Print first 6 pages if 2 applicants, all 11 pages if 4 applicants of Rental Application. SUMMARY

On page 2 of 4 is summary of criteria and required documents.

Item 10 and [B] on page 4 of 4 - All adults (18+) need to be listed as applicants.

Item 4 - Proof of current income, employment covered with documents No. 1, 5, 6, 7.

Item 7 - valid photo identification covered with document No. 3

On page 2 of 4 Current street address - covered with documents No. 1, 2, 3, 4.

All interim emails with camera images, screenshots, faxes are deleted and NOT considered as incomplete.

Step 1 - On 5 pages, all horizontal lines need data, information (except property address and rent amount).

Step 2 – START process by making photocopy of below documents. NO camera images. Think you are giving rental application / ONE answer book / ONE BIG PDF File / ONE FAX with below listed attachments. If you provide all attachments then process is quicker and independent of enquiries to names listed on rental application.

**** Put your initials next to each item to make sure these are included for every adult applicant *****

- recent 3 pay slips AND all pay slips from December of previous year (total of 5 or 6 pay stubs). If changed / NEW job need offer letter AND last 3 paystubs from previous employer. Additional Income proof - letter for retirement / social security / disability / unemployment; court signed order for child support; TANF; SNAP; bank statements with deposit amounts.
- 2. last 3 rental payment / rent receipt / processed bank check copies / account statement / account summary / mortgage payment.
- 3. driver license or passport pages copy with photo and date of birth shown for photo identification.
- 4. any one utility (gas, electric, water, cable) bill copy AND latest bank statement AND telephone bill.
- 5. W2 or Form 1099 copy for LAST 1 year received from ALL employers.
- 6. IRS Tax filing form 1040 for LAST 1 year, Schedule C, and if applicable business tax return / income documents filed by applicant with IRS.
- 7. Social Security Number card copy / IRS Tax Identification Number (TIN) copy / IRS SS4 letter copy for company AND signed W9 for all applicants.
- 8. Only for Section 8 applicants -- include voucher copy; signed RTA copy; last / current PHA Contract or Amendment page; last / current case worker name, email address, phone number.

Step 3 - NO multiple files / attachments being emailed. Put application package together >> Fax >> OR scan to 1 BIG PDF file >> email.

[A] - If in past had foreclosure / bankruptcy list reasons, filing date, include Notice of Filing Form 309A.

Earnest Money Deposit (EMD) = amount to show applicants have funds to proceed. After lease signing this is

applied towards security deposit and then to initial month's rent OR returned if lease is not signed.

For greater attractiveness to your application you can offer HIGHER security deposit, higher rent amount on page 1 of 4. Leave the address in "offer to rent" blank and you can be considered for all available houses with any decision maker / owners.

NO waterbeds allowed. NO Smoking. NO pets allowed without pre-approval.

Availability of yard is NOT approval to get pets after moving to the house. If pets are found without approved pet on Pet Addendum the tenant hereby authorizes pets to be removed at tenant's cost. Tenant hereby agrees to pay for repainting, recarpeting and cosmetics for the interior of the house as desired by future tenants due to tenant damages, pets presence on property.

Tenant has to buy tenant's insurance policy for at least value of home about \$300000 a year.

You can get free online report from <u>www.freecreditreport.com</u> or any other source and provide a copy. This does not mean your rental application has complete, correct information.

We can also provide personalized / additional upgrades as desired by tenants with one time upfront cost paid by tenants or adjusted monthly rent.

www.VirginiaRS.com

Any Os. doubt call 703-334-6247

All horizontal lines	Broker, f Broker et of this
This Rental Application ("Application") is an offer to rent. The Lease is a legally binding contract. BROKERAGE DISCLOSURE Applicants acknowledge by their initials that in this real estate leasing transaction Listing , represents Landlord and that Leasing , represents [] Landlord OR [] Tenant. (I is acting as a dual or designated representative, then the appropriate disclosure form is attached to and made a participant(s) Initials	Broker, f Broker et of this
Applicants acknowledge by their initials that in this real estate leasing transaction Listing , represents Landlord and that Leasing , represents [] Landlord OR [] Tenant. (I setting as a dual or designated representative, then the appropriate disclosure form is attached to and made a particular (s) Initials/	Broker, f Broker et of this
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Leasing Agent must attach a business card.	
Applicant(s) Identification Type & Expiration Date:	
OFFER TO RENT	
("Applicant 1") and ("Applicant 2") offer to lease the property known as (the "Premises"), for years/months baginging	
("Applicant 2") offer to lease the property known as	######################################
(the "Premises"), for years/months beginning , for the m rent of \$	onthly
Security deposit (minimum one month rent) offered is \$	
Advance rent offered is \$	
Appendix of the second of the	
CONDITIONS	
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this Application. Processing may take up to five (5) business days to complete. AN EARNEST MONEY DEP (the "Deposit") is included and will be held by	OSIT of
. If this Application is accepted and a lease is signed, the Demosit will be on	edited to
amounts owed to Landlord. If this Application is not accepted, the Deposit will be returned to Applicant(s) additional documented processing charges. Funds held by an excrow agent will be deposited no later than five (5) banking days after Application has been approved.	lase sur-
Occupancy is subject to possession being delivered by the present occupant. The Premises are accepted "As-Is otherwise noted below or by attachment.	" uniess
CONTACT INFORMATION:	
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Application Reviewed By	
Application Reviewed By Approved Rejected Withdraws Applicant or Agent notified Date Time	

APPLICANTS AGREE AND UNDERSTAND THAT:

- 1. This Application, each occupant and each pet are subject to acceptance and approval by Landlord.
- 2. Listing Broker is obligated to present all Applications to Landlord until a lease is signed.
- 3. Landlord and Listing Broker may rescind acceptance and resume marketing the Premises at any time until a lease is signed.
- 4. Proof of current income is required. For example:
 - a. Latest Pay Statements/Stabs
 - b. Last 2 years' Form W-2 for hourly or weekly pay persons
 - c. Last 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income
 - d. Copy of LES and orders for military
- 5. This Application consists of four (4) pages which must be completed in full, Incomplete or missing information will result in delay of a decision. Willful misrepresentation may be grounds for invalidating a lease.
- 6. A draft of the proposed lease may be reviewed through Listing Broker. If Londlord and Applicant(s) cannot agree on terms, the Deposit will be returned.
- 7. Applicant(s) must present valid photo identification or two (2) forms of ID before signing the lease.
- 8. Applicant(s) is responsible for obtaining property and liability insurance (Renter's Insurance) and assuming utility accounts where required before occupying the Promises.
- 9. Any move-in fees and utility deposits are the responsibility of Applicant(s).
- 10. Only those persons listed in Application are to live in the Premises.
- 11. The Premises are not to be used for business except with full knowledge and consent of Landlord and in conformity with all applicable laws and regulations.
- 12. Applicant(s) has no lease hold interest until a lease is signed.

I'we agree to the hoove conditions and actionize the contained herein and to perform any credit or investigation any renewal. If any information is found to be false	or misleading, the Application ma	y be rejected.
Applicant 1 Signature Date	Applicant 2 Signature	Date
APPLICANT 1	APPLIC	ANT 2
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City State Zip	1 2.0	imic Zip
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Landlord/Management/Mortgage Co. Name	Landlord/Management/Mortgage C	o. Name
Phone # Email	Phone #	Errail
Reason for Moving	Reason for Moving	andre ilettili ni et e e e e e describination de en

Initials Tenanti______

Realtor Name (if used): Realtor phone number:

Security deposit in current house: \$

Use blank sheet to list previous addresses and previous employment to cover 5+ years duration.

