

**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. 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:NAME: \_\_\_\_\_  
FIRST LAST MI DATE OF BIRTH Social Security Number

Children & Ages: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Address City State Zip How Long? Landlord Name & phone/fax

Previous Address: \_\_\_\_\_  
Address City State Zip How Long? Landlord Name & phone/fax

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

**Phone #s where you can be reached:** \_\_\_\_\_

Monthly Financial Obligations: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
RENT AUTOMOBILE UTILILTIES FOOD OTHER

EMPLOYER OR SCHOOL: \_\_\_\_\_  
NAME ADDRESS POSITION PHONE

\$ \_\_\_\_\_ OTHER INCOME \$ \_\_\_\_\_  
INCOME

Applicant 2:NAME: \_\_\_\_\_  
FIRST LAST MI DATE OF BIRTH Social Security Number

Email: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Address City State Zip How Long? Landlord Name & phone/fax

Previous Address: \_\_\_\_\_  
Address City State Zip How Long? Landlord Name & phone/fax

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

**Phone #s where you can be reached:** \_\_\_\_\_

Monthly Financial Obligations: \$ \_\_\_\_\_ \$ \_\_\_\_\_  
RENT AUTOMOBILE

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
UTILITIES FOOD OTHER

EMPLOYER OR SCHOOL: \_\_\_\_\_  
NAME ADDRESS POSITION PHONE

\$ \_\_\_\_\_ OTHER INCOME \$ \_\_\_\_\_  
INCOME

**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.

**SERVICE/EMOTIONAL SUPPORT ANIMALS?** \_\_\_\_\_ **PLEASE PROVIDE DOCUMENTATION OF SERVICE/EMOTIONAL SUPPORT ANIMAL(S) AT THE TIME OF APPLICATION. LIST TYPE, BREED, NAME OF ANY SERVICE ANIMAL ABOVE IN SPACE PROVIDED.**

PROPERTY IS ACCEPTED "AS IS" WHEN VIEWED LESS PERSONAL PROPERTY OF CURRENT TENANTS IF ANY. LIST ANYTHING YOU WISH TO HAVE DONE OR WOULD EXPECT DONE TO THE PROPERTY PRIOR TO MOVING IN, IN THE SPACE AT THE END OF THIS FORM. OTHERWISE PROPERTY WILL BE PRESENTED IN ITS CURRENT CONDITION ON LEASE START DATE.

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

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**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.
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 IF THEY ARE IMPORTANT TO YOU.**
3. The security deposit, first month's rent and signature of all adults who appear on the rental agreement are necessary before keys can be released on your move-in date.
4. Applicant confirms she/he has personally viewed the interior/exterior of this property.
5. 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.
6. This application if approved becomes part of the rental agreement.
7. 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.
8. Godfrey Property Management, Inc., hereby discloses that we work for the owner(s) of the property.
9. Are you currently in the military/have a deployable position or do you have intention to join the military during the term of this lease? YES \_\_\_\_\_ NO \_\_\_\_\_
10. How did you find out about the property? (circle one) : Website Craigslist POSTLETS HOTPADS APTS.COM ZILLOW Sign Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

**NOTE: ALL TENANTS ARE REQUIRED TO CARRY RENTER'S INSURANCE DURING RENTAL PERIOD**

**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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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