



4905 RADFORD AVENUE
RICHMOND, VA 23230
WWW.NCJINC.COM
804.355.7981
FAX 804.358.9521

Rental Information for Application Process

Rental Application can be submitted by the following:

- Fax Number: 804-358-9521
- Email Address: ncjrentals@ncjinc.com
- Mailed/Hand delivered to:
NCJ Real Estate
4905 Radford Avenue #209
Richmond, VA 23230

Non-refundable Application Fee is **\$50.00 per person** in the form of Check, Cash, Money Order or **PayPal (ncjir@ncjinc.com)**

Application process will take up to **24-48 hours** provided all parts of the application have been filled out. **No** application will be processed without application fees.

Additional items needed are 2 most recent paystubs and a copy of a driver's license.

Lease must be signed with 48 hours of acceptance and receipt of lease. Deposit to be paid online within 24 hours of signing new lease receipt of Rent Café welcome letter.

Thank you for considering renting with NCJ Real Estate. If you should have any question, please call our office at 804-355-7981.

Updated: January 1, 2023



**VIRGINIA ASSOCIATION OF REALTORS®
DISCLOSURE OF BROKERAGE RELATIONSHIP
IN A RESIDENTIAL REAL ESTATE TRANSACTION
FOR UNREPRESENTED PARTY(IES)**

Property Address (if applicable): _____

The undersigned unrepresented party(ies) do hereby acknowledge disclosure that the licensee _____ (Broker or Salesperson) associated with Neville C Johnson & Associates, Inc. (Brokerage Firm) represents only the following party in a residential real estate transaction:

- Seller(s) **OR** Landlord(s)
 Buyer(s) **OR** Tenant(s)

SIGNATURE OF UNREPRESENTED PARTY

Print Name

_____/_____
Date Signature

SIGNATURE OF UNREPRESENTED PARTY

Print Name

_____/_____
Date Signature

Copyright© 2016 by the Virginia Association of REALTORS®. All rights reserved. This form may be used only by members in good standing with the Virginia Association of REALTORS®. The reproduction of this form, in whole or in part, or the use of the name "Virginia Association of REALTORS®", in connection with any other form, is prohibited without the prior consent from the Virginia Association of REALTORS®.

VAR Form 100 Revised 07/16
Reviewed 07/16

This form was produced by Mr. Neville Johnson Jr.. CVR MLS forms may be used only by members in good standing of the Central Virginia Regional MLS.



**VIRGINIA REALTORS®
APPLICATION FOR RESIDENTIAL LEASE**



(This is a legally binding contact. If not understood, seek competent advice before signing.)

The property will be shown and made available to all persons without regard to any protected class under federal, state or local fair housing law or regulations, or the REALTOR® Code of Ethics.

This Application for Residential Lease (the "Application") is made as of _____, 2023 by and between _____ ("Applicant") and _____ ("Landlord") through Neville C Johnson & Associates, Inc. ("Listing Broker" or "Agent," who represents Landlord), and _____ ("Leasing Broker"), who does OR does not represent Applicant. If Listing Broker is engaging in dual or designated agency, a separate consent agreement has been entered into by Listing Broker and Applicant.

Applicant hereby applies for a residential dwelling unit (the "Dwelling Unit") located at _____, Virginia, in the City/County of _____, for occupancy commencing on _____, at an initial monthly rent payment of _____ Dollars (\$_____). All persons over the age of 18 who will reside in the Dwelling Unit must complete this Application.

PLEASE FILL IN ALL INFORMATION COMPLETELY

1. Applicant Information.

	Applicant #1	Applicant #2	Applicant #3
Name			
SSN/ITIN			
Date of Birth			
Home #			
Work #			
Cell Phone #			
Email Address			
Present Address			
Rental Amount			
Years			
Landlord			
Landlord Address			
Landlord Phone			
Previous Address			
Rental Amount			
Years			

	Applicant #1	Applicant #2	Applicant #3
Landlord			
Landlord Address			
Landlord Phone			
Presently Employed By			
How long?			
Position			
Salary (Wk., Mo., Yr.)	\$	\$	\$
Supervisor			
Telephone			
Formerly Employed By			
How long?			
Supervisor			
Other Occupants: Name/Age/Relationship			
Email Address:			

