



ATLAS PROPERTIES, LLC

"Real Estate Solutions for Your World"

3640 S. Plaza Trail Suite 203 Virginia Beach, VA 23452

www.atlasprop.com Tel: 757.366.5222 Fax: 757.523.2799

Application for Tenancy

Along with application, provide copy of last paystub, copy of driver's license, and \$25 application fee per adult applicant. (Get an insurance quote from the Braun Agency pay only \$15 per adult.)

PLEASE WRITE LEGIBLY. Normal processing time for fully completed applications is 24 hours.

Applying for property address _____ Desired move-in date _____

Applicant

Co-Applicant

Name		
Date of Birth		
Social Security		
Cell phone		
Email address		

Residence Information (5 years)

Current street add							
City		State		Zip		State	Zip
Current status	<input type="checkbox"/> renting <input type="checkbox"/> living with family/friends <input type="checkbox"/> buying <input type="checkbox"/> other _____			<input type="checkbox"/> renting <input type="checkbox"/> living with family/friends <input type="checkbox"/> buying <input type="checkbox"/> other _____			
Landlord name							
Landlord phone							
Current rent amount							
Dates	From _____ to _____			From _____ to _____			
Why are you moving?							
Prior street add							
Prior City		State		Zip		State	Zip
Prior status	<input type="checkbox"/> renting <input type="checkbox"/> living with family/friends <input type="checkbox"/> buying <input type="checkbox"/> other _____			<input type="checkbox"/> renting <input type="checkbox"/> living with family/friends <input type="checkbox"/> buying <input type="checkbox"/> other _____			
Prior Landlord name							
Prior Landlord phone							
Prior rent amount							
Dates at prior residence	From _____ to _____			From _____ to _____			
Why did you move?							

Emergency contact information

Emergency contact name		
Relationship		
Cell phone		
Address		
City, ST ZIP		

Employment information

Current Employer		
Current Position		
Current Manager		
Phone number		
Address		
Dates of service	From _____ to _____	From _____ to _____
Earnings per month		
Prior Employer		
Prior Position		
Prior Manager		
Prior Phone number		
Prior Address		
Dates of service	From _____ to _____	From _____ to _____
Prior Earnings/ month		

Additional Information (If any answer is yes, give details below)

Applicant

Co-App

Have any complaints been made against you at any former residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or any proposed resident ever been convicted of a criminal offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had any judgments, repossessions, evictions or foreclosures in the last 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently past due on any obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you own any waterbeds or aquariums?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing and able to maintain the premises in a clean and orderly way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
House/duplexes: Are you willing and able to maintain the yard and gutters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have available funds for BOTH the security deposit and first month's rent.(\$ _____)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
I would be interested in an additional location if this one becomes unavailable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explanations: (use back if additional space is needed)		

Additional occupants: How many additional occupants will there be? _____

Name	Age	Relation

Vehicle Information:

Year	Make	Model	Color	License Plate	VIN
1.					
2.					
3.					
4.					



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Verification of Employment

Date: _____

Name: _____

To my current/former employer:

I authorize you to release verification of my employment to:

Atlas Properties LLC
3640 S. Plaza Trail, Suite 203
Virginia Beach, VA 23452
Fax: 757-523-2799
Phone: 757-366-5222

This authorization is in effect until revoked.

Signature of Authorization: _____

Employer: _____

Address: _____

Supervisor/Manager: _____ Phone _____

Dates of Employment: _____ to _____

Salary/wages: _____

If currently employed, do you have any reason to believe that the employee's employment will be terminated in the near future? yes no not currently employed

Completed by: _____ Phone _____

Position: _____ Date: _____

Signature: _____

Thank you for your assistance!

Directions to Applicant: Simply sign the authorization. We will use the same form for each of the employers on your application.



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Verification of Residency

Date: _____

Name: _____

To my current/former landlord/property manager:

I am applying to be a resident of Atlas Properties and authorize you to release verification of my residency to:

Atlas Properties LLC
3640 S. Plaza Trail, Suite 203
Virginia Beach, VA 23452
Fax: 757-523-2799
Phone: 757-366-5222

Signature of Authorization: _____

Address of resident _____ City _____ ST _____

Dates of occupancy _____ to _____

Did tenant remain until the end of their lease? Yes No

Did tenant remain provide adequate notice to terminate? Yes No N/A

Monthly rent amount when lease terminated: _____

Did tenant receive all or part of their deposit back? Yes No If not, why? _____

Were any complaints lodged against the tenant from any other residents/neighbors? Yes No

Would you lease to this resident again? Yes No

Completed by: _____

Date _____

Position _____

Phone _____

Thank you for your assistance!

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Rental Guidelines

Our rental guidelines are some of the *most flexible* in Hampton Roads:

	Preferred Rental Rate	Required Standards
<u>Rental Rate</u>	Residents who meet all of these criteria will receive our <u>lowest advertised rental rate</u> that we offer and a <u>50% security deposit!</u>	Residents who meet all of these criteria <u>will be approved</u> with a small adjustment to our preferred rental rate and regular deposit!
<u>Occupancy #</u>	1 bedroom-1 2 bedrooms- 2 3 bedrooms- 3 4 bedrooms- 4	1 bedroom-2 2 bedrooms- 4 3 bedrooms- 5 4 bedrooms- 6
<u>Employment</u>	Continuous employment for last 5 years, no more than 2 jobs	Continuous employment for last 2 years, no more than 2 jobs
<u>Income requirement</u>	Verifiable Income 3 times rental amount	Verifiable income 2.5 times rental amount
<u>Prior rental history</u>	5 years of satisfactory rental history including no evictions, foreclosures, or rental or utility judgments.	2 years of satisfactory rental history including no evictions, foreclosures, or rental or utility judgments.
<u>Payment methods</u>	Automatic draft before the first of the month	Ck/Money order mailed or paid in office before 5pm on of month
<u>Credit</u>	No delinquencies, collections, judgments, or other derogatory marks within the past 5 years.	WE DO NOT TURN DOWN FOR CREDIT BUT MAY REQUIRE A RENT ADJUSTMENT, HIGHER DEPOSIT, OR CO-SIGNER.
<u>Renters Insurance</u>	Certificate on file	
<u>Pets</u>	None	We do not allow dogs in apartments. Approved dogs are permitted in select houses for an additional fee. Cats are permitted with an additional fee. Other pets are reviewed on a case by case basis. Any pet must be approved.
<u>Military</u>	We're military friendly and thank our troops for protecting our nation with a <u>50% security deposit</u> on any property. In addition, our lease includes a military relocation/deployment clause.	
<u>Exceptions</u>	We do make exceptions to our rental standards on a case by case basis. Any exceptions to our rental guidelines may require a qualified co-signer and/or additional security deposit.	