



Rental Application

Phone: (804) 355-5771

Fax: (804) 355-5772

E-Mail: Mail@BriggsRealEstate.net

Note: A \$30.00 application fee is required for each applicant for credit reporting and application processing purposes. Please bring a picture ID, we need a copy for our records.

Property Desired: _____ Move-In Date: _____

Personal Information

Applicant Name: _____

Applicant SSN: _____ Phone Number: _____

Date of Birth: _____ E-mail Address: _____

Co-Applicant Name: _____

Co-Applicant SSN: _____ Phone Number: _____

Date of Birth: _____ E-mail Address: _____

Please list all individuals who will be occupying the property and their dates of birth.

Occupant Name: _____ Date of Birth: _____

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How did you hear about this property? (Please circle all that apply)

Sign on Property _____ Craigslist _____ Briggs Realty Website _____

Newspaper Advertisement _____ Style Magazine _____

Referred by Another Tenant _____ Other: _____

Rental History

Applicant

Present Address: _____ City: _____ Zip Code: _____

How long have you lived there? _____ Reason for Leaving: _____

Landlord Name: _____ Phone Number: _____ Payment Amt: _____

Previous Address: _____ City: _____ Zip Code: _____

How long have you lived there? _____ Reason for Leaving: _____

Landlord Name: _____ Phone Number: _____ Payment Amt: _____

Co-Applicant

Present Address: _____ City: _____ Zip Code: _____

How long have you lived there? _____ Reason for Leaving: _____

Landlord Name: _____ Phone Number: _____ Payment Amt: _____

Previous Address: _____ City: _____ Zip Code: _____

How long have you lived there? _____ Reason for Leaving: _____

Landlord Name: _____ Phone Number: _____ Payment Amt: _____

Do you have any pets? _____ What Type? _____

Rental History (continued)

Have You Ever (Please circle Yes or No):

Been convicted of a felony?	Yes	or	No
Been convicted of a drug-related crime?	Yes	or	No
Been evicted or asked to move out of a property?	Yes	or	No
Broken a rental agreement or lease contract?	Yes	or	No
Been late with rent payments or sued for non-payment of rent?	Yes	or	No
Been sued for damage to a property?	Yes	or	No

If you answered yes to any of the above, please explain the situation. _____

Employment Information

Current Employer: _____	How long have you worked there? _____
Phone Number: _____	Supervisor: _____
Salary: _____	Other Income: _____
Co-Applicant Employer: _____	How long have you worked there? _____
Phone Number: _____	Supervisor: _____
Salary: _____	Other Income: _____

Emergency Contacts

Name: _____	Relationship: _____
Address: _____	Phone Number: _____
Name: _____	Relationship: _____
Address: _____	Phone Number: _____

I certify that the above information is correct and complete and hereby authorized Henry Briggs & Associates, Inc. to make any inquires necessary to evaluate my tenant and credit history. Information that is found to be incorrect or suspicious or left incomplete will be considered by the Landlord and may be grounds for denying the application. Likewise, incorrect or incomplete information may also be considered breach of the lease and may lead to lease termination.

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

Signature of Co-Applicant: _____ **Date:** _____

Important: Please attach copies of your two most recent pay stubs or any other type of income verification you may have so that your application can be processed in a timely manner. A deposit equaling the first month's rent is due within 24 hours of applicant approval. This deposit is refundable within 24 hours of its receipt if you decide not to move into the property.

The property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familiar status, handicap, or elderliness in compliance with all applicable federal, state, and local fair housing laws and regulations.

