HISTORY (Please give at least your last three landlords, starting with the most recent. Please answer all questions. Phone numbers are critical and must be supplied by you, the applicant!)

Current Address: _____
How long at _____ (street, city, state, zip)
Move-in date _____ Planned move-out date _____ Rent \$ _____ Is money still owed \$ _____
Reason for Moving? _____
Owner/Manager: _____ Phone No _____

Previous Address: _____
How long at _____ (street, city, state, zip)
Move-in date _____ Move-out date _____ Rent \$ _____ Is money still owed \$ _____
Reason for Moving? _____
Owner/Manager: _____ Phone No _____

Previous Address: _____
How long at _____ (street, city, state, zip)
Move-in date _____ Move-out date _____ Rent \$ _____ Is money still owed \$ _____
Reason for Moving? _____
Owner/Manager: _____ Phone No _____

EMPLOYMENT (Please give at least your last 3 consecutive employers, starting with the most recent. Phone numbers are critical and must be supplied by you, the applicant! Be sure to supply your most recent pay-stubs with your completed application)

CURRENT

Position _____ Employer _____ City and state _____
Type work _____ Supervisor _____ Phone _____
Start Date _____ End of employment date _____ Reason for leaving _____

PREVIOUS

Position _____ Employer _____ City and state _____
Type work _____ Supervisor _____ Phone _____

Start Date _____ End of employment date _____ Reason for leaving _____

PREVIOUS

Position _____ Employer _____ City and state _____
Type work _____ Supervisor _____ Phone _____
Start Date _____ End of employment date _____ Reason for leaving _____

INCOME

Current gross income per month (before deduction) \$ _____ Other income? _____ Amount \$ _____

Explain: _____

Are you under any subsidized housing program (Section 8, etc.)? _____ Voucher? _____ How many bedrooms? _____

Amount of voucher \$ _____

Amount of alimony you pay \$ _____ Amount of child support you pay \$ _____

CREDIT INFORMATION

My total current debt is \$ _____ Have you ever filed bankruptcy? _____ When? _____

Do you have any judgments? _____ Do you have any collections? _____

Have you ever been evicted? _____ When and Why? _____

Has your lease ever not been renewed? _____

Do you owe any money to any previous landlord? _____

Have you ever been charged with, convicted of, or pleaded guilty to any serious misdemeanor or felony? _____

If Yes, please explain _____

Names, relationship, and age of every person to live with you: _____

Any Pets? _____ How many? _____ Breed? _____ Age? _____

Are you thinking about getting any pets? _____

Do you have a waterbed? _____ Motorcycle? _____ Do you smoke? _____

VEHICLE(S) - LIST ALL VEHICLES YOUR HOUSEHOLD WILL POSSESS

Make _____ Model _____ Year _____ License Plate No _____

Make _____ Model _____ Year _____ License Plate No _____

Contact person in case of emergency or other matters having to do with your lease.

Name _____ Address _____

Phone No _____ Years known _____ Relationship _____

Name _____ Address _____

Phone No _____ Years known _____ Relationship _____

Contact in Emergency

Name _____ Address _____

Phone No _____ Years known _____ Relationship _____

I declare that the statements on this application are true and correct, and agree that my lease may be terminated at any time by owner or owner's agent if information found in this application is found to be false.

AND, I have read, understand, and signed the Application Deposit Agreement regarding the \$50.00 required to process this application.

Date _____ Signature _____