

**GODFREY PROPERTY MANAGEMENT, INC.**

**DELIVER COMPLETED APPLICATION AND FEE TO: 142 CARLTON ROAD, CHARLOTTESVILLE, VA 22902.  
THERE IS A DROP SLOT IN THE FRONT DOOR FOR SPEEDY DELIVERY.**

**\*\*DO NOT PAY BY PERSONAL CHECK\*\*PERSONAL CHECK NOT ACCEPTED\*\***

A CASH, MONEY ORDER OR CERTIFIED CHECK (**NO PERSONAL CHECK**) NON-REFUNDABLE APPLICATION FEE IS DUE FOR EACH PERSON WHO WILL BE LIVING IN THE PROPERTY 18 YEARS OF AGE AND OLDER & FOR COSIGNERS. MINIMUM REFERENCES REQUIRED ARE **GOOD, STRONG, SOLID CREDIT, EMPLOYMENT AND RENTAL HISTORY.** PROCESSING OF APPLICATIONS TYPICALLY TAKES 5-10 DAYS, BUT MAY VARY. PLEASE WAIT 5 DAYS PRIOR TO CALLING OR EMAILING TO CHECK STATUS.

DATE: \_\_\_\_\_

RESIDENCE APPLYING FOR: \_\_\_\_\_

	APPLICANT #1	APPLICANT #2	APPLICANT #3
NAME			
SOCIAL SEC. #			
DATE OF BIRTH			
CELL PH #			
WORK #			
HOME #			
EMAIL ADDRESS			
CURRENT ADDRESS			
CURRENT RENT AMT.			
YEARS AT THIS ADDRESS			
LANDLORD NAME			
LANDLORD EMAIL			
LANDLORD PHONE(S)			
PREVIOUS ADDRESS			
YEARS AT THIS ADDRESS			
LANDLORD NAME			
LANDLORD EMAIL			
LANDLORD PHONE(S)			
PRESENT EMPLOYER			
HOW LONG?			
POSITION			
SALARY (WK, MO, YR?)			
SUPERVISOR NAME/CONTACT			
OTHER OCCUPANTS: NAME/AGE/RELATION			
OTHER INCOME			

**FOR ?'S EMAIL: [EMAIL@GODFREYPROPERTIES.COM](mailto:EMAIL@GODFREYPROPERTIES.COM)**

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OTHER EXPENSES (AUTO, UTIL., FOOD, ETC.)			
VEHICLE(S)			
MAKE/MODEL			
LICENSE #			

**\*Landlord should not be a relative or friend.**

ANIMALS

**NO PETS OF ANY KIND SHALL BE PERMITTED AT THE LEASED PREMISES WITHOUT PRIOR WRITTEN CONSENT. LIST PETS:**

ASK ABOUT OUR **DOG BREED RESTRICTIONS** BEFORE APPLYING IF YOU HAVE A PET DOG.

	APPLICANT #1	APPLICANT #2	APPLICANT #3
<u>NAME OF ANIMAL:</u>			
TYPE			
BREED			
COLOR			
WEIGHT			

IF YOU ARE PRESENTLY IN THE ARMED SERVICES PLEASE STATE: NAME, BRANCH, RANK,  
OUTFIT: \_\_\_\_\_

Are you currently a Service member? \_\_\_\_\_ Do you currently have any pending Military Orders? \_\_\_\_\_

**EMERGENCY CONTACT:**

	APPLICANT #1	APPLICANT #2	APPLICANT #3
<b>NAME &amp; RELATIONSHIP</b>			
<b>ADDRESS</b>			
<b>PHONE EMAIL</b>			

Reason for leaving current residence:

APPLICANT #1	APPLICANT #2	APPLICANT #3

Have you ever been a defendant in an unlawful detainer action or eviction or otherwise been sued by a landlord for matters related to tenancy? If so, please detail status of any pending actions:

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<b>APPLICANT #1</b>	<b>APPLICANT #2</b>	<b>APPLICANT #3</b>

Criminal history: Please detail any offenses relating to felonies, misdemeanors or crimes involving harm to any other person or property or moral turpitude. If none, please write "NA":

