

# CHARHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charhouseproperties.com](http://www.charhouseproperties.com) \* Email - [hrremco@gmail.com](mailto:hrremco@gmail.com)

## TENANT APPLICATION GUIDELINES

### Items Needed for Application

1. Visit <https://charhouseproperties.petscreening.com/> to declare you pet/animal status. Fees may apply for pet owners.
2. A **\$50.00 non - refundable** application fee, per applicant, in personal check or money order, made payable to "HRREMCO" or applicants can pay online at - <https://www.charhouseproperties.com/Home/Tenants>. Scroll to the bottom.
3. If approved, Agent must receive full **Security Deposit**, if not already attached, in certified funds within 24 hours after application approval with all applicants name noted on memo line. The Security Deposit must be made out to "Charthouse Properties". The property remains on the market until deposit is received. If after paying security deposit to reserve unit applicant decides they do not want the home, applicant may lose a prorated portion of the security deposit up to 100%, depending on how long it takes to rent to another suitable applicant.
4. Initial rent and all fees must be paid by cashier's check or money order prior to occupancy. Payment must be made payable to: "Charthouse Properties". Your name and property address must be noted on the memo line. Online payment will be made available after possession.
5. A current **picture ID** issued by the state, Division of Motor Vehicles, Department of Defense, or Federal Government, and proof of social security number.
6. **Proof of income**, i.e. LES, pay stubs, official letter from your employer.
7. Current and previous Landlord name, rental address, telephone number, Email address, and fax number.
8. Additional information may be required to process your application in which case you'll be contacted by someone from our office.
9. All applicants must have a valid e-mail address.

### Application Process

1. Each prospective tenant must complete this written rental application even if you've already submitted one online. Please ensure that the application is complete, accurate, and legible. Incomplete and illegible applications will delay the process and/or be returned to the applicant or their agent.
2. Each unmarried co-applicant must fill out a separate application. Married couples may complete one joint application. Credit reports will be obtained on each applicant.
3. The application will be reviewed and verified for completeness.
4. **Your gross monthly income should be at least 3 times your monthly rent, higher for some properties.** Married couples will be qualified jointly. Unmarried co-applicants must qualify individually for the home.
5. A credit report will be obtained and used to verify credit worthiness. Items of a derogatory nature, such as, evictions, judgments, and bankruptcies may be unacceptable and could result in disqualification.
6. Your rental history is extremely important to the approval process. Your current and previous landlord will be contacted. If applicant and co-applicant resided at different addresses, individual Rental History Verification Forms must be completed.
7. Your current employer will be contacted to verify income, length of employment, and the likelihood of continued employment. If you are in the military, a copy of your PCS/orders and LES will be required to process your application.
8. If approved, your lease must be executed within three (3) business days after notification of approval. The applicant will be notified by telephone and/or email. Some situations may allow an extension at the sole discretion of the leasing agent.
9. At the time of possession, a **\$200** fee for property inspection is due to cover processing costs.
10. If the applicant fails to execute a lease for the subject property by the agreed upon time after being notified of approval, the property will be made available to other potential tenants.
11. Should applicant execute a lease to hold property and subsequently decide not to take possession of the premises, the Security Deposit will be held and charged an amount equal to the prorated daily rent for the number of days between the date it was taken off the market until it is re-rented up to and over 100% of the Security Deposit.
12. Not included in the advertised rent is a monthly maintenance fee for HVAC filter supply. This fee is **\$30** or **\$35** per month depending on the property and subject to change during tenancy.
13. Rent will increase by **\$30** per month per approved pet. Discovery of unauthorized pets is grounds for lease termination and/or fine.
14. At the time of possession, a **\$150** leasing fee is due and with each subsequent lease renewal thereafter.

### List of required documents:

1. Copy of valid picture ID for all applicants.
2. Two most recent pay stubs or LES for active duty and government employees.
3. Copy of military orders / official letter from your employer if starting a new job.
4. Any documents that prove additional income for which you are using to qualify such as pensions, alimony, child support, etc.

### Turn Around Time

Application processing generally takes 2-3 business days. Certain situations may shorten or extend that time frame.

# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - hrremco@gmail.com

**MUST BE INCLUDED WITH APPLICATION: \$50.00 APPLICATION FEE, COPY OF PICTURE ID, COPY OF RECENT LES FORM and MILITARY ORDERS or 2 RECENT PAY STUBS.**

This property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, disability, elderliness, gender identity, sexual orientation, veteran status, or source of funds in compliance with all applicable fair housing laws and regulations. ***Incomplete applications will not be processed.***

## Please Print All Information Clearly

**APPLICATION IS HEREBY MADE TO LEASE THE HOME AT** \_\_\_\_\_

Beginning on the \_\_\_\_\_ day of \_\_\_\_\_ (month). Lease term requested (years) \_\_\_\_\_

Pet Fee: \$ \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_ Referring Agent \_\_\_\_\_

Referring Agent Contact information: \_\_\_\_\_

## APPLICANT INFORMATION

**NAME:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Current Phone #: \_\_\_\_\_ How long at current address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**CO-APPLICANT NAME:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Current Phone #: \_\_\_\_\_ How long at current address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

**Remainder of application to be completed by applicant and spouse. Non spousal co-applicant to use separate application.**

Rent or  Own Monthly Rent: \$ \_\_\_\_\_ Do you have a lease:  Yes  No

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Notice Given:  Yes  No

Name of **current** landlord: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Former Address: \_\_\_\_\_

Name of **former** landlord: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Do you own real estate:  Yes  No If Yes, address: \_\_\_\_\_

**In case of an emergency, notify:** Name: (not co-applicant) \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: #: \_\_\_\_\_



# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - [hrremco@gmail.com](mailto:hrremco@gmail.com)

List all persons who will occupy the rental premises. Social Security number not required for minors under 18.

Name	Relationship	Date of Birth	SS #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## EMPLOYMENT INFORMATION

### Applicant

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ (week / month / year)

Additional Income\* Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

*\*Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy. Proof on income is required if used for qualification purposes.*

### If military, complete the following (attach copy of orders and LES):

Duty Station: \_\_\_\_\_ Rank/Rate: \_\_\_\_\_

Report Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End of Current Enlistment: \_\_\_\_/\_\_\_\_/\_\_\_\_ PRD \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

### Co-Applicant

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ (week / month / year)

Additional Income\* Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

*\*Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy. Proof on income is required if used for qualification purposes.*

### If military, complete the following (attach copy of current orders and LES):

Duty Station: \_\_\_\_\_ Rank/Rate: \_\_\_\_\_

Report Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End of Current Enlistment: \_\_\_\_/\_\_\_\_/\_\_\_\_ PRD \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_



# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - hrremco@gmail.com

## CREDIT INFORMATION

Have either applicant ever had eviction proceedings started against them or been evicted for non-payment of rent

or other default arising from a tenancy?  Yes  No

Do you have any judgments and/or collections?  Yes  No

Have you ever filed for Bankruptcy?  Yes  No → Discharge date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been subject to a foreclosure?  Yes  No Do you have any liens?  Yes  No

Has either applicant ever filed a lawsuit against a landlord?  Yes  No

If you have answered yes to any of the above, please explain: \_\_\_\_\_

---

---

Outstanding Debts	Payment	Outstanding Debts	Payment
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

## BANKING & INSURANCE (RENTAL) INFORMATION

Bank: \_\_\_\_\_ Account #: \_\_\_\_\_

Bank: \_\_\_\_\_ Account #: \_\_\_\_\_

Renters Insurance Co: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

Will anyone residing in the home smoke or vape?  Yes  No

Do you have renters insurance?  Yes  No

Do you have any pets?  Yes  No How many? \_\_\_\_\_ Spayed/Neutered?  Yes  No

Breed(s) / Weight(s): \_\_\_\_\_ Age(s) \_\_\_\_\_

Have bed bugs ever been present in your home.  Yes  No

Was the home professionally treated?  Yes  No

### **Additional Information:**

I/We understand that I/we are responsible for the maintenance and operation of the smoke detectors and carbon monoxide detectors.

