

# CITY SPACE

Application Date: \_\_\_\_\_ Property: \_\_\_\_\_ Apt # \_\_\_\_\_

Application Fee: \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Rent: \_\_\_\_\_

Desired Move-In Date: \_\_\_\_\_

How did you hear about us? (If online, please specify) \_\_\_\_\_

## APPLICANT INFORMATION

Full Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Current Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Rent Rate \_\_\_\_\_ Owner/Landlord's Name \_\_\_\_\_

How long at this address? \_\_\_\_\_

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

## EMPLOYMENT INFORMATION

Employer \_\_\_\_\_ Date Employed \_\_\_\_\_

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

Position \_\_\_\_\_ Gross Annual Income \_\_\_\_\_

Phone \_\_\_\_\_ Manager \_\_\_\_\_

Is there any additional income you want considered? Please explain:

\_\_\_\_\_

## CO-APPLICANT INFORMATION

Full Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Current Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Rent Rate \_\_\_\_\_ Owner/Landlord's Name \_\_\_\_\_

How long at this address? \_\_\_\_\_

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

## EMPLOYMENT INFORMATION

Employer \_\_\_\_\_ Date Employed \_\_\_\_\_

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

Position \_\_\_\_\_ Gross Annual Income \_\_\_\_\_

Phone \_\_\_\_\_ Manager \_\_\_\_\_

Is there any additional income you want considered? Please explain:

\_\_\_\_\_

**OTHER OCCUPANTS**

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Birthdate \_\_\_\_\_ Social Security Number (if over 18) \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Birthdate \_\_\_\_\_ Social Security Number (if over 18) \_\_\_\_\_

**VEHICLE INFORMATION**

Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_  
License # \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_  
License # \_\_\_\_\_ State \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**PET INFORMATION**

Do you have pets? \_\_\_\_\_  
Breed \_\_\_\_\_ Weight \_\_\_\_\_  
Breed \_\_\_\_\_ Weight \_\_\_\_\_

*No pets of any kind are permitted in the leased premises without prior written approval. Additional fees will apply.*

**RENTAL/CRIMINAL HISTORY**

City Space, LLC expressly reserves the right to reject any application on the basis that an applicant has been convicted by a court of competent jurisdiction of the illegal manufacture, distribution, possession or current use of a controlled substance as defined under applicable federal or state law. City Space, LLC reserves the right to reject any application on the basis that an application has a prior record of a criminal conviction(s) that involved a threat to the health or safety of other individuals. City Space, LLC reserves the right to reject any application on the basis that an applicant poses a clear and present threat of substantial harm to others or to the dwelling, or property, itself.

Have you or any occupants ever been convicted of a misdemeanor or felony that involved a threat to the health or safety of individuals or substantial harm to property? \_\_\_\_\_

If yes, please explain by indicating the date, nature of the charge and/or conviction.

\_\_\_\_\_

**AUTHORIZATION**

I/We understand that the above information is being collected to determine my/our eligibility for residency. I/we authorize City Space, LLC and its subsidiaries to verify all necessary information provided on this application, and my/our signature(s) hereto evidence my/our consent to obtain all such verifications. I/WE FURTHER CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE.

I/We hereby authorize City Space, LLC and its subsidiaries to obtain a consumer credit report, and any other information it may deem necessary, for the purpose of evaluating my/our rental application. I/We understand that such information may include, but is not limited to, credit history, civil and criminal background information, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. This Authorization expressly grants the right to run additional reports at any time City Space, LLC and its subsidiaries deem them to be necessary during my/our tenancy and thereafter, and includes any report to further the renewal of a lease or to collect monies due and owed. I hereby expressly release City Space, LLC, its subsidiaries, and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my/our application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

A copy of the criteria used to determine an applicant's eligibility to rent is available upon request.

I/We understand that all application fees are due prior to the application being processed. The security deposit is due in full within three (3) business days following notification of application approval and receipt of the lease. The lease must be signed and returned to the business office within three (3) business days of receipt, or the apartment will be made available for others to rent. If this application is denied, the lease is not signed and returned within three (3) business days, or if I/we provide a written notice of cancellation within three (3) business days, all monies paid, less the application fees, will be returned in accordance with the Virginia Residential Landlord and Tenant Act, § 55-248.6:1.

**City Space, LLC and its subsidiaries do business in accordance with the Fair Housing Amendments Act of 1988 and the Virginia Fair Housing Law, which specifies that it is illegal to discriminate against any person in residential real estate transactions because of race, color, sex, religion, handicap, familial status, age or national origin. All lease signers must be at least 18 years of age or older.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