<b>APPLICANT #1</b>	<b>APPLICANT #2</b>	<b>APPLICANT #3</b>

Check if any applicant owns: CAMPER  MOTORCYCLE  BOAT  TRAILER

**DISCLOSURE OF BROKERAGE RELATIONSHIP FOR UNREPRESENTED PARTY(IES):THE UNDERSIGNED UNREPRESENTED PARTY(IES) DO HEREBY ACKNOWLEDGE DISCLOSURE THAT THE LICENSEES: WHITNEY GODFREY (BROKER) & JOSH MCELHENY (LICENSEE) ASSOCIATED WITH GODFREY PROPERTY MANAGEMENT, INC. (BROKERAGE FIRM) REPRESENTS ONLY THE LANDLORD/PROPERTY OWNER IN A REAL ESTATE TRANSACTION.**

\*\$38.00/person over 18 years old . \$32.00/person for Section 8 Housing applicants.

1. A Non-refundable fee of \_\_\_\_\_\* is hereby accepted to cover the expense of verifying the application information through Datamax Credit Bureau, Equifax and other sources named herein. You hereby acknowledge and agree that inquiry can be made for the purpose of verification of information and the obtaining of character and financial information that may be necessary for processing this application and for verifying your address(es) including but not limited to criminal background information. Applicant should exercise whatever due diligence Applicant deems necessary with respect to info. On the Dwelling Unit, including without limitation, mold, lead-based paint, pests or insects, & any sexual offenders registered under Chpt. 23 (sec. 19.2-387 et seq.) of Title 19. Info. Regarding registered sex offenders may be obtained by contacting the local police dept. or State Police, Central Records Exchange at 804-674-2000 or www.vsp.state.va.us.

2. All special requirements must be in writing on page one, Section C of rental agreement. These requirements should be submitted with application to be approved prior to a lease being drawn up. **WE MAKE NO VERBAL COMMITMENTS/GUARANTEES ANYTIME DURING THE PREVIEW OR LEASE PROCESS/TERM. ALL CONTRACT TERMS WILL BE IN WRITING ONLY. LEASING ASSOCIATE HAS NO AUTHORITY TO MAKE ANY PROMISES OR ANSWER QUESTIONS ABOUT THE HOUSE OR LEASE VERBALLY. ALL QUESTIONS/REQUESTS MUST BE PRESENTED IN WRITING AND A WRITTEN RESPONSE WILL BE PROVIDED FOR RECORD KEEPING PURPOSES. EMAIL YOUR QUESTIONS. DO NOT MAKE ANY ASSUMPTIONS BASED ON ANY VERBAL CONVERSATIONS WITH THE PERSON WHO LETS YOU INSIDE TO WALK THROUGH THE PROPERTY. OBTAIN WRITTEN CONFIRMATION ON ANY VERBAL QUESTIONS YOU ASK .**

**FOR ?'S EMAIL: EMAIL@GODFREYPROPERTIES.COM**

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- 3. I/We hereby certify that I/We are above legal age, and that all information on this application is true and correct to the best of my/our knowledge. Any rental agreement made on the strength of material information may be terminated at any time at owner/management’s option if it is found to be false.
- 4. This application if approved becomes part of the rental agreement.
- 5. In addition, I/we understand that the rules and regulations of the community are also a part of the rental agreement, and agree to abide by them if accepted as a resident.
- 6. Godfrey Property Management, Inc., hereby discloses that we work for the owner(s) of the property.
- 7. How did you find out about the property? (circle one) : Website HOTPADS APTS.COM ZUMPER Sign  
Other \_\_\_\_\_

I (We) have read the terms & conditions of this Application. I (We) understand this is a binding contract separate & apart from a Lease.

\_\_\_\_\_  
Signature of Applicant #1    Signature of Applicant #2    Signature of Applicant #3

**REQUESTS:** List items requested to be done prior to move-in, if any. (If the Owner agrees to any work requested it will be incorporated into the special provisions of the lease. Owner may turn down an application based upon requests): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

<b>APPLICATION &amp; FEE RECEIVED DATE</b>	
<b>METHOD OF PAYMENT (CASH, CERTIFIED CHECK, MONEY ORDER)</b>	CASH <input type="radio"/> CERTIFIED CHECK <input type="radio"/> MONEY ORDER <input type="radio"/>
<b>AMOUNT</b>	

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