## Automobiles

MAKE: \_\_\_\_\_ MODEL/YEAR: \_\_\_\_\_ LICENSE NO.: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL/YEAR: \_\_\_\_\_ LICENSE NO.: \_\_\_\_\_

**All tenants will be required to provide proof of renter's insurance prior to obtaining keys to the property and must maintain the insurance during the entire tenancy.**

# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - [hrremco@gmail.com](mailto:hrremco@gmail.com)

## FEES/DEPOSITS

Each applicant will submit an application fee in the amount of \$50.00 in certified funds for obtaining credit and criminal reports and to cover processing costs. The application fee is non-refundable, whether or not the applicant becomes a tenant in the premises. Once approved, a leasing fee of \$150 and inspection fee of \$200 is due at time of possession. Monthly property specific maintenance fee of \$30-\$35 is due at possession and each month for furnace filter subscription.

Each applicant certifies information provided in this application is true and accurate to the best of their knowledge and that each is over the age of eighteen years. The Owner of the premises and the Owner's Agent have each applicant's permission to obtain credit history and criminal background information, and verify any information provided. Each applicant also authorizes any current or prior landlords or their agents to release information about each applicant to the Owner and Agent. If any applicant withholds or gives false information, this application is considered void and the Owner or Agent may terminate the lease agreement. If the false information is discovered after possession of the home is granted, at landlord or agents discretion, the lease can be terminated.

## INSURANCE

The Owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your own household goods and maintain it for the entire tenancy. Neither the Agent nor Owner of the property is responsible for your personal property, regardless of source of casualty. The landlords insurance does not cover your property. FAILURE TO MAINTAIN A RENTERS INSURANCE POLICY can result in the landlord/agent obtaining one on your behalf and billing the cost to you plus administration costs.

## DEPOSIT

Agent must receive full Security Deposit in certified funds within 48 hours after application approval or as negotiated. Property remains on the market until deposit is received in certified funds along with the signed lease or other agreement. If after paying security deposit to reserve unit applicant decides they do not want the home, applicant may lose a prorated portion of or the entire security deposit depending on how long it takes to find and rent to another suitable applicant. Any applicant who has not physically seen the property, and who has been approved and executed a signed lease agreement, hereby accepts the property "as is" and "sight unseen" and agrees to all terms and conditions of the lease agreement.

## FAIR HOUSING

Owner and Agent are pledged by the letter and spirit of the U.S. policy for achievement of equal housing opportunity. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtaining housing because of race, color, creed, religion, national origin, sex, familial status, disability, elderliness, gender identity, sexual orientation, gender identity, veteran status, or source of funds in compliance with all applicable fair housing laws and regulations. Some properties are exempt from the source of funds provision of Virginia Fair Housing law.

## AGENCY

The Agent cannot guaranty the performance of the owner. Tenant has no standing to bring an action against the Agent when Owner is named in the lease.

## MEGAN'S LAW DISCLOSURE:

Applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sex offenders registered under Chapter 23 (19.2-387 et seq.) of Title 19.3. Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchange, at 804-674-2000 or on the Internet at <https://www.vspso.com/>

## NON-DISPARAGEMENT

The parties to this agreement mutually agree and covenant not to disparage one-another by publishing to any third-party, verbally or in writing, derogatory statements, "reviews," comments or remarks that are, or could reasonably be construed as being, injurious to the other's business, reputation or property and/or which are false, or would tend to cast a false or negative light on the other, including without limitation, statements of opinion, comparison or evaluation. The categories of statements expressly prohibited by this agreement shall include, but are not limited to statements, including written, photographic or video-based reviews, testimonials or evaluations, published on any internet website, crowd-sourced

# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - [hrremco@gmail.com](mailto:hrremco@gmail.com)

Continue from page 5

review publication or database (including but not limited to Yelp, Facebook, Google Maps, Twitter, Angie's List, Manta, Rip-off Report, Consumer Affairs, Google Reviews) whose subject matter is, whether in whole or in part: (i) the performance or breach by the other party of any of such party's obligations under any written agreement entered by the parties (whether prior or subsequent to this Agreement), including without limitation any lease or property management agreement; (ii) the performance or breach by the other party of any legal or regulatory duty; (iii) the physical condition of any real property, including without limitation required repairs or maintenance, or requests therefore; and (iv) the payment, refund or accounting for any security deposit. Anything to the contrary herein notwithstanding, the parties acknowledge and agree that this agreement is intended to constitute a voluntary, mutually agreed and mutually binding waiver and restriction of certain rights of the parties, including the ability to speak publically, but shall not prohibit any party from publishing or making factual and accurate statements about the other party to any of the following:

- (1) Law enforcement agencies;
- (2) Regulatory agencies, including the Virginia Real Estate Board;
- (3) Courts of this state, to the extent that such statements are made in connection with a legal proceeding;
- (4) An attorney representing the party making the statement(s);
- (5) Any credit bureau or other reporting agency, provided that the statements otherwise comply with applicable laws.
- (6) The reporting of rental history to prospective landlords, agents, and credit bureaus.

If any dispute arises regarding whether any remark, statement, or publication is disparaging or otherwise violates this agreement, the parties agree that for purposes of this provision, that any remark, statement, or publication shall be irrefutably deemed disparaging if: (1) the other party requests, in writing, that the party publishing the same removes the statement and/or publication; and (2) the statement and/or publication is not removed from publication within 72 hours of said written request.

The parties mutually agree that breach of this agreement shall subject the non-breaching party to damages, the amount of which are difficult to determine. Accordingly, the parties agree that damages for failure to comply with this provision shall be liquidated at \$500.00 per day for each day that a disparaging statement remains in publication following the 72 hour notice and demand period herein specified. The parties further agree that enforcement of this provision is appropriate through injunctive relief, notwithstanding any rights of the parties under the First Amendment to the United States and/or Texas Constitutions or other codified statute, regulation, or code, and that any party who prevails on enforcement of this provision shall be entitled to recover from the non-prevailing party all costs and attorney fees associated with the enforcement hereof. The parties to this agreement agree that this provision shall survive the termination, expiration or cancellation of the lease and this agreement is enforceable at any time should any party publish a disparaging statement in violation hereof.

Each applicant understands that the Agent represents the Owner of the premises, and acknowledges having received or retained a copy of all pages of this application at the time it was submitted.

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

Co-Applicant's  
Signature: \_\_\_\_\_



# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - [hrremco@gmail.com](mailto:hrremco@gmail.com)

## NOTICE TO PROSPECTIVE REAL ESTATE TENANTS/OWNERS

**As a prospective tenant(s) or owner(s) you should know that:**

- The listing and cooperating management agents/brokers are the agents of the owner.
- Their fiduciary duties of loyalty and faithfulness are owed to their client (the owner).
- While the managing agent is not your agent, he/she is able to provide you with a variety of valuable market information and assistance in making your decision.
- Agent cannot guarantee the performance of the owner.
- Tenant has no standing to bring an action against the Agent when Owner is named in the lease.
- Any attempt to obtain rental housing through fraudulent answers or by providing fraudulent documents may be reported to the appropriate military personnel or law enforcement agencies.

