



Clachan Properties

1320 West Broad Street, Suite A, Richmond, VA 23220
 phone 804.358.1091 | fax 804.358.8680
 leasing@clachanproperties.com

APPLICANT	Applicant <input type="checkbox"/> Co-Signer <input type="checkbox"/>		Date: _____		
	Name: _____		SSN: _____	DOB: _____	
	<i>First MI Last</i>				
	Cell Phone: _____		Email: _____		
	<i>Please type or write legibly; we will send your lease for E-Signature to this email</i>				
	Present Address: _____				
	<i>No P.O. Box Numbers</i>				
Drivers License (License # and State): _____					
Emergency Contact: _____		Phone: _____			
Present Landlord: _____		Phone: _____	Rent: _____		
<i>(Name) – Please list parents if moving from your parent’s home</i>					

PET(S)	_____	_____	_____
	<i>Type</i>	<i>Breed</i>	<i>Weight</i>
	_____	_____	_____
	<i>Type</i>	<i>Breed</i>	<i>Weight</i>
Our apartments are cat friendly; some of our houses allow both cats and dogs. Limit of two (2) pets per apartment home. A non-refundable pet fee of \$250 and \$20/mo for each pet is required prior to occupancy. <i>Please contact our office with any questions regarding our pet policy.</i>			

Are you a student? YES NO If you are a student, no further information is needed to complete this rental application. However, you will be required to obtain a qualified co-signer. Please have your co-signer return his/her application, application fee and proof of income.

INCOME	Employer: _____		
	<i>Name</i>	<i>Address</i>	<i>Hire Date</i>
	_____	_____	_____
	<i>Annual Salary</i>	<i>Office Phone Number</i>	
Please submit proof of income with your rental application (3 most current paystubs, letter from employer, or tax return documents are acceptable)			

I represent that the information provided in this application is true to the best of my knowledge. You are hereby authorized to verify my credit, background, employment and landlord references in connection with the processing of this application. I acknowledge receipt of a copy of this application.

I agree that the required Application Fee of \$_____ received by management on _____ will not be refunded for any reason. I further agree that my Holding Fee/Application Deposit received by management (\$_____ given on _____) will be applied toward the Security Deposit, which must be paid in full before occupancy and may not be applied as rent. If I decide not to move in after this RENTAL APPLICATION has been accepted, I agree that the Holding Fee/Application Deposit will not be refunded. Additionally, if all applicant and co-applicant paperwork for the entire apartment is not received within 7 days of receipt of the deposit, the deposit will not be refunded. If I feel that my RENTAL APPLICATION has been unfairly denied, I understand that I have the right to call the Property Manager at (804) 358-1091 to request additional consideration. I understand that this is an application only, and I acquire no rights in any apartment until: 1) the application is approved, 2) I pay the required deposit, and 3) I sign a Lease Agreement. At that time, this application becomes part of the lease.

Applicant Signature: _____