

General Application Guideline:

Each applicant must view the apartment before the application process begins.

Two forms of identification are required for all rental applications, at least one of which must be a “positive picture”, i.e. driver’s license, state issued ID card, social security card, U.S. passport.

A fee of \$40.00 is due for a single application. A fee of \$60.00 is due for married couples though each must complete an application separately.

Each applicant must qualify individually unless they are a married couple.

Co-signers are not accepted as a substitute for qualifying.

Applications must be filled out completely by each individual applicant.

Approved rental applications will be held for 2 business days to provide time for applicants to sign the lease agreement and pay the security deposit. Otherwise, after the 2nd business day, the apartment will be eligible for rent by another applicant with no further notice.

The security deposit is due in full at the lease signing and payable by certified funds only.

Move-ins after the 25th or later require payment of prorated rent as well as the next full month’s rent.

The lease effective date is final. If the tenant fails to move in on that date, prorated rent will still be charged from the lease effective date.

Pet fees are due with the first month’s rent (for approved locations and approved pets only).

Income and employment will be verified on each applicant. Monthly income must meet the minimum requirements.

Criminal convictions including, but not limited to, robbery, theft, drugs, armed possession, and sex offenders, etc. are a basis for disqualification.

Credit information on each applicant will be obtained through a consumer-reporting agency of agent’s choice.

Rental and homeownership history Guideline:

Current and previous rental references will be verified. Homeownership must be verified by submittal of tax assessor’s statement or by credit report.

Applicant’s name must have been on the lease or mortgage for any reference to be valid.

Rental history reflecting any unpaid past due rent or damages due another landlord or their management may result in application denial.

An unlawful detainer action or eviction may result in denial.

Any rental history upon which another landlord or management company has refused to rent or re-rent to applicant may result in denial.

Any history reflecting past complaints or disturbances, whether alleged or proven, may result in denial.

Income Guideline:

Monthly income must equal three times the monthly rent.

If the monthly income does not equal three times the monthly rent, and applicant is otherwise approved, an additional security deposit will be required.

An unemployed individual’s application will need a verifiable income source.

Tax returns, bank statements, paychecks, loan documents, or employer confirmation are acceptable as income verifiers.

Roommates are jointly and severally liable for all of the obligations and terms and conditions of the lease.

Credit Guideline:

Acceptable credit is required.

The non-existence of a credit rating may result in denial.

Outstanding bad debts on a credit report may result in denial or require an additional security deposit, if applicant is otherwise approved.

Collections on a credit report may result in denial or require an additional security deposit.

Non-discharged bankruptcy on credit report will result in denial.

Discharged bankruptcy on credit report may result in denial or require an additional security deposit.

Cavalier Land, Inc.
cavalierland.com
Street Address: 234 W. Bute Street, Norfolk, VA 23510
Mailing Address: P.O. Box 3175, Norfolk, VA 23514
Office: (757) 625-3502/Fax: (757) 625-8235
Email: info@cavalierland.com

A NONREFUNDABLE application fee of \$40.00 (individual) or \$60.00 (married couple) is payable when application is made and applicant authorizes the verification of the below information and a consumer credit report(s).

At the time a lease is signed, you will be required to sign a LEAD PAINT DISCLOSURE FORM and will be given a pamphlet "Protect Your Family From Lead in Your Home". If the property you are applying for was built before 1978, we suggest that you assume that lead-based paint is present and practice all of the protective measures described in the pamphlet. You may review the disclosure form and pamphlet before completing this application.

WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAWS.

Today's Date _____ Desired Move-In Date _____

Address Applying For _____

Additional occupants who **WILL** live with you: _____

Full Legal Name			
Birthday		Social Security No.	
Cell Phone		Work Phone	
Email Address			
Current Address			
City		State/Zip Code	

Do you have pets? _____ What Kind? _____ How Many? _____

Renter's Insurance ? _____ If yes, which company? _____

Have you filed for bankruptcy? _____ Have you ever been evicted? _____

Have you ever been convicted of a crime? _____ If yes, please explain on a separate page.

Vehicle: Make _____ Model _____ Year _____ License Plate # _____

Local/Personal Reference _____ Phone _____

Emergency Contact _____ Phone _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS APPLICATION.

