

# ACCESS PROPERTIES

2027 Woodbrook Court  
Charlottesville, VA 22901  
(434) 296-7227

[www.access-properties.com](http://www.access-properties.com)

## RENTAL APPLICATION

**Important: Carefully read attached rental requirements before applying.**

**Application must be filled out in full, including top section.**

**Attach paystubs for verification of income when possible.**

**If tenant requests any work or repairs to the unit, it must be noted on application.**

**Application will not be considered, and property will not be held, without a deposit attached.**

Address of property applied for \_\_\_\_\_

PETS: \_\_\_\_\_ Rent \_\_\_\_\_

Start date of lease \_\_\_\_\_ Lease is for 1 year \_\_\_\_\_ other \_\_\_\_\_

### Applicant #1

NAME \_\_\_\_\_  
PRESENT ADDRESS \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
HOME PHONE \_\_\_\_\_  
WORK PHONE \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_  
SOCIAL SECURITY NO. \_\_\_\_\_  
EMAIL \_\_\_\_\_

### Applicant #2

NAME \_\_\_\_\_  
PRESENT ADDRESS \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
HOME PHONE \_\_\_\_\_  
WORK PHONE \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_  
SOCIAL SECURITY NO. \_\_\_\_\_  
EMAIL \_\_\_\_\_

Have you been sued or evicted by any property owner in the last 5 years? Yes \_\_\_\_\_ No \_\_\_\_\_

Has any occupant been convicted of any crime in the last 3 years? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you declared bankruptcy within the past five (5) years? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have special needs due to medical condition or disability? \_\_\_\_\_

Is any occupant currently a member of the armed forces? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ If not, what is your status? \_\_\_\_\_

## RENTAL HISTORY

### Applicant #1

Current or most recent landlord:

Name \_\_\_\_\_

Phone # \_\_\_\_\_

DATES RENTED FROM \_\_\_\_\_ TO \_\_\_\_\_

Rental Address \_\_\_\_\_

MONTHLY RENT \_\_\_\_\_

### Applicant #2

Current or most recent landlord:

Name \_\_\_\_\_

Phone # \_\_\_\_\_

DATES RENTED FROM \_\_\_\_\_ TO \_\_\_\_\_

Rental Address \_\_\_\_\_

MONTHLY RENT \_\_\_\_\_

**EMPLOYMENT INFORMATION (Please provide a check stub if possible)**

**Applicant #1**

LOCAL EMPLOYER \_\_\_\_\_  
POSITION \_\_\_\_\_  
GROSS MONTHLY SALARY \_\_\_\_\_  
DATE STARTED \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

**Applicant #2**

LOCAL EMPLOYER \_\_\_\_\_  
POSITION \_\_\_\_\_  
GROSS MONTHLY SALARY \_\_\_\_\_  
DATE STARTED \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

**VEHICLES THAT WILL BE PARKED AT THE PROPERTY**

**Applicant #1**

MAKE/MODEL/COLOR \_\_\_\_\_

**Applicant #2**

MAKE/MODEL/COLOR \_\_\_\_\_

**Children:**

_____	_____
Name	Birth Date
_____	_____
Name	Birth Date
_____	_____
Name	Birth Date

**NEXT OF KIN** (notify in case of emergency) Name \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

If an applicant deposits money to secure a specific listed property, Access Properties will notify the applicant of approval as soon as processing is completed. **After applicant is notified of approval, a lease must be signed promptly, or deposit will be forfeited.** Applications normally take about 24 hours to process (excluding weekends and holidays). If we are unable to verify either employment or rental history within 24 hours, and we receive a 2<sup>nd</sup> application on the same property, we will begin processing that one as well. The first qualified application to be completed will be approved. Houses and apartments will be in good overall repair at time of occupancy. Cleaning and painting will be done according to industry standards. **Specific requests for decorating and repairs must be made in writing as part of the application.** The property manager will notify you if your requests are agreeable. Deliberate falsification of any part of this application will result in cancellation of the lease.

Access Properties is a licensed real estate company, and is both owner and landlord for this property. By your signature below you acknowledge the above information, and agree to allow Access Properties to check your credit, employment, criminal history (public records), and other references. All information will be held in strict confidence by Access Properties. Access Properties reserves the right to deny an application based on criminal background.

X _____	X _____
Applicant	Applicant
Date	Date