2. Vehicle Information:

	<u>Applicant #1</u>	<u>Applicant #2</u>	<u>Applicant #3</u>
Number of Vehicles			
Make			
Model			
License #			

3. Animals:

	<u>Animal #1</u>	<u>Animal #2</u>	<u>Animal #3</u>
<u>Name of Animal</u>			
Type			
Breed			
Color			
Weight			

4. If you are presently in the Armed Services, state:

	<u>Applicant #1</u>	<u>Applicant #2</u>	<u>Applicant #3</u>
Branch			
Rank			
Outfit			
Telephone			

5. Other Income You Would Like Landlord to Consider (verification may be required):

	Applicant #1	Applicant #2	Applicant #3
Amount (Wk., Mo., Yr.)	\$	\$	\$

6. Bank or Savings Accounts:

	Applicant #1	Applicant #2	Applicant #3
Bank Name/Address Account No. Type of Account			
Bank Name/Address Account No. Type of Account			
Bank Name/Address Account No. Type of Account			

7. In Case of Emergency Notify:

	Applicant #1	Applicant #2	Applicant #3
Name			
Address			
Phone			
Relationship			

8. Rental and Credit History:

a. Reason for leaving current residence:

Applicant #1	Applicant #2	Applicant #3

b. Have you ever been rejected for tenancy? If Yes, please explain:

Applicant #1	Applicant #2	Applicant #3
___ Yes / ___ No	___ Yes / ___ No	___ Yes / ___ No

c. Have you ever refused to pay rent when due, been a defendant in an unlawful detainer action or eviction, or otherwise been sued by a landlord for matters related to a tenancy? **If so, please give details, and the status of any pending actions:**

Applicant #1	Applicant #2	Applicant #3
___ Yes / ___ No	___ Yes / ___ No	___ Yes / ___ No

d. Have you ever filed for bankruptcy? If so, please give dates of filing and status of case:

Applicant #1	Applicant #2	Applicant #3
___ Yes / ___ No	___ Yes / ___ No	___ Yes / ___ No

e. Please give the names and phone numbers for three references:

Applicant #1	Applicant #2	Applicant #3
Name: _____ Phone #: _____	Name: _____ Phone #: _____	Name: _____ Phone #: _____
Name: _____ Phone #: _____	Name: _____ Phone #: _____	Name: _____ Phone #: _____
Name: _____ Phone #: _____	Name: _____ Phone #: _____	Name: _____ Phone #: _____

9. **CRIMINAL HISTORY:** Has any Applicant ever been convicted of, pleaded guilty to, or entered a plea of no contest to any felony, or to any misdemeanor for a crime that involved harm to any other person or property, or moral turpitude? **If the answer is Yes, please give all details, including the specific offense(s), date(s), sentence(s) and jurisdiction(s) in which the offenses occurred, as well as any information on the status of any current probation.**

Applicant #1	Applicant #2	Applicant #3
___ Yes / ___ No	___ Yes / ___ No	___ Yes / ___ No

10. **SERVICEMEMBERS:** For purposes of this Section 10, a "Servicemember" is defined as a member of the armed forces of the United States or a member of the Virginia National Guard serving on fulltime duty or a Civil Service technicians with a National Guard unit, and "Military Orders" is defined as: (i) a permanent change of station orders to depart thirty-five miles or more (radius) from the location of the Premises; (ii) temporary duty orders in excess of three months' duration to depart thirty-five miles (radius) from the location of the Premises; (iii) a discharge or release from active duty with the armed forces of the United States or from full-time duty or technician status with the Virginia National Guard; or (iv) an order to report to government-supplied quarters resulting in the forfeiture of basic allowance for quarters.