**The management agents are obligated by law to treat all parties to the transaction honestly and fairly. They must:**

- I. Present all leases to the owner.
- II. Respond honestly and accurately to questions concerning the property.
- III. Provide a property condition report to the prospective tenant for completion upon occupancy, and an exit inspection at the end of the lease.
- IV. Handle all maintenance requests for the subject property.
- V. Offer the property without regard to race, color, creed, religion, national origin, sex, familial status, disability, elderliness, gender identity, sexual orientation, gender identity, veteran status, or source of funds in compliance with all applicable fair housing laws and regulations. Some properties may be exempt from the source of funds provision of Virginia Fair Housing law.

If either party to the transaction has any questions regarding the roles and responsibilities of the real estate management agents, please contact the broker or Management Agent.

We have received and understood the information in the "Notice to Prospective Real Estate Tenants".

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant(s)

\_\_\_\_\_  
Date



# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - hrremco@gmail.com

## INCOME VERIFICATION FORM for APPLICANT

EMPLOYER: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ ATTN: \_\_\_\_\_

APPLICANT'S SOCIAL SECURITY# \_\_\_\_\_

I hereby authorize the release of the following requested information to:  
Hampton Roads Real Estate Management Co., LLC dba Charthouse Properties

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

-----  
**The bottom portion of this page must be left blank when submitted to the rental company. Completion below by employer only.**

\*\*\*\*\*

### FOR EMPLOYER ONLY

The above noted applicant has requested a Lease for the property we manage at \_\_\_\_\_  
\_\_\_\_\_. We would appreciate your early  
reply.

Sincerely,

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date

### EMPLOYMENT VERIFICATION TO BE COMPLETED BY EMPLOYER ONLY:

Length of Service: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Full Time / Part Time (circle one)

Permanent / Temporary (circle one)

Salary: \$\_\_\_\_\_ per \_\_\_\_\_

Is the employee in good standing?  Yes  No

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Phone #: \_\_\_\_\_





# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - hrremco@gmail.com

## INCOME VERIFICATION FORM for CO-APPLICANT

### FOR CO-APPLICANT TO COMPLETE

EMPLOYER: \_\_\_\_\_ CO-APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ ATTN: \_\_\_\_\_

CO-APPLICANT SOCIAL SECURITY# \_\_\_\_\_

I hereby authorize the release of the following requested information to:  
Hampton Roads Real Estate Management Co., LLC dba Charthouse Properties

\_\_\_\_\_  
CO-APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

The bottom portion of this page must be left blank when submitted to the rental company. Completion below by employer only.

\*\*\*\*\*

### FOR EMPLOYER ONLY

The above noted co-applicant has requested a Lease for the property we manage located at \_\_\_\_\_  
\_\_\_\_\_. We would appreciate your early reply.

Sincerely,

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date

### EMPLOYMENT VERIFICATION TO BE COMPLETED BY EMPLOYER ONLY:

Length of Service: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Full Time / Part Time (circle one)

Permanent / Temporary (circle one)

Salary: \$\_\_\_\_\_ per \_\_\_\_\_

Is employee in good standing?  Yes  No

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Phone #: \_\_\_\_\_



# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - hrremco@gmail.com

## RENTAL HISTORY VERIFICATION FORM

APPLICANT(S): \_\_\_\_\_

CURRENT LANDLORD: \_\_\_\_\_ FROM: (M/Y) \_\_\_\_\_ TO: (M/Y) \_\_\_\_\_

PROPERTY NAME/ADDRESS \_\_\_\_\_

FAX or EMAIL: \_\_\_\_\_ ATTN: \_\_\_\_\_

I authorize the release of the following requested information to:  
**Hampton Roads Real Estate Management Co., LLC dba Charthouse Properties**

\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE

\_\_\_\_\_  
CO-APPLICANT'S SIGNATURE DATE

**THE BOTTOM PORTION OF THIS PAGE MUST BE LEFT BLANK WHEN SUBMITTED TO THE RENTAL COMPANY.  
COMPLETION BELOW BY LANDLORD ONLY.**

\*\*\*\*\*

### FOR LANDLORD ONLY

The above noted applicant has requested a Lease for the property we manage located at \_\_\_\_\_  
\_\_\_\_\_. We would appreciate your early reply.