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Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

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back asen.	r your TiN in the appropriate box. The TiN provided must match the name given on Line 1 to svo up withholding. For individuals, this is your sobial security number (SGN), However, for a resident, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it employer identification number (EIN). It you do not have a number, see How to get a TIN on page	\ ₁₅	OF			
Note	o. If the account is in more than one name, see the open on page 4 for guidelines on whose per to enter.	aymanamanapanananan	two stylerastives and eagling			
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3. 1	am a U.S. chizon or other U.E. person (defined below).					
Corti	Hicetion instructions. You must cross out item 2 above if you have been notified by the IRS that	t you are currentl	y subject to backup			

Certification instructions. You must cross out item 2 above if you have been notified by the IRB that you are currently subject to backup withholding because you have falled to report all interest and dividends on your tex miure. For real estate transactions, item 2 does not apply. For mortigage interest paid, acquisition or abandument of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Cartification, but you must provide your correct TIN. See the instructions on page 4.

provide your correct TIN. See the instructions on page 4.

Sign | Signature of | Here | U.S. person |

General Instructions

Section references are to the Internal Flavoruse Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct inxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or shandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIM you are giving is consot (or you are waiting for a number to be issued).
 - 2. Gertify that you are not subject to backup withholding, or
- 3. Claim exemption from bankup withholding if you are a U.S. exempt payee, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on toraign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form II it is substantially similar to this Form W-9,

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- * An individual who is a U.S. citizen or U.S. resident allen.
- A partnership, corporation, romperly, or association created or organized in the United States or under the laws of the United States;
- * An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tex on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tex. Therefore, it you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership

The derson who gives form W-9 to the parinership for purposes of establishing its U.S. atmus and svoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases;

The U.S. owner of a disregarded entity and not the entity.

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All horizontal lines need data filled.	· · · · · · · · · · · · · · · · · · ·
RENTAL	APPLICATION
This Rental Application ("Application") is an offer to rent.	The Lease is a legally hinding contract.
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Application).	propriate disclosure form is attached to and made a part of this
Applicant(s) Initials	
Leasing Agent must attach a business card.	
Applicant(s) Identification Type & Expiration Date:	
	TORENT
(Appl	icant Z) and
("Applicant 4") offer to lease the property known as	
rent of S years/months be	gitting, for the monthly rance on the first day of each month.
Advance rent offered is \$ Notice date to current owner	case end date
CON	DITIONS
(the "Deposit") is included If this Application is amounts owed to Landlord. If this Application is not ac	per Applicant is included with ess days to complete. AN EARNEST MONEY DEPOSIT of and will be held by a accepted and a lease is signed, the Deposit will be credited to cepted, the Deposit will be returned to Applicant(s) less any an escrow agent will be deposited no later than five (5) business
Occupancy is subject to possession being delivered by the otherwise noted below or by attachment.	present occupant. The Premises are accepted "As-Is" unless
CONTACT INFORMATION:	
APPLICANT 3	APPLICANT 4
C:	C
Pt:	H:
W:	W:
Email:	Email:
**************************************	FICE CASE V

NVAR - K1008 - rev. 01/17

Application Received Date Application Reviewed By

Approved Rejected Withdraws

Page 1 of 4

Applicant or Agent notified Date

Time Towns

APPLICANTS AGREE AND UNDERSTAND THAT:

