

Please Print This Form to Fill Out & Mail In With \$40.00 Application Fee This is A Non-Refundable Processing Fee.

The application Fee and Security Deposit **MUST** be in Certified Funds or Money Order
GENESIS PROPERTIES INC. 1309 W. Broad St, Suite 1B Richmond, VA 23220) 804-726-2469, (F) 804-523-1737



APPLICATION FOR LEASE

The Applicant(s) named below hereby apply on (Date) _____ for lease of the following described property located in the City of Richmond.

Occupancy to begin _____ Address Applying for: _____.

NAME OF APPLICANT: _____ Birth Date: _____ SSN: _____

TELEPHONE NUMBER (H) _____ (C) _____

PRESENT ADDRESS: _____
(city, state, zip)

LANDLORD: _____ PHONE # _____ RENT \$ _____

REASON FOR LEAVING _____ HOW LONG _____

PREVIOUS ADDRESS _____ HOW LONG _____
(city, state, zip)

HAVE EVICTION PROCEEDINGS EVER BEEN FILED AGAINST YOU? YES ___ NO ___ Explain: _____

LIST THREE FAMILY OR LOCAL REFERENCES:

Name	Address	Phone	Relationship
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPLICANT'S EMPLOYER: _____ PHONE # _____ HOW LONG: _____

POSITION _____ SALARY _____ (Week/Month) (Full or Part Time)

HOURS PER WEEK: _____ ADDITIONAL INCOME EXPLAIN: _____

PREVIOUS EMPLOYMENT: _____ PHONE # _____ HOW LONG: _____

POSITION _____ SALARY _____ (Week/Month) (Full or Part Time)

OTHER OCCUPANTS:

Name _____ Age: _____ Relationship: _____

Name _____ Age: _____ Relationship: _____

Name _____ Age: _____ Relationship: _____

Name _____ Age: _____ Relationship: _____

APPLICANT: DO YOU HAVE PETS? YES ___ NO ___ WHAT KIND? _____ WEIGHT _____

*******DOGS ARE NOT PERMITTED***** Aquariums require proof of renters insurance
A THIRTY DOLLAR PROCESSING FEE MUST ACCOMPANY THIS APPLICATION!
*****THIS IS A NON-REFUNDABLE PROCESSING FEE.*******

LIST AUTOMOBILES OF ALL OCCUPANTS

State, License Number

NAME OF CO-APPLICANT: _____ Birth Date: _____ SSN: _____

TELEPHONE NUMBER (H) _____ (C) _____

PRESENT ADDRESS: _____ HOW LONG _____

(city, state, zip)

LANDLORD: _____ PHONE # _____ RENT \$ _____

REASON FOR LEAVING _____

PREVIOUS ADDRESS _____ HOW LONG _____

(city, state, zip)

LANDLORD: _____ PHONE # _____ RENT \$ _____

REASON FOR LEAVING _____

HAVE EVICTION PROCEEDINGS EVER BEEN FILED AGAINST YOU? YES ___ NO ___

Explain: _____

APPLICANT'S EMPLOYER: _____ PHONE # _____ HOW LONG: _____

POSITION _____ SALARY _____ (Week/Month) (Full or Part Time)

ADDITIONAL INCOME EXPLAIN): _____

PREVIOUS EMPLOYMENT: _____ PHONE # _____ HOW LONG: _____

POSITION _____ SALARY _____ (Week/Month) (Full or Part Time)

LIST THREE FAMILY OR LOCAL REFERENCES:

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant(s) authorize landlord or Agent to verify the foregoing information and to make credit and reference inquiries deemed necessary.

Applicant(s) also authorize the release of information contained on this Application or sought by such inquiries. In making this Application, it is understood that an investigative consumer report and criminal report may be prepared whereby information is obtained through personal interviews. This inquiry includes information as to the character, general reputation, and mode of living of Applicant(s).

The parties confirm that in connection with the transaction contemplated by this lease, GENESIS PROPERTIES INC. and its Agents have and are acting as, on behalf of the Landlord or as Landlord's Agent.

I/We certify that the information provided herein is true and accurate to the best of my/our knowledge and fully understand and agree that any information found to be untrue could result in the refusal by Landlord/Realtor to lease to me/us and the forfeiture of any Security Deposit paid with this application. It is further understood that should a property be leased to me based on information discovered to be untrue, Landlord/Realtor maintains the right to terminate my/our lease and to hold Lessee responsible for any damage to the property and to avail himself of all rights and remedies too which he may be entitled either at law or in equity, and to recover reasonable attorney's fees and costs as allowed by law.

