

RIVERDALE MANAGEMENT COMPANY
RENTAL APPLICATION

A\$ _____ NON-REFUNDABLE FEE IS CHARGED ON ALL APPLICATIONS DATE: _____

How did you hear about us? Apt Guide ___ Paper ___ Military ___ Resident ___ Signs ___ Phone Book ___ Apt Book ___ Other ___
Size of Apartment Desired: _____ Date Desired: _____
1-2-3-4 Bedrooms

NAME OF ALL OCCUPANTS TO LIVE IN APARTMENT:

1.	Last	First	MI	Birthday	Relationship	Social Security Number
	_____	_____	_____	_____	_____	- -
2.	Last	First	MI	Birthday	Relationship	Social Security Number
	_____	_____	_____	_____	_____	- -
3.	Last	First	MI	Birthday	Relationship	Social Security Number
	_____	_____	_____	_____	_____	- -
4.	Last	First	MI	Birthday	Relationship	Social Security Number
	_____	_____	_____	_____	_____	- -
5.	Last	First	MI	Birthday	Relationship	Social Security Number
	_____	_____	_____	_____	_____	- -
6.	Last	First	MI	Birthday	Relationship	Social Security Number
	_____	_____	_____	_____	_____	- -
7.	Last	First	MI	Birthday	Relationship	Social Security Number
	_____	_____	_____	_____	_____	- -

CURRENT ADDRESS:

Street Name & Number _____ City, State, & Zip Code _____ Home Phone Number _____

How Long? _____ Own _____ Rent _____ Amount: _____ Mgmt Co. Name & Phone Number: _____

PREVIOUS ADDRESS:

Street Name & Number _____ City, State, & Zip Code _____ Home Phone Number _____

How Long?: _____ Own _____ Rent _____ Amount: _____ Mgmt Co. Name & Phone Number: _____

EMPLOYMENT:

1.	Company	Address	Phone Number	Position	How Long	Monthly Income
	_____	_____	() - _____	_____	_____	\$ _____
2.	Company	Address	Phone Number	Position	How Long	Monthly Income
	_____	_____	() - _____	_____	_____	\$ _____

Additional Income: Amount: _____ Per: _____

Checking Account: Bank: _____ Branch: _____ City: _____ Account #: _____

CURRENT MONTHLY OBLIGATIONS:

Owed To: _____ Address: _____ Balance: _____ Monthly Payment: _____

VEHICLE DESCRIPTION:

Make _____ Year _____ Color _____ License # _____ Decal # _____
Make _____ Year _____ Color _____ License # _____ Decal # _____

EMERGENCY CONTACT: Name: _____ Address: _____ Phone Number _____
Relationship: _____

IMPORTANT TO APPLICANTS:

- 1. Do you have pets? Y/N What Type? _____ Approx. Weight: _____ lbs.
(Pets are permitted with prior written consent. A non-refundable pet deposit & fee is mandatory.)
- 2. Do you have renter's insurance? Y/N Company Name: _____ Policy Number: _____
- 3. Lease date given on move-in reference sheet is final. If applicant fails to take occupancy on date given, pro-rated rent must be paid from that date.
- 4. Do you or any member of your household have any special needs or requirements that management should be aware of? Y/N
Please Explain: _____
- 5. Have you been convicted of a felony for crimes against persons or for any drug related convictions within the last 5 years? Y/N

I certify that all information given by me on this application is true and complete to the best of my knowledge. I authorize inquires to be made to verify the statements above. I further understand that the failure by me to provide complete, accurate and truthful information can be the basis for the denial of my application.

Signatures of all adults must appear on application:

Signature	Signature	Signature
_____	_____	_____

All adults must sign lease before keys can be released. Please arrange to have adults who will be absent on occupancy date to sign lease before occupancy date. Because workmen must have access to your apartment through the day before occupancy date, we are not able to allow personal belongings to be placed in the apartment before occupancy date.

----- **DO NOT WRITE BELOW THIS SPACE - FOR OFFICE USE ONLY** -----

RENTAL REFERENCE:

Name of person talked to: _____

Is rent paid promptly and amount of rent: _____

Period of tenancy and has lease expired: _____

Has required notice been given and do you recommend: _____

EMPLOYMENT VERIFICATION:

Name of person talked to: _____

Is employment permanent and length of service: _____

Salary verified at: \$ _____ Needs: \$ _____

CREDIT INFORMATION:

The above information was verified by: _____ Date: _____

Date Application Approved and By: _____

Date Application Denied and By: _____

Date Applicant Notified and By: _____

RIVERDALE MANAGEMENT COMPANY
RESIDENTIAL AND COMMERCIAL PROPERTY MANAGEMENT

THANKS FOR SHOWING INTEREST IN OUR BEAUTIFUL APARTMENT HOMES

If you decide to apply for an apartment with Riverdale Management Company, please make certain to include the following with your completed application:

***\$40.00 NON-REFUNDABLE APPLICATION FEE** - All applicants age 18-years-old and older are required to complete a separate application.

CURRENT PAY STUB - Applicant must provide verification of six months continuous employment. Applicant must have income that is 2.5 times the amount of the rent. Other verification may be needed (Social Security Card, W-2 forms, notarized letter from employer, etc.) **Employment must be local.**

PHOTO ID - A federally authorized photo ID is required (driver's license, military ID, etc.). There must be a legitimate reason with sufficient verification for the use of out-of-state ID (active duty military, full-time student, etc.). All other applicants must have valid Virginia identification.

***CONFIRMATION OF RESIDENCY EMPLOYMENT** - Please sign and date the bottom of this forms as authorization to release information regarding residency/employment.

SEE ATTACHED TENANT CRITERIA FOR MORE SPECIFIC INFORMATION

Please make sure you have signed and dated the application. Make all checks and/or money orders **payable to Riverdale Management Company**. In order to secure an apartment you must have an approved application and pay a \$300.00 security deposit (money order or cashier's check only).

Again, thank you for your interest in Riverdale Management Properties. We look forward to having you as a part of our community.

Applicant Name	Applicant Signature	Applicant SSN	Date
_____	_____	- - -	_____
Applicant Name	Applicant Signature	Applicant SSN	Date
_____	_____	- - -	_____

THE ABOVE APPLICANT(S) HAS APPLIED FOR AN APARTMENT WITH RIVERDALE MANAGEMENT COMPANY AND HAS AUTHORIZED THE RELEASE OF INFORMATION REGARDING HIS/HER EMPLOYMENT OR RESIDENCY STATUS.