Applicant #1	Applicant #2	Applicant #3
Are you currently a Servicemember?_ ___ Yes / ___ No	Are you currently a Servicemember?_ ___ Yes / ___ No	Are you currently a Servicemember?_ ___ Yes / ___ No
If Yes, do you currently have any pending Military Orders? ___ Yes / ___ No	If Yes, do you currently have any pending Military Orders? ___ Yes / ___ No	If Yes, do you currently have any pending Military Orders? ___ Yes / ___ No

11. CHECK IF ANY APPLICANT OWNS: ____CAMPER ____MOTORCYCLE ____BOAT ____TRUCK ____TRAILER

12. APPLICATION FEE/THIRD PARTY COSTS/APPLICATION DEPOSIT: Each Applicant must pay at the time this Application is made the following, non-refundable amounts: i) an Application Fee in the amount of _____, and (ii) payment for third party costs incurred by Landlord in the amount of _____. In addition, the Applicant must pay an Application Deposit in the amount of _____ at the time this Application is made, which may be refundable to Applicant, in accordance with Section 13 of this Application. The Application Deposit will convert into the Security Deposit on the Commencement Date of the Lease.

13. OBLIGATION TO ENTER INTO LEASE/ DAMAGES: Upon submission of this Application by Applicant, Agent reserves the right to remove the Dwelling Unit from the available rent list. If this Application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this Application is approved and Applicant fails to rent the Dwelling Unit, Landlord shall be entitled to retain that part of the Application Deposit equal to Landlord's actual damages and expenses as provided in Section 55.1-1203 of the Virginia Residential Landlord Tenant Act ("VRLTA").

14. GUARANTY. Please provide the following information if the Lease will be guaranteed, in accordance with the Rental Selection Criteria of Listing Broker or Landlord.

Name of Guarantor : _____
Relationship: _____
SSN/ITIN: _____
Date of Birth: _____
Address: _____

Phone Number: _____

Name of Guarantor : _____
Relationship: _____
SSN/ITIN: _____
Date of Birth: _____
Address: _____

Phone Number: _____

Name of Guarantor : _____
Relationship: _____
SSN/ITIN: _____
Date of Birth: _____
Address: _____

Phone Number: _____

15. APPLICANT INVESTIGATION: Applicant should exercise whatever due diligence Applicant deems necessary with respect to information on the Dwelling Unit, including without limitation, mold, lead-based paint, pests or insects, and any sexual offenders registered under Chapter 23 (sec. 19.2-387 et seq.) of Title 19. Information regarding registered sex offenders may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674-2000 or www.vsp.state.va.us. Upon Applicant's request, Landlord will provide Applicant with a copy of the Lease for review.

16. INFORMATION CORRECT: Each Applicant hereby certifies that the information contained in this Application is true and correct to the best of Applicant's knowledge and belief. Each Applicant hereby authorizes Listing Broker to conduct a credit check on Applicant and such background checks as determined appropriate by Listing Broker to verify information provided herein by Applicant for approval or rejection of this Application.

17. OTHER PROVISIONS: _____

We have read the terms and conditions of this Application. We understand this is a binding contract separate and apart from the Lease.

APPLICANT #1 SIGNATURE
Date: _____
Type of ID: _____
Copy of Photo ID: ___Yes / ___No

APPLICANT #2 SIGNATURE
Date: _____
Type of ID: _____
Copy of Photo ID: ___Yes / ___No

APPLICANT #3 SIGNATURE
Date: _____
Type of ID: _____
Copy of Photo ID: ___Yes / ___No

SIGNATURE OF GUARANTOR: _____
Date: ___/___/___

SIGNATURE OF GUARANTOR: _____
Date: ___/___/___

SIGNATURE OF GUARANTOR: _____
Date: ___/___/___

The undersigned acknowledges the receipt of the following fees and deposits:

Applicant #1	Applicant #2	Applicant #3
Application fee:\$ _____	Application fee:\$ _____	Application fee:\$ _____
Check No. _____ or Cash _____	Check No. _____ or Cash _____	Check No. _____ or Cash _____
Third Party Costs:\$ _____	Third Party Costs:\$ _____	Third Party Costs:\$ _____
Check No. _____ or Cash _____	Check No. _____ or Cash _____	Check No. _____ or Cash _____

An Application Deposit in the amount of \$ _____, paid by check number _____, or cash _____ which shall be deposited in the Landlord or Agent's escrow account within five (5) business banking days after the approval of this Application, if approved.

