



RESIDENTIAL ~ Rental Application Instructions

- 1. Complete ALL sections** and sign the application.
- 2. Provide proof of income for each applicant.**
 - Single or Combined TAKE HOME PAY is required to be 3 times the amount of the property monthly rent.
 - Proof of income can include::
 - Three (3) recent and concurrent pay stubs from current employer
 - A letter from employer with their contact information for verification
 - Copies of court ordered income
 - Disability and/or retirement income statements
 - Bank statements
- 3. Provide written rental references** for the last 7 years with phone numbers for verification.
- 4. Application Fee: \$45 (non-refundable)**; cash or certified funds preferred.
- 5. First Month's Rent and Security Deposit are due at lease signing ~ must be PAID IN IT'S OWN CERTIFIED FUNDS** | NO CASH or PERSONAL CHECKS |
- 6. Background Check:** We will complete a criminal background, a credit, and previous rental history checks as part of your application process.
- 7.** For application processing, place above items 2, 3, 4, and this application in a sealed envelope with the **1) PROPERTY ADDRESS, 2) your FULL NAME, and 3) Marketing Personnel who showed the property** on the front and deliver to - 925 1st ST., SW Roanoke, VA 24016. A **secured 24 hour drop box** is conveniently located to the right of our front door.
- 8.** You may also **Apply and Pay Online:** <https://hthproperties.com/apply-online/>



RESIDENTIAL ~ Rental Application

925 1st ST, SW Roanoke, VA 24016 | 540-777-3711

STANDARD LEASE - 2 years, OTHER TERMS MAY BE AVAILABLE UPON REQUEST
application fee: **\$45.00** | non-refundable

PLEASE PRINT AND FILL OUT COMPLETELY

Today's Date: ____/____/____ Desired Move In Date: ____/____/____

Full Property Address Applying for: _____

Marketing Personnel who showed you the property: _____

APPLICANT:

Phone Number: _____ Email: _____

Current Home Address: _____

First: _____ Middle: _____ Last: _____

SSN: _____ Driver's License #: _____ Issuing State: _____

DOB: _____ Number of Dependents: _____

CO-APPLICANT:

Phone Number: _____ Email: _____

Current Home Address: _____

First: _____ Middle: _____ Last: _____

Relationship to Applicant: _____

SSN: _____ Driver's License #: _____ Issuing State: _____

DOB: _____ Number of Dependents: _____

List all Other Occupants and Relationship to Applicant/Co-Applicant: (include ages of minor children)

Is either applicant, or any anticipated occupant a member of the armed services, reserves or National Guard? Yes / No

If yes, list the name of the person and branch or service with which the person is a member:

OTHER PRIOR ADDRESSES:

(Beginning with current or most recent and for the last 7 years, use back of page if necessary)

Address: _____

Landlord: _____ Phone: _____

Rent:\$ _____ How long: _____ Reason for leaving: _____

Address: _____

Landlord: _____ Phone: _____

Rent:\$ _____ How long: _____ Reason for leaving: _____

APPLICANT'S EMPLOYMENT HISTORY:

(beginning with current or most recent and for the last 7 years, use back of page if necessary)

CURRENT EMPLOYER ADDRESS: _____

Current Employer Name Immediate Supervisor Dates Employed

Employer Phone Number Monthly Take-Home Pay Hourly Rate

PREVIOUS EMPLOYER ADDRESS: _____

Previous Employer Name Immediate Supervisor Dates Employed

Employer Phone Number Monthly take-home Pay Hourly Rate

CO-APPLICANT'S EMPLOYMENT HISTORY:

(Beginning with current or most recent and for the last 7 years, use back of page if necessary)

CURRENT EMPLOYER ADDRESS: _____

_____	_____	_____
Current Employer Name	Immediate Supervisor	Dates Employed
_____	_____	_____
Employer Phone Number	Monthly take-home Pay	Hourly Rate

PREVIOUS EMPLOYER ADDRESS: _____

_____	_____	_____
Previous Employer Name	immediate supervisor	Dates Employed
_____	_____	_____
employer phone number	monthly take-home Pay	Hourly Rate

Additional regular and current sources of income: SSI, Disability, child support, investments, etc.:

_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____

BANKING/CREDIT UNION ACCTS/AVAILABLE CREDIT/OTHER:

Bank Name: _____ City/State _____

CURRENT MONTHLY PAYMENTS:

	<u>COMPANY</u>	<u>MONTHLY PMT:</u>	<u>BALANCE:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

VEHICLES IN POSSESSION OF APPLICANT/CO-APPLICANT:

1) Make/Model/Year _____ License #/state: _____

2) Make/Model/Year _____ License #/state: _____

PETS? YES NO

\$150 NON REFUNDABLE Pet Fee(max. 2 pets) plus \$25 per pet per month.

