



GEORGES & COMPANY

PROPERTY MANAGEMENT

Application Process and Terms

1. Every prospective tenant 18 years or older must fill out an application.
2. Before Georges & Company can process an application, the entire application must be completed, signed in appropriate areas and application fee paid.
3. An application is processed after a completed application and \$40 application fee are submitted.
4. If mailing an application and check, please send to: Georges & Company, 700 Harris Street, Suite 204, Charlottesville, VA 22903.

Application Fee

1. The application fee is \$40 per application. Married couples may file one application as co-applicants.
2. There is no refund to the application fee once an application has begun being processed.
3. Processing of the application begins after the full application and fee are submitted.

Application Approval Criteria

- All applications will be screened for credit and rental history.
- Gross income should be three times the rental amount.
- Property ownership history will be reviewed instead of rental history, if applicable.

Rental History:

- a) All applicants' previous rental history will be reviewed.
- b) Property ownership references will be reviewed instead of rental history, if applicable.
- c) Negative rental history reports can result in denial of application.

Credit check:

- a) All applicants' credit report will be reviewed. Consistent, on-time payments will be considered. We do not consider credit score.
- b) Georges & Company can accept discharged bankruptcies if applicant has re-established credit. A minimum security deposit of two months' rent will be required for all applicants claiming a bankruptcy within the past four years.
- c) Proof of income may be required.
- d) Negative credit reports can result in denial of application.

GEORGES & COMPANY, INC.

700 Harris Street, Suite 204 | Charlottesville, Virginia 22903 | Telephone: (434) 977-3181 | Facsimile: (434) 977-1937
Website: www.gcorentals.com | Email: info@gcorentals.com

Processing of Application:

1. Applicants will be notified within a week of approval/denial. Georges & Company reserves the right to extend the period to review more documentation.
2. If applicants are applying with roommates, all parties must be approved.
3. If multiple applications are received on a property, Georges & Company, acting as the Agent of the Property Owner, will decide based on what is in the best interest of the Property Owner. We do not base selection on first come, first serve.
4. Approval of an application makes the applicant eligible to sign a lease. Properties are only considered leased when the lease is signed, security deposit paid and the first month's prorated rent is paid.
5. Georges & Company will continue to market properties until properties are leased, as defined above.
6. All signed leases are binding.

Disclosure of Brokerage Relationship:

Georges & Company and its Agents represent and are acting on behalf of the Property Owner as the owner's agent. The Agents and the Applicant(s) acknowledge the agency relationship of the Agent and the Owner. The Agents do not represent the Applicant(s).

Information regarding leasing with Georges & Company:

1. Every property with Georges & Company is non-smoking. No smoking is permitted in the unit.
2. Any property not approved for a pet cannot have a pet at any time. If a pet is approved, only that pet(s) is allowed on the property. No replacement pet or additional pets are allowed.
3. Payment for security deposit and rent are only accepted via check. Money orders are not accepted.

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Application for Lease

Name _____ S.S.No. _____ D.O.B. _____
First Middle Last

Email _____ Phone (_____) _____

Spouse's Name _____ S.S.No. _____ D.O.B. _____
First Middle Last

Email _____ Phone (_____) _____

Marital Status _____ Number of Children _____ Ages _____

Property Interested in: _____ Desired Move-In Date: _____

How Many Total Persons Will Occupy the Unit? _____ Number of Cars _____

Pet(s): No Yes If yes: Type: _____ Breed: _____ Weight: _____ Name: _____ Color: _____

Present Address _____ Dates of Residency _____

City _____ State _____ Zip _____

Landlord/Rental Agent _____ Phone (_____) _____

Email _____ City _____ State _____

Previous Address _____ Dates of Residency _____

City _____ State _____ Zip _____

Landlord/Rental Agent _____ Phone (_____) _____

Email _____ City _____ State _____

Spouse's Previous Address (if different) _____ Dates of Residency _____

City _____ State _____ Zip _____

Landlord/Rental Agent _____ Phone (_____) _____

Email _____ City _____ State _____

Current Occupation _____ Salary _____ Date of Employment _____

Employer _____ (_____) _____ Supervisor _____
Name Location Phone

Spouse's Occupation _____ Salary _____ Date of Employment _____

Employer _____ (_____) _____ Supervisor _____
Name Location Phone

Student Status _____ Graduate School of _____ Graduation Date _____

PERSON TO NOTIFY IN CASE OF EMERGENCY _____

Name _____ Relationship _____

Email _____ City _____ State _____ Zip _____ Phone _____ (_____) _____ (_____) _____ ext. _____
Alt Phone

Personal References _____ (_____) _____

Name _____ Email _____ Phone _____

Years Known _____ Relationship _____

Have You Ever: Filed for Bankruptcy? No Yes Date _____

Evicted from Tenancy? No Yes Date _____

Reason, if yes _____

Applicant(s) hereby agree(s) to pay a NON-REFUNDABLE FEE of \$40.00. This fee will be refunded ONLY if Agent chooses to rent to another Applicant(s) PRIOR to ordering reports. Each Applicant(s) hereby certifies that the information contained in this Application is true and correct to the best of Applicant(s)'s knowledge and belief. Each Applicant hereby authorizes Listing Broker to conduct a credit check on Applicant(s) and such background checks as determined appropriate by Listing Broker to verify information provided herein by Applicant(s) for approval or rejection of this Application. Children 18 years and older living in the unit must complete an Application for Lease. Applicant(s) has received the Application Process and Terms. Applicant(s) understands the Listing Broker or Listing Agent does not represent the Applicant(s). Applicant(s) certify they were given the disclosure of

Signature _____ Date _____ Spouse's Signature _____ Date _____

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Landlord Verification

APPLICANT(S):

Each Applicant hereby certifies that the information contained in this Application for Lease is true and correct to the best of Applicant(s) knowledge and belief. Each Applicant(s) hereby authorize Listing Broker to conduct a credit check on Applicant(s) and Rental Verification, including appropriately related financial information as determined by Listing Broker to verify information provided herein by Applicant(s) for approval or rejection of this Application.

Printed Name

Printed Name

Signature

Date

Signature

Date

BELOW FOR OFFICE USE ONLY:

Current Landlord: Previous Landlord: Date Contacted: _____

Tenant Name(s): _____

Address Renting: _____

Rental Reference: _____

Name

Company

Phone: _____

Facsimile: _____

Monthly Rent: _____

Lease Dates: _____

Beginning

Ending

Were there any late rental payments or checks returned for insufficient funds? Yes No

If yes, how many? _____

Any Problems or Warnings: _____

Was proper notice given? Yes No Was the property left in good condition? Yes No

Was a renewal offered? Yes No

If no, why not? _____

Other Comments: _____

Signature of Person Completing Form

Title