Signature _____

Date _____

Megan's Law: Prospective tenants are hereby informed that they should "exercise due diligence they deem necessary with respect to information on any sexual offenders registered under Chapter 23 (§19.2-387 et seq.) of Title 19.2, including how to obtain such information." The web site address is www.vsp.state.va.us/vsp.html.

ALL DEPOSITS AND MOVE-IN RENTS MUST BE PAID BY MONEY ORDER OR CERTIFIED CHECK. This application will either be approved or disapproved, the applicant hereby waiving any claim for damages by reason of non-acceptance of the application, which Cavalier Land, Inc. may disapprove without stating any reason.

Cavalier Land, Inc. represents the property owner as managing agent. **THIS APPLICATION IS NOT COMPLETE UNTIL SIGNED.**

This application is made subject to Lessor's approval and may, without designating cause, be disapproved by Lessor, it being agreed that any such disapproval shall not be considered a reflection upon the applicant. Information provided by applicant will be verified and approval is subject to satisfactory employment, landlord references and a satisfactory Retail Merchant's credit report or other credit references. If approved it is to be construed as a part of the lease entered into between the Lessor and Lessee. Applicant represents that the information contained herein is accurate and correct to the best of his knowledge. Misinformation set forth herein shall constitute a breach of lease agreement to be executed, in which even the Lessor shall have the right at its option, to forthwith cancel the Lease, repossess the leased premises and to the extent that it has suffered damages, consider the deposit hereunder or the security deposit posted upon execution of the lease forfeited. In consideration of the Lessor's holding this apartment for the applicant, the applicant hereby waives all rights to the return of this deposit and forfeit it as liquidated damages in the event the applicant does not choose to enter into the Lease applied for herein.

Policy and Procedures for Leases

The lease you will be asked to sign prohibits pets without prior approval of the Lessor. If a pet is permitted, you must sign a pet agreement. Some buildings require a monthly pet rent and other have a "one time" charge in the amount of (\$100.00/dog--\$60.00/cat). In addition to not being vicious or objectionable, any pet permitted must be small when fully grown.

If you now have a pet, or acquire one during the term of your lease, you acknowledge receipt of this notice and agree that failure to comply with the requirements of it shall be cause, at the Landlord's option, for termination of the lease on five day's notice, vacating the apartment and forfeiture of any and all deposits posted.

PLEASE READ THE FOLLOWING CAREFULLY. Contained herein are important considerations regarding the terms and conditions of our standard lease agreements. Please sign at the bottom to acknowledge that you have read and understand the contents. If we enter into a lease, this form and the application form will be attached and made a part of the lease.

Pursuant to Paragraph 4 of our form lease, you will receive a letter from us that states we have inspected the premises and except as may be noted, there were no deficiencies or items of disrepair at the beginning of the lease. Normal wear and tear from age or use is expected in our initial inspection and at the time you vacate the premises. You have five days in which to respond to this letter, noting any exception you may have. If you are concerned about the condition of the premises, or about what will be considered normal wear and tear, please note the items that concern you and mail a copy to us.

Giving Notice to Vacate

When you wish to terminate the lease you must give written proper notice. Proper notice is always due on a calendar month basis, so it must be received no later than the last day of the month due. Examples are:

1. For a monthly lease expiring Sept. 30 with a 30-day provision, the written notice must be received before Sept. 1.
2. For a yearly lease expiring Dec. 31 with a 90-day provision, the written notice must be received before Oct. 1.

The State of Virginia requires that disposition of the security deposit be made within 45 days after vacating the premises.

The apartment will be inspected after you vacate. You have the right to be present for the inspection and we recommend that you make such arrangements. What will be inspected includes, but not necessarily limited to the following:

- A. Stove and fridge must be clean inside and out, and freezer completely defrosted and dry.
- B. Cabinets, drawers and closets empty, dust-free and clean.
- C. Bathroom tile and fixtures mildew free and clean.
- D. Floors--either wood, vinyl or carpeted--must be professionally cleaned and free of damage or stains, including spike heel shoes, furniture moving, etc. except as noted when the lease term began and excepting normal wear and tear.
- E. Cracked and Broken windows, complete set of undamaged screens, locks not working, keys missing, doors damaged, missing knobs and handles on cabinets and appliances
- F. Walls, windowsills, baseboards and wood trim must be free of nails, screws, holes, dust and dirt. Any holes in walls and trim should be filled in a workmanlike manner, and woodwork and trim should be washed with soap and water.
- G. All door keys, parking passes or kontrol kards must be returned to Landlord or Agent.
- H. Smoke detectors must be intact and operating.
- I. No vehicles of any kind may be parked on the lawn around the property to facilitate moving out or for any other reason. Violations are subject to a minimum of \$100.00 penalty deducted from the security deposit and any additional damages over that amount.

The Special Provisions include on all leases are:

1. Application and Policy and Procedures terms are attached and made part of the lease.
2. Only the approved applicants may occupy the premises unless prior and written permission is obtained from Landlord for an additional or substitute occupants.
3. No painting or other decorating, or installation of wall-to-wall carpeting is permitted without prior written permission Landlord.
4. Tenant agrees to replace battery, if applicable, in smoke detector as often as is required to keep same operable at all times. Tenant agrees to inform Landlord immediately if said smoke detector should require repair or replacement.

Agency Disclosure: Cavalier Land, Inc. is a Virginia Licensed Real Estate Brokerage. In the leasing transaction for which this application is a part of; and subsequent management related transaction, Cavalier Land, Inc. represents the interest of the owner of the property, but is required to treat both parties fairly and according to the current statutes. Each property has a distinct owner(ship) and the lease will include the name of the owner(ship). The lease will be executed on behalf of the owner by a duly authorized agent of Cavalier Land, Inc. The principal(s) of Cavalier Land, Inc., but not the corporation, are owner-agent of certain of the properties lease and managed by Cavalier Land, Inc.

Renter's Insurance: Renter's insurance is recommended. The Landlord's insurance does not provide coverage for personal belongings of residents in any event (i.e. fire, flood, theft, etc.). The Landlord's insurance does not provide liability coverage for the acts or omissions of residents and their guest or invitees. Neither Landlord nor Agent shall be liable for any injury or damage to person or property from any cause unless such damage shall be adjudicated to be a deliberate or negligent act on their part. Tenant shall indemnify and hold harmless Landlord and Agent from all claims and shall protect his persons and contents on Premises by insurance, copy to be provided upon demand.

Employment Verification Sheet

Applicant: Please complete top portion of form.

Present Employer			
Position			
Start Date		Salary/Wage	Year/Month/Week/Hour
Supervisor's Name		Phone	
Total Monthly Gross Income (before taxes)			
Other Monthly Income		Source	

This will authorize my employer to release the following information regarding my employment.

Name of applicant: _____

Signature Date

(DO NOT DETACH)

To Be Completed By Employer:

Please complete the following information to verify the above listed person's employment and fax this form back to our office at (757) 625-8235. Thank you!

Dates of Employment: _____ through _____

- Full time
- Part time, if so please list the average weekly hours _____.
- Salary _____ (Year, Month)
- Hourly wage _____ (Week, Hour)

Employer's Printed Name Date

Employer's Signature Date

Company

Title/Department

Phone Number Extension

Rental Verification Sheet

Applicant: Please complete top portion of form.

I rent or have previously rented I own Other _____
 (please explain)

Current Address		Rent	
City		State/Zip Code	
Owner/Manager		Phone	
Property Name		Occupancy Dates	

Previous Address		Rent	
City		State/Zip Code	
Owner/Manager		Phone	
Property Name		Occupancy Dates	

I hereby authorize release of the information requested below for my rental address(es).

Name of applicant: _____

 Signature Date

(DO NOT DETACH)

To Be Completed By Landlord:

Please complete the following information to verify the above listed person's rental history and fax this form back to our office at (757) 625-8235. Thank you!

Dates of Tenancy: _____ through _____

Number of tenants on lease _____

Is/Was rent paid in a timely manner? _____ Rent amount \$ _____

No. of Late Payments _____ No. of returned checks _____ Balance on Acct. _____

Notice required _____ days Has/was proper termination notice give? _____

No. of Warrants _____ Was this tenant evicted? _____

Is this person eligible to reapply? _____

 Landlord Printed Name Date

 Landlord Signature Date

 Property Name/Address

 Phone