If yes, indicate name, type, breed, weight, and whether kept inside:

PERSONAL REFERENCES:

1)

Name	Address	Phone
Relationship to you: _____		

2)

Name	Address	Phone
Relationship to you: _____		

<u>Has applicant or co-applicant ever:</u>	<u>Applicant</u>	<u>Co-Applicant</u>
Been evicted or asked to move out?	Yes No	Yes No
Broken a rental agreement or lease contract?	Yes No	Yes No
Been late with rent payments or sued for non-payment of rents?	Yes No	Yes No
Been sued for damages to a rental property?	Yes No	Yes No
Declared Bankruptcy?	Yes No	Yes No
Had any judgments against you?	Yes No	Yes No
Been convicted of a misdemeanor or a felony, Ex: assault, traffic convictions, offenses related to your pet, or any offense involving the use or abuse of drugs, including alcohol?	Yes No	Yes No

If YES to ANY of the above questions, explain below. For convictions, give the details including offense charged, offense convicted of, jurisdiction/court in which conviction occurred, date of conviction, and the circumstances upon which conviction was based. (use back of page, if needed)

CONTACT IN CASE OF EMERGENCY:

1)

Name	Address	Phone
Relationship to you: _____		

2)

Name	Address	Phone
Relationship to you: _____		

NEXT OF KIN/NEAREST RELATIVE NOT LIVING WITH YOU:

1)

Name	Address	Phone
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Relationship to you: _____

BY MY SIGNATURE BELOW, I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE, CORRECT AND COMPLETE. I HEREBY AUTHORIZE LANDLORD OR HIS/HER PERSONNEL TO MAKE, NOW AND DURING ANY TENANCY THAT MAY ENSUE, ANY INQUIRIES/CONTACTS NECESSARY TO EVALUATE/VERIFY THE INFORMATION I HAVE PROVIDED HEREIN, TO INCLUDE INQUIRING WITH THE APPROPRIATE CREDIT CHECKING AUTHORITIES AND/OR JUDICIAL JURISDICTIONS, AND CONTACTING THE REFERENCES WHICH I HAVE LISTED HEREIN. IF I RENT THE IDENTIFIED PREMISES, I UNDERSTAND THAT THE INFORMATION CONTAINED ON THIS FORM AND ON ANY RENTAL AGREEMENT MAY BE MAINTAINED BY LANDLORD FOR UP TO SIX YEARS AFTER I VACATE THE PREMISES, OR AS NEEDED BY LANDLORD TO RECOVER ANY LOSSES ARISING OUT OF SUCH TENANCY. I UNDERSTAND THAT THE LANDLORD MAY AT ANY TIME TERMINATE MY RENTAL AGREEMENT FOR ANY MISREPRESENTATIONS MADE HEREIN.

Applicant's signature	Date
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Co-Applicant's signature	Date
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You may return this application and supporting documentation (listed in the front page instructions) in the mail to us at:

SECURE DROP BOX at:
Hometown Holdings, LLC
925 1st ST.,SW Roanoke, VA 24016





Hometown Holdings, LLC

925 1st ST., SW Roanoke, VA 24016

Phone: (540) 777-3711 Fax: (540) 266-3114

Rental Reference Request

Completed by TENANT:

Name: _____

SSN: _____ -- _____ -- _____

Address: _____

Release: *I authorize the complete release of all information about my tenancy at ANY rental unit.*

Signature: _____ Date: ____/____/____

Completed by LANDLORD:

When did the Tenant rent from you? _____

How long did they live in the rental unit? _____

Monthly rent amount? _____

Utilities included? **YES / NO** If YES, please list _____

Rent was paid on time? **YES / NO** If NO, how many times late? _____

Did/will Tenant fulfill obligations of lease? _____

Are you owed any money by Tenant? **YES / NO** If YES, what \$ amount? _____

Did Tenant damage the rental unit or common areas of the property? **YES / NO**

If YES, please indicate: _____

Tenant was sent how many notices of rental or lease violations? _____

Were/Are there any court actions involving Tenant? **YES / NO**

Are you related to Tenant by blood or marriage? **YES / NO**

AdditionalNotes: _____

Signature by person completing this form: _____

DATE: ____/____/____