



Dear Prospective Tenant,

Please write clearly and be sure to **completely** fill out the enclosed application. Each of the following items needs to be included before you return your application. If any of the below is missing the approval process will be delayed.

- All adult applicants (18 years of age and older) **must** fill out an application.
- Do not leave any item blank. The application will not be processed if information is missing.
- Be sure to sign the bottom of pages 3 and 4 of the application.
- Enclose a **\$35.00 application fee** for each adult applicant; personal checks, money orders, or cashier's checks are acceptable; cash and credit cards are not accepted. You may mail this fee or bring it to our office (address below).
- Include a copy of a valid driver's license or other government issued ID.

The approval process will begin when we have received completed applications with application fees, from all applicants along with **copies of ID's**. Once we have received all of the required information, a credit and background check will be run on each applicant.

Failure to follow the above guidelines may result in a delay in processing your application.

Rental rates are subject to change at any time prior to signing your lease and availability is on a first come first serve basis; we cannot hold or reserve rental units. *Please call us for current rental rates.*

Carriage Gate Apartment - 2 Bedrooms, 2 Baths

Includes washer, dryer, trash removal, water, and sewer.

Carriage Gate Apartment - 3 Bedrooms, 2 Baths

Includes washer, dryer, trash removal, water, and sewer.

Laurel Park Town Home – 3 Bedrooms, 2.5 Baths

Includes HOA dues, trash removal, washer and dryer.

Berkshire Landing – 3 Bedroom, 2.5 Baths

Includes HOA dues, trash removal, washer and dryer.

Deposit is equal to one month's Rent, Pet Deposit \$200, Non-Refundable Pet Fee \$200.

Please feel free to contact me with any questions you may have.

Sincerely,

Ashley C. Carter, Realtor ®, Associate Broker in the Commonwealth of Virginia
Representing *Carriage Gate, LLC*.
434-531-4177

CARRIAGE GATE, LLC LEASE APPLICATION

▪ CLEARLY PRINT ALL INFORMATION ▪

FOR OFFICE USE ONLY
DATE REC _____
STATUS _____
PROPERTY _____
UNIT # _____
RENT _____

Personal Information

First _____ M.I. _____ Last _____
Social Security # _____ - _____ - _____ Date Of Birth ____/____/____
Home # _____ Cell # _____ Work# _____
E-Mail Address: _____ When Needed ____/____
Housing Desired: (circle one) apartment town home (circle one) 2 Bedroom 3 Bedroom
Pets? (circle one) YES NO Type of Pets _____ #of Pets _____

Other Occupants

(Use for minors only; Separate applications required for non-dependent occupants over 18)

Name _____ Age _____ Relationship _____
Name _____ Age _____ Relationship _____
Name _____ Age _____ Relationship _____

Residence(s)

Present Address _____

City _____ State _____ Zip Code _____

Rent or Own (circle one) Dates From _____ To _____ Monthly Payment _____

Landlord/Mortgagor Reference _____ Phone # _____

Reason for moving _____

(IF YOU HAVE LIVED AT YOUR CURRENT ADDRESS FOR MORE THAN ONE (1) YEAR DO NOT FILL OUT PREVIOUS)

Previous Address _____

City _____ State _____ Zip Code _____

Rent or Own (circle one) Dates From _____ To _____ Monthly Payment _____

Landlord/Mortgagor Reference _____ Phone # _____

Reason for moving _____

Employment/Income Information

Current Employer _____ Dates From _____ To _____

Business Address _____ Phone # _____

Position _____ Supervisor _____ Salary _____

Previous Employer _____ Dates From _____ To _____

Business Address _____ Phone # _____

Position _____ Supervisor _____ Salary _____



Other Income

Amount _____

Source _____

Emergency Contact

Name _____ Relationship _____ Phone # _____

Address _____

Other Information

HAVE YOU EVER:

- Been sued for non-payment of rent? YES NO
- Been evicted or asked to move out? YES NO
- Broken a Rental Agreement or Lease? YES NO
- Been sued for damage to rental property? YES NO
- Declared bankruptcy? YES NO
- Have you ever had any public record suits,
liens, judgments or repossessions? YES NO

Criminal History

State whether you have ever been charged with, pleaded guilty to, or been convicted of, *any* crime other than traffic violations. If so, state the nature of the offense, the date of the offense, the county and state in which you were charged and/or tried, and the date of the trial and sentence given you, if convicted. *NOTE: If you do not provide an answer, then it will be presumed that your answer is 'No'. Failure to answer this question truthfully will result in an automatic denial of your application.* (circle one) YES NO

Nature of Offense _____

Date _____

County/City _____

State _____

Terms & Conditions

- Rental rates are subject to change without notice pending full lease execution.
- **This application is preliminary only and does not obligate Carriage Gat, LLC to execute a lease or deliver possession of the proposed premises.**
- No pets of any kind are permitted on the leased premises without prior, written approval.
- **A non-refundable, \$35.00 application fee** is charged to cover expenses incurred in verifying the information furnished by you on this application. Inquiries are made to obtain information regarding applicant's credit history, rental or mortgage history, student or employment status and background/criminal investigation. **I hereby authorize the owner or owner's agent to make these inquiries and verifications.**
- I certify that I am of legal age and the above information is true and correct to the best of my knowledge.
- I understand that any lease agreement made on the basis of the above information may be terminated at any time at the owner or agent's option if this information is found to be false.
- I hereby authorize Carriage Gate, LLC to make oral and/or written disclosures of my Tenant records prior to, during, or following my Landlord-Tenant relationship to third parties who contact Carriage Gate, LLC seeking verification of such information in the ordinary course of business for legitimate purposes as so determined by Carriage Gate, LLC.

SIGNATURE _____ **DATE** _____

Print Name _____



Rental Verification

****SIGN only** the bottom of this form. Our office will then have it filled out by your current or previous rental resource. **

Tenant's Name: _____

Address: _____

Term of Residency: _____

Rent Amount: _____

Number of late rent payments during tenancy: _____

Amount of outstanding charges: _____

Any neighbor complaints? _____

If yes, nature of complaint: _____

Would you rent to this person again? _____

If no, why? _____

Signature of rental representative: _____

Print Name: _____

By signing this form, I hereby grant permission to supply this information to obtain application verification.

Signature of Applicant: _____ **Date:** _____

Print Name: _____

