

**ATTENTION: A Charge of \$75.00 PER HOUSEHOLD APPLICATION MUST be collected at time of application for processing fees. (Cash or Certified funds ONLY (Money Order, Cashiers Check, etc.)**

**APPLICATION FOR  
RESIDENTIAL RENTAL**



1101 S. George Street  
Charles Town, WCV 25414  
304-725-1491

Address of Rental Property: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Estimated Move In Date: \_\_\_\_\_

Applicant Requirements:

1. Each applicant shall have a good credit rating, which will be verified through a credit-reporting agency. An adverse report such as delinquent accounts or unpaid judgments may disqualify applicant.
2. Applicant's employment and/or other sources of income must be verified. Length of employment and/or job stability will be a factor of consideration. Applicants who are self- employed or retired must provide verification of income at the time application is submitted, (e.g. 1099).
3. Current and prior landlord references will be checked. Failure to pay rent on time, to give thirty-day notice in writing prior to termination of tenancy, to protect property, or to respect the rights of other residents may disqualify the applicant. Applicant's willingness to and ability to care for his/her current and prior residence will be confirmed.
4. Applicants must be at least 18 years of age in order to sign the rental agreement All occupants over the age of 18 must sign the rental agreement.
5. Rental agreements for our properties vary between month to month and six to twelve month leases.
6. Residents are encouraged to carry their own renters insurance on personal property. Management and owners are not responsible for damage to the resident's personal property and /or automobiles, that is not the result of Management or owner negligence.
7. By signing this rental agreement, you are giving permission for your financial information (Salary/wages) to be released for the purpose of tenancy verification.

**FIRST MONTH'S RENT AND SECURITY DEPOSIT MUST BE PAID BY CASHIERS CHECK, CASH OR MONEY ORDER**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Signature

**ATTENTION:**

**A photocopy of a valid driver's license or identification card must accompany all applications.**

**Must provide copy of one month paystubs for all applicants**

**Where you referred by a Shultz Realty Agent?                      YES                      NO**

**If yes, Please Provide Agent's Name and Phone: \_\_\_\_\_**

# Tenant's Personal and Credit Information

(In the event of co-tenant(s) other than Spouse/Domestic Partner, use separate application for each tenant)

Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Date of Birth \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's Lic. # \_\_\_\_\_

**Co-tenant:** First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Date of Birth \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's Lic # \_\_\_\_\_

Present Address \_\_\_\_\_ Residence Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long at present address? \_\_\_\_\_ Landlord or agent \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long at previous address? \_\_\_\_\_ Landlord or agent \_\_\_\_\_ Phone \_\_\_\_\_

### Additional Occupants

NAME	RELATIONSHIP	AGE

### PETS

DOGS	CATS	OTHER

### Vehicle

Car Make	Year	Model	Color	License

### Employment History

Occupation	Current	Previous	Co-tenant
Employer			
Self-Employed D.B.A.			
Business Address			
Business Phone			
Type of Business			
Position Held			
Name/Title of Supervisor			
Length of Employment			
Monthly Gross Income			

### References

**Personal Reference**

Occupation \_\_\_\_\_

Name \_\_\_\_\_ Length of Acquaintance \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you ever filed a petition of bankruptcy? \_\_\_\_\_ Have you ever been evicted from any tenancy or had an eviction notice served on you? \_\_\_\_\_ Have you ever willfully and intentionally refused to pay any rent when due? \_\_\_\_\_

**I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT. AND AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT.**  
I agree that the landlord may terminate any agreement entered into in reliance on any misstatement made above.

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Co-Applicant \_\_\_\_\_

Date: \_\_\_\_\_

**ALL Application must be accompanied by a Photocopy of a valid Driver's License AND Must Provide ONE Month Paystubs**

