



# CENTURY 21®

Colonial Realty  
3215 Boulevard  
Colonial Heights, VA 23834  
Office 804-526-5454  
Fax 804-526-7121

Complete and specifically list any debts now outstanding.

| CREDITOR | ADDRESS | ACCOUNT NO. | MONTHLY PAYMENT |
|----------|---------|-------------|-----------------|
|          |         |             | \$              |
|          |         |             | \$              |
|          |         |             | \$              |
|          |         |             | \$              |





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## AUTHORIZATION TO RELEASE INFORMATION

Applicant(s) certifies all information contained in the Application to Rent is true and correct to the best of Applicant(s) knowledge and belief.

Applicant(s) hereby authorize the Property Manager of Century 21 Colonial Realty to obtain the following items in order to verify information provided by the Applicant(s):

1. Current credit report.
2. Verification of employment and salary from present and past employers.
3. Verification of rental history from present and past landlord(s).
4. Verification of fund from bank, credit union, and/or savings and loan bank.
5. Verification of former and/or present mortgage information on present or past mortgage loans.
6. Release of information on property owned by Applicant(s) being rented and managed by a Property Management Company or private individual.
7. Any other information deemed necessary to process the application.

\_\_\_\_\_  
Applicant Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

OFFICE POLICIES

1. Applications must state all adults and all occupants.
2. No out-of-state cosigners will be accepted.
3. Century 21 Colonial Realty does not rent on a “first come, first serve” basis. Century 21 Colonial Realty represents the Landlord. Therefore, if more than one application is received on the same property, all applications will be processed and the best qualified will be accepted for the Landlord based on the following: job stability, credit history, verification of employment and salary, vehicles, occupancy date, income-to-debt ratios of 51% and below, length of lease, previous rental verification (2 years), punctuality of rental payment, and number of occupants according to the dwelling size. Funds will be verified on all security deposit checks. All applicants are processed case-by-case. Up to two months of additional security deposit may be required.
4. When an application is submitted to be processed, a \$35 credit review fee is due. Only check or money order will be accepted—no cash. If there are two or more applicants, each applicant will be considered separate entities and will need to qualify for the rent on an individual basis. The credit review fee is per applicant at \$35 each.
5. If an application is accepted, one (1) month’s rent is due in advance. If pro-rations are appropriate, they will be done on a per diem basis. Prorated rent and/or the first month’s rent is due in advance at the signing of the lease.
6. Applicant understands that lease will include the following: pets, if allowed, require a \$150 non-refundable pet deposit per pet. A pet is considered to be a domesticated animal living in association with a household. Acceptable pets are limited to dogs, cats, and birds in cages. Residents may not house animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, squirrels, monkeys, arachnids, snakes, or any farm animal. Certain breeds of dogs are not allowed, including Pit Bulls (American Staffordshire Bull Terriers or English Stafford Bull Terriers), Rottweilers, Chow Chows, Doberman Pinchers, and wolf hybrids, either full or mixed breed.
7. Applicant understands monthly rent payments are due on the first of the month, and if not paid by midnight of the 5<sup>th</sup> then a 10% late fee is charged.
8. Military Applicants must provide a copy of the pay stubs, latest leave and earning statement, and a copy of orders with application for verification of employment.
9. According to city ordinances that defines a family for sing housing, properties located in Colonial Heights and other localities may not be leased to more than four persons not related by blood, adoption, or marriage. If applicants are a separate entity, all applicants must qualify for the rent.
10. Restrictions of occupants are subject to ordinances of a locality and owner’s approval.
11. All properties are rented for at least a one year term unless otherwise approved by the landlord. Rent is subject to increase at the end of one year if approved by the landlord.
12. All leases will expire on the last day of the month. All rent(9S) are to be paid in full to the expiration date. All utilities are to be left connected in tenant’s name until the expiration of the lease. Leases have a sixty-day written notice to renew or vacate.
13. Returned checks: if there are two rent checks returned for insufficient funds or any other reason during the term of the lease, tenant shall be required to pay rent each month thereafter with a money order or cashier’s check. When a check is returned, payment for that check has to be paid with a cashiers check or money order. A personal check will not be accepted to replace a returned check.
14. Any request for early release from a lease is subject to the landlord’s approval. If approved, tenant will be responsible for rent and maintenance (grass, utilities) of the property until an acceptable tenant is found or the lease expires, whichever occurs first. Tenant will be charged a 10% administration fee. Any tenant that is subject to the military clause must supply a letter from their commanding officer with a copy of orders. Utilities and maintenance of the property too be the responsibility of the tenant until the approved termination date. No administrative fee will be change.
15. A certification of insurance is required within ten days of the signing of the lease showing renter’s insurance with Century 21 Colonial Realty added as an additional insured party.
16. Security deposits will be deposited in an escrow account.

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES.

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE