



865 Port Republic Road  
Harrisonburg, Virginia 22801  
Telephone: (540) 383.3480  
Fax: (540) 301.2222

**RENTAL APPLICATION**

**PERSONAL INFORMATION**

Applicant's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

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

Social Security Number: ( )-( )-( ) E-Mail: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Current Class Rank:  Freshman  Sophomore  Junior  Senior  Graduate  Other

Desired Floor Plan:  1 Bedroom  2 Bedroom  3 Bedroom  4 Bedroom

Desired Move-In Date: \_\_\_/\_\_\_/\_\_\_ Upper Floor \_\_\_\_\_ Lower Floor \_\_\_\_\_  
Balcony \_\_\_\_\_ Interior Balcony \_\_\_\_\_ Window \_\_\_\_\_ Non Window \_\_\_\_\_

How did you hear about our Property? \_\_\_\_\_

**GUARANTOR INFORMATION**

Parent/Guardian (Guarantor) Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Relationship of Guarantor:  Mother  Father  Legal Guardian Other: \_\_\_\_\_

**REQUESTED ROOMMATES**

Roommate 1:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I. \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Roommate 2:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I. \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Roommate 3:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I. \_\_\_\_\_



E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Relationship: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**VEHICLE INFORMATION**

*If you plan to park your vehicle on the premises, please provide the following information:*

Make and Model of Vehicle: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate No. \_\_\_\_\_ State: \_\_\_\_\_ Color: \_\_\_\_\_

*All applicants must provide the following information, regardless of whether you will be parking on premises:*

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

**RENTAL/CRIMINAL HISTORY**

*You represent the answer is no if you leave any of the check boxes in this section blank.*

Have you ever been evicted?  Yes  No

Have you ever been sued for property damage?  Yes  No

Have you ever been sued for rent?  Yes  No

Have you ever broken a lease?  Yes  No

Have you ever been convicted or plead guilty or no contest to a felony, sex-related crime, or misdemeanor assault against another person? Yes No

If you answered "Yes" to any of the above, please explain: \_\_\_\_\_

**Please provide the contact information for your last landlord:**

\_\_\_\_\_  
(Name) (Address) (Phone number)

**FEES: Application Fee and Security Deposit**

Applicant hereby pays to Landlord the sum of \$50.00 as an Application Fee for processing this application, which shall not be refunded for any reason as well as a \$150 Administrative Fee. In addition to the Application Fee already listed, a Security Deposit may be required which will be refundable up until 30 days after submitting application.



Acknowledgement

*“I, the undersigned applicant, have read and agree to all provisions of this application. I have read and fully understand the terms and conditions set forth in this application. I understand that this application is a part of my Lease agreement. I hereby authorize 865 East, LLC, and/or Hammond Asset Management, Inc., to make any necessary investigation as to the information contained in this application. I understand that this investigation may include, but not be limited to, a credit report, verification of employment, past rental history, and criminal search. I therefore, consent to this investigation, and I certify that all stated facts are true, and it is understood that any misrepresentation or omission may be cause for the Owner and/or agents to reject this application and/or terminate this Lease. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this report. I authorize the management to examine my criminal records and use the information as an additional basis to determine whether this application shall be approved or disapproved.<sup>1</sup> I hereby expressly release 865 East, LLC, and Hammond Asset Management, Inc., and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies, including without limitation, various law enforcement agencies.”*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Lease Start Date: \_\_\_\_\_ Apt #: \_\_\_\_\_ Bdrm: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Application Approved:  Yes  No Date Approved or Declined: \_\_\_\_\_ Processed by: \_\_\_\_\_

Date Applicant notified: \_\_\_\_\_ Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> This requirement does not constitute a guarantee or representation that residents or occupants currently residing at the Property have not been convicted of a felony or are subject to deferred adjudication involving use or possession of an illegal substance; there may be residents and occupants that have resided at the Property prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the credit reporting system.

