

King & Queen Apartments, LLC
732 Scotland Street, Williamsburg, VA 23185

Professionally Managed by:



Howard Hanna William E. Wood Property Management
5208 Monticello Avenue, Williamsburg, VA 23188
Tel: (757) 220-0000 | Fax: (757) 941-0666

DATE RECEIVED

DATE APPROVED

Application Fee

Guarantor Applicant must complete this application and return it along with the \$45 Application Fee *in certified funds* (either cashier's check or money order) made payable to "Howard Hanna William E. Wood and <Your Name>" (personal checks and cash are not accepted) and delivered to:

**Howard Hanna William E. Wood Property Management
5208 Monticello Avenue, Williamsburg, VA 23188**

Rev. 3/16



RENT GUARANTOR APPLICATION

To be completed by each applicant separately

(\$45 NON-REFUNDABLE FEE IS REQUIRED)

****ALL FEES MUST BE PAID SEPERATELY FROM DEPOSITS****

Information provided must be TRUE, ACCURATE and COMPLETE for Management to consider this application.

A guarantor of rent is required for the lease signed by the Applicant/Tenant listed below. If you wish to guarantee the rent for this Applicant/Tenant, please complete this form and send it to the address listed below.

Name of Applicant/Tenant: _____ Approx. Monthly Rent for Initial Lease Term: \$ _____

PERSONAL:

Guarantor Applicant's Full Name: _____ Relationship to Applicant/Tenant: _____

Date of Birth: _____ Social Security # _____ Driver's License # _____ State _____

Cell Phone #: _____ Work #: _____ Other Phone/Contact # _____

Email: _____

Present Address _____ City _____ State _____ Zip _____

How long have you lived at present address? _____

Prior Address _____ City _____ State _____ Zip _____

How long did you live at prior address? _____

EMPLOYMENT HISTORY:

Current Employer: _____ Job Title: _____

Name of Supervisor: _____ Supervisor Phone # _____

Monthly Salary: \$ _____ Part Time Full Time Length of Employment: _____

Currently: Own Rent Monthly Rent/Mortgage Payment: \$ _____

CREDIT AND FINANCIAL INFORMATION:

Checking Account: Bank Name: _____ Account #: _____

Savings Account: Bank Name: _____ Account #: _____

EMERGENCY CONTACT INFORMATION:

Name of Emergency Contact (not living with you) _____

Relationship: _____ Phone #: _____

This information will be kept in the strictest confidence & is not released to any third party, under any circumstances.

1. CONSUMER AUTHORIZATION TO OBTAIN CREDIT/CONSUMER REPORT: Guarantor Applicant authorizes Agent to use reasonable and necessary means to verify information in this Application and procure other information which may be required to evaluate the creditworthiness of the Guarantor Applicant, including, but not limited to employment, credit and ability to make payments under the lease and an investigation of the Guarantor Applicant's credit through a credit reporting agency.

Guarantor Applicant further acknowledges that an investigative credit/consumer report including information as to character, general reputation, personal characteristics and mode of living, whichever are applicable, of the Guarantor Applicant may be made and that any person on which an investigative credit/consumer report will be made has the right to request a complete and accurate disclosure of the nature and scope of the investigation requested and also has the right to request a written summary of the person's rights under The Fair Credit Reporting Act. Guarantor Applicant hereby authorizes Owner and Landlord to obtain and hereby instructs any credit/consumer reporting agency chosen by Owner or Landlord to furnish a credit/consume report under The Fair Credit Reporting Act to Owner or Landlord, to use such credit/consumer report in attempting to collect any amounts due and owing under the Lease or the Guaranty, or for any other permissible purpose. Guarantor Applicant releases all concerned from any liability in connection with any information they may give.

2. NOTICE TO GUARANTOR: If approved, the Applicant/Tenant, not the Guarantor Applicant, will be named on the Lease. The Guarantor Applicant is guaranteeing the debt of the Applicant/Tenant as it pertains to a legal binding Lease Agreement between the Applicant/Tenant and the Owner. There is no communication with the Guarantor unless there is a default on the Lease by the Applicant/Tenant. If the Applicant/Tenant does not pay the debt as they agree to in the Lease Agreement, it becomes the debt of the Guarantor Applicant. Likewise, the Guarantor Applicant shall be required to pay any debt owed by the Applicant/Tenant if the Applicant/Tenant does not pay. This shall include an amount up to the full amount of the debt, including any unpaid rent, late charges, cost to cure any damages, and all expenses incurred in the collection process including reasonable attorney's fees and court costs. The Owner can collect this debt from the Guarantor Applicant without first trying to collect from the Applicant/Tenant. The Owner can use the same collection methods against the Guarantor Applicant that can be used against the Applicant/Tenant, which may become part of the Guarantor Applicant's credit record. All Guarantors must provide a copy of a valid, government-issued picture ID such as a driver's license. If the Guarantor application is not filled out completely it will be declined.

3. AGENCY DISCLOSURE: Agent hereby discloses, pursuant to Section 55-248.12 of the Code of Virginia (1950) as amended, the applicable section of the Virginia Residential Landlord and Tenant Act, and any and all other applicable federal or state regulations, that Howard Hanna William E. Wood is the authorized managing agent for the leased premises. Applicant/Tenant acknowledges the Agent, as required by applicable Virginia law, has made full disclosure of the Agency Relationship. Applicant/Tenant hereby acknowledges that Owner, and/or Licensed Broker or Salesperson employed by or affiliated with Owner, and/or any Manager employed by Owner, are Agents of the Owner of the property. An Owner of the property for lease is a Licensed Virginia Real Estate Broker or Agent.

4. APPLICATION FEE: Each Guarantor Applicant must pay a non-refundable Application Fee the amount of \$45 at the time this Application is made. The Application Fee must be in paid in certified funds and made payable to Howard Hanna William E. Wood.

I certify that the facts set forth in Application are true, accurate and complete to the best of my knowledge and belief. I understand that making any known false statements on this application is grounds for denial. I consent that the information provided above may be verified, and I further authorize the Agent to make any investigation of my residential history, employment history and credit/financial references. Agent may from time to time verify the information provided in this Application by obtaining information from third parties, including without limitation, Credit Reporting Agencies. Signing this Application constitutes my written authorization of such for the duration of the Lease and any renewals thereof. All such information hereon will be kept confidential.

I have read the terms and conditions of this Application and I understand this is a binding contract separate and apart from the Rent Guarantee Agreement.

I hereby guarantee payment of all rents and charges for the above listed Applicant/Tenant during their Lease term, including any Lease extensions.

SIGNATURE of Applicant: _____ Date: ____/____/____

Type of ID: _____

Copy of Photo ID: Yes / No

BELOW SPACE FOR OFFICIAL USE ONLY AND NOT TO BE FILLED IN BY APPLICANT

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

Application fee: \$ _____ An Application Deposit in the amount of \$ _____, paid by cashier's check or money order which shall be deposited in the Authorized Agent's escrow account within five (5) days after the Commencement Date of the Lease Agreement.

SIGNATURE of Recipient: _____ Date: ____/____/____