- 1. This Application, each occupant and each pet are subject to acceptance and approval by Landlord.
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- 3. Landlord and Listing Broker may rescind acceptance and resume marketing the Premises at any time until a lease is signed.
- 4. Proof of current income is required. For example:
 - a. Latest Pay Statements/Stubs
 - b. Last 2 years' Form W-2 for hourly or weekly pay persons
 - c. Lust 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income
 - d. Copy of LES and orders for military
- 5. This Application consists of foor (4) pages which must be completed in full, Incomplete or missing information will result in delay of a decision. Wiltful misrepresentation may be grounds for invalidating a lease.
- 6. A dmft of the proposed lease may be reviewed through Listing Broker. If Landlord and Applicant(s) cannot agree on terms, the Deposit will be returned.
- 7. Applicant(s) must present valid photo identification or two (2) forms of 1D before signing the lease.
- 8. Applicant(s) is responsible for obtaining property and liability insurance (Renter's Insurance) and assuming utility accounts where required before occupying the Premises.
- 9. Any move-in fees and utility deposits are the responsibility of Applicant(s).
- 10. Only those persons listed in Application are to live in the Premises.
- 11. The Premises are not to be used for business except with full knowledge and consent of Landlord and in conformity with all applicable laws and regulations.
- dicapt(s) has no lease hold interest until a lease is signed.

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Security deposit in current house: \$

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Use blank sheet to list previous addresses and previous employment to cover 5+ years duration.

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WVAR - K.1008 - Fev. 01/17

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Page 4 of 4

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Request for Taxpayer Identification Number and Certification

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Lindar paration of perjury, I coulty trut:

- 1. The number attent on this form is my correct temptyor Identification number for I am waiting for a number to be issued to mel, and
- I am not autieux to backup withresting because (a) I am exempt from backup withresting, or (b) I have not been autieux by the Internet Movernes throwing (1965) that I are exhibited to breakup withinolding on a result of a failure to report at interest or ellulament, or for the 1981 has notified the that I am no longer autiliact to backup withholding, and
- G. I am a U.S. Ortzen or other U.S. parson (defined below).

Certification tratractions. You must cross out item 2 above 5 you have been notified by the 1956 that you are currently subject to backup withholding pecause you have taked to report as interest and dividence on your lax ratum. For real estate transporting, name a cose not apply. For monthing interest paid, acquisition or abandonment of secured property, denotication of debt, contributions to an individual retrement arrangement (ITA), and generally, paymente other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIM. See the instructions on page 4.

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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the this must obtain your correct trapage lossification number (fift) to report, for example, imported paid to you, real getate. transactions, hydrogue interest you paid, acquisition or moundanement of secured property, cancellation of debt, or contributions you made to an IRA,

Use Form W-9 only II you are a U.S. person finduding a resident alian), to provide your correct Tiel to the person requesting it the requester and, when supplicable, to:

- 1. Cortify that the TiN you are giving in correct for you are waiting for a number to be issued),
 - 2. Certify that you are not eutreer to peckup withholding, or
- 3. Citim exemption from beckup withholding if you are a U.S. uxerral payer. If applicable, you are also certifying that he a U.S. person, your elicostic share of any participation mooms from a U.S. trade in business is ten subject to the within being tox on foreign partners' share of affectively connected income.

Note, if a requester gives you a form other than Form W.S to reducest your TIM, you must use the requester's form it is substantially similar to mis Form W.S.

Definition of a U.S. person. For Indersi tux purposes, you are considered a U.S. person it you are:

- * An individual vetos is a U.S. pittege or U.S. resident ellen-
- * A partnership, corporation, company, or exceptation orested or organized in the United States or under the level of the United
- · An estato (athor tran a tereign cause), or
- A domestic trust tax defined in Reputations section. 301.7701-71

Shecial rules for partnerships. Partnerships that conduct a trade of business in the Utrited States are generally required to pay a withholding talk on any foreign parmers' share of moons from such business. Further, in certain cases where a form VV-2 has not been received, a permoverup is required to presume that a serimer is a foreign person, and pay the withholding tax, Therefore, if you are a U.S. person that is a parmer in a parintrally conducting a trade or business in the United States, provide Form W-8 to the partnership to extensity your U.S. praises and avoid withholding on your share of partnership

The person who gives form W-8 to the pertnership for con its also be a substantiant in this, status and avoiding manufacting on its also solves alters of that income from the partnership conducting a trace or business in the United States is in the ininwing cases:

* The U.S. owner of a disregarded entity and not the entity.