SIGNATURE OF Recipient: _____
Date: ____/____/____

Leasing Broker's Address: 4905 Radford Avenue #209 Richmond, VA 23230
Phone number: 804-355-7981 Cell phone or pager number: _____
Email: ncjrentals@ncjinc.com

OFFICE USE ONLY	
Application Received: Date _____	Time _____
Application Reviewed By _____	
Accepted <input type="checkbox"/>	Rejected <input type="checkbox"/> Withdrawn <input type="checkbox"/> Applicant notified: Date _____ Time _____
DISCLOSURES: If applicable, Applicant has been provided with the following disclosures	
_____ Military Air Installation	
_____ Defective Drywall	

COPYRIGHT©2020 by VIRGINIA REALTORS®. All rights reserved. This form may be used only by members in good standing with VIRGINIA REALTORS®. The reproduction of this form, in whole or in part, or the use of the name "VIRGINIA REALTORS®", in connection with any other form, is prohibited without prior written consent from VIRGINIA REALTORS



**VIRGINIA REALTORS
DISCLOSURE OF INFORMATION AND ACKNOWLEDGMENT
LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS
(Lease)**

This disclosure applies to the property(ies) in the City or County of _____
and is described as follows ("Dwelling Unit"):

Lead Warning Statement:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention, available

at https://www.epa.gov/sites/production/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf

Landlord's Disclosure (initial)

_____ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

_____ (b) Records and reports available to the landlord (check one below):

Landlord has provided tenant(s) with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list document below).

Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant(s)' Acknowledgment (initial)

_____ (a) Tenant(s) have received copies of all information listed above.

_____ (b) Tenant(s) have received the pamphlet "Protect Your Family from Lead in Your Home."

_____ (c) Tenant(s) will obtain prior written approval from the landlord prior to painting or disturbing any painted surfaces or making any other alterations. Further, tenant(s) shall notify landlord and agent in the event there is any chipped or peeling paint in the Dwelling Unit.

_____ (d) Tenant(s) acknowledge that compliance by landlord and agent with Section 8.01-226.7 of the Code of Virginia provides immunity from lawsuit for lead poisoning arising from the condition of the premises.

Agent's Acknowledgment (initial)

_____ (a) Agent has informed landlord of the landlord's obligations under 42 U.S.C. §4582d and is aware of agent's responsibility to ensure compliance, and has also informed landlord of landlord's rights and obligations under Section 8.01-226.7 of the Code of Virginia

_____ (b) Agent has complied with the provisions of Section 8.01-226.7 of the Code of Virginia.

If landlord and/or agent obtain new information or acquire actual knowledge concerning the presence of lead-based paint or lead-based paint hazards during the term of tenancy, landlord and agent shall notify tenant(s) of such new information and if the dwelling unit is part of a multifamily community, will notify all residents of the new information.

_____	_____	_____	_____
Landlord	Date	Agent Neville C. Johnson, Inc.	Date
_____	_____	_____	_____
Tenant	Date	Tenant	Date
_____	_____	_____	_____
Tenant	Date	Tenant	Date

Copyright © 2020 by Virginia REALTORS®



4905 RADFORD AVENUE
RICHMOND, VA 23230
WWW.NCJINC.COM
804.355.7981
FAX 804.358.9521

Guaranty

At the request of the Tenant, and as an inducement of the Landlord to enter into this lease, the undersigned hereby jointly and severally guaranty that the tenant shall make all payments required and shall perform all obligations required under the provisions of the lease, and any extensions or renewals of the lease agreement.

In the event Tenant shall not make all payments as required or perform all obligations as set forth in the lease, then we hold ourselves bound and primarily liable, with or without notice of the Tenant's default, for such payments and the same upon demand whether or not the Landlord has exhausted their remedies against the Tenant.

Date

Guarantor's Signature

Guarantor's Address:

SSN or ID #

Tenant's Name: