

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO PROCESS YOUR APPLICATION

1. All persons of the age of 18 must fill out an application. Each application must be filled out in its **entirety** and all disclosure forms signed by all persons over the age of 18 who will be residing in the property. All occupants under the age of 18 who will be residing in the property must be noted on each application.
2. Each applicant must submit a non-refundable application fee of \$50.00, per applicant (including Guarantors if applicable) **which should be in a separate check**, money order, certified check, or cashier's check from the Application Deposit.
3. Check, money order, certified check, or cashier's check is to accompany the application as the Application Deposit. Once your application is approved, this becomes the Security Deposit for the residential lease. **Please make all payments payable to RentInRichmond.com.**

NO CASH WILL BE ACCEPTED for Application Fees or Deposits.

4. **In order to secure the property, all Applications, Application Fees, and the full Application Deposit must be submitted together.** Once the Application Fees and Deposit possession of secure the property. It will no longer be publicly offered for rent. If you should elect to not take the property, withholding will be deducted from your Application Deposit. This includes a fee 15% of the rental rate for administration fees and any actual damages.
5. **Landlord Reference:** We will need to make sure you have your current and/or former landlord's name, phone number, and email address.
6. **Employment Verification:** We need current employer information (company name, supervisor's name, phone number and email address) and two consecutive recent pay stubs. If you are in the military, please submit a current Leave and Earnings Statement (LES).
NOTE: IF YOU ARE SELF EMPLOYED WE WILL NEED A COPY OF YOUR RECENT TAX RETURN, W-2, OR 1099.
7. Combined income must be three (3) times the monthly rent and a credit score higher than 600 is required.
8. You may obtain a Guarantor who qualifies. They must complete an application and submit a \$50.00 application fee.

-Your credit history and criminal background along with your landlord references and employment verification will be evaluated in qualifying you to rent the property.

-There is application withdrawal fee equal to 15% a month's rent. It will be automatically deducted as well as actual rental damages while property was off the market from your application deposit.

-Blocked credit or protected identity will result in a \$125 fee each time we have to process. If you are approved this amount will be added to your balance. If you are denied it will be withheld from the application deposit.