XSignature of Applicant: _____ Date: _____

Signature of Co-Applicant: _____ Date: _____

GENESIS PROPERTIES INC.
11511 Allecingie Parkway, Richmond, VA 23235
804/726-2469 Fax: 523-1737

REQUEST FOR VERIFICATION OF EMPLOYMENT

Part 1 - Request

1. (Name and address of Employer)

2. (Name and address of APPLICANT)

I have applied for a rental/sale property and stated that I am now or was formerly employed by you. My signature below permits verification of this information. Thank you for your assistance.

X _____
Signature of Applicant

APPLICANT(S), PLEASE DO NOT WRITE BELOW THIS LINE.

Part 2 - Verification of Present Employment

1. Applicant's Date of Employment _____
2. Present Position _____
3. Probability of Continued Employment _____
4. Current Base Pay \$ _____ per _____

Part 3 - Verification of Previous Employment

1. Date of Employment _____
 2. Salary/wage at termination \$ _____ per _____
 3. Reason for leaving _____
 4. Position Held _____
- Signature Of Employer _____
- Title _____ Date _____

The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. This form is to be transmitted directly to Genesis Properties Inc., and is not to be transmitted through the applicant.

**GENESIS PROPERTIES, INC.
LANDLORD REFERENCE**

Name of Applicant: _____

Lived at: _____

Signature of Applicant(s) authorizing the release of the following information:

When did tenant rent from you (move-in and move-out dates)? _____

What was the monthly rent: \$ _____

Did the tenant pay rent on time? Yes No If no, number of times late _____

Did the tenant pay rent on time? Yes No If no, number of times late: _____

Any NSF checks within the last twelve (12) months? If yes, how many and their disposition?

Any "Pay or Quits" within the last twelve (12) months? If yes, how many and their disposition?

Any "UDs" within the last twelve (12) months? If yes, how many and their disposition?

Any "21 Day Notices" within the last twelve (12) months? If yes, reason and their disposition?

Is tenant's account satisfactory? If no, what is the balance due? _____

Did the tenant have pets? If yes, were there any problems? If yes, were there any problems?

Did the tenant make any unreasonable demands or complaints? If yes, please explain:

Did the tenant give the proper amount of notice before leaving? If no, please elaborate:

Do you know why tenant is leaving? If yes, please state reason:

Was tenant considerate of neighbors, that is no loud parties and fair, careful use of common areas? If no, please elaborate: _____

Would you rent to this tenant again? _____

Did tenant have a co-signer or guarantor? _____

If past tenant:

Did tenant leave the place in good condition? _____

Did you need to use the security deposit to cover damages, etc? If yes, please elaborate:

Any particular problems you would like to mention? _____

Other comments: _____

Your Name _____ Title _____ Date _____

CO-SIGNER FORM

You are being asked to guaranty the payments of a Tenant. Please be aware if you do agree to this, you are responsible for all Tenant charges. If the Tenant does not pay any appropriate charges, you will be billed. This could include: current rent, past due rent, collection costs, non-sufficient funds charges, court costs, late fees, advertising costs, or cleaning and repairs.

Our Company can collect these debts from you without first trying to collect directly from the Tenant. Our company can use the same collection methods with you that can be used with the Tenant. If the Tenant is ever in default of any Tenant obligation, you are responsible.

The Co-signer agrees to unconditionally, absolutely and continually guaranty the performance by Tenant of all obligations under the Rental Agreement, including but not limited to timely payment of the rent and all other financial obligations due Owner. The liability of a co-signer is direct and unconditional and may be enforced without requiring Landlord first to exercise, enforce or exhaust any right or remedy against Tenant. The Co-signer waives presentment, demand, protest and notice of acceptance, notice of demand, notice of protest, notice of dishonor, notice of default, notice of nonpayment, and all other notices to which co-signer might otherwise be entitled.

The co-signer recognizes that the Landlord has agreed to rent to Tenant only because of this guaranty and that the continued validity of this guaranty is a material term of the Rental Agreement. In the event the co-signer terminates the guaranty, or this guaranty is no longer enforceable for any reason, the Landlord may terminate the Rental Agreement of the Tenant.

The Co-signer agrees that any suit or action brought on this Rental agreement may be brought in any state or federal court sitting in the county in which in the property is located. Co-signer agrees to pay all costs and attorney's fees incurred by Landlord in enforcing the Rental Agreement.

Please be sure you want to accept this responsibility and that you are able to assume the financial obligation should that become necessary.

*****Co-signers must provide a proof of income such as a paystub, W-2 or 1099*****

Co-Signer Name: _____ Signature: _____

PRESENT ADDRESS: _____
(city, state, Zip)

Home Phone: _____ Cell Phone: _____

Employer: _____ Salary: _____ Supervisor: _____

Social Security #: _____ Birth Date: _____