Sincerely,

\_\_\_\_\_  
Property Manager Date

### TO BE COMPLETED BY LANDLORD ONLY:

1. Total number of months applicant occupied property: \_\_\_\_\_
2. Has applicant ever been late for monthly payment? \_\_\_ Yes \_\_\_ No If yes how many times? \_\_\_
3. Has applicant ever had payment returned? \_\_\_ Yes, \_\_\_ No If yes how many times? \_\_\_
4. Was security deposit refunded to applicant? \_\_\_ Yes \_\_\_ No \_\_\_\_\_
5. Is there outstanding debt for applicant? \_\_\_ Yes \_\_\_ No
6. Would you rent to this applicant again? \_\_\_ Yes \_\_\_ No
7. Any complaints from neighbors about applicant? \_\_\_ Yes \_\_\_ No  
If yes, please explain: \_\_\_\_\_
8. Applicant's current lease end date? \_\_\_\_\_
9. Did Applicant give proper notice they were moving? \_\_\_\_\_
10. Were bed bugs ever found in the rental home during this tenant's occupancy? \_\_\_ Yes \_\_\_ No
11. How were you notified and was the issue remedied? \_\_\_\_\_

Verified by: \_\_\_\_\_ Title: \_\_\_\_\_

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



# CHARTHOUSE PROPERTIES

3552 Collins Blvd, Suite C, Chesapeake, Virginia 23321

Tel: 757-392-1906 Fax 866-598-4585 \* [www.charthouseproperties.com](http://www.charthouseproperties.com) \* Email - [hrremco@gmail.com](mailto:hrremco@gmail.com)

## RENTAL HISTORY VERIFICATION FORM

APPLICANT(S): \_\_\_\_\_

FORMER LANDLORD: \_\_\_\_\_ FROM: (M/Y) \_\_\_\_\_ TO: (M/Y) \_\_\_\_\_

PROPERTY NAME/ADDRESS \_\_\_\_\_

FAX or EMAIL: \_\_\_\_\_ ATTN: \_\_\_\_\_

I hereby authorize the release of the following requested information to:  
**Hampton Roads Real Estate Management Co., LLC dba Charthouse Properties**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**THE BOTTOM PORTION OF THIS PAGE MUST BE LEFT BLANK WHEN SUBMITTED TO THE RENTAL COMPANY.  
COMPLETION BELOW BY LANDLORD ONLY.**

\*\*\*\*\*

### FOR LANDLORD ONLY

The above noted applicant has requested a Lease for the property we manage located at \_\_\_\_\_  
\_\_\_\_\_. We would appreciate your early reply.

Sincerely,

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date

### TO BE COMPLETED BY LANDLORD ONLY:

1. Total number of months applicant occupied property: \_\_\_\_\_
2. Has applicant ever been late for monthly payment?  Yes  No If yes how many times? \_\_\_\_\_
3. Has applicant ever had payment returned?  Yes,  No If yes how many times? \_\_\_\_\_
4. Was security deposit refunded to applicant?  Yes  No \_\_\_\_\_
5. Is there outstanding debt for applicant?  Yes  No
6. Would you rent to this applicant again?  Yes  No
7. Any complaints from neighbors about applicant?  Yes  No  
If yes, please explain: \_\_\_\_\_
8. Applicant's current lease end date? \_\_\_\_\_
9. Did Applicant give proper notice they were moving? \_\_\_\_\_
10. Were bed bugs ever found in the rental home during this tenant's occupancy?  Yes  No
11. How were you notified and was the issue remedied? \_\_\_\_\_

Verified by: \_\_\_\_\_ Title: \_\_\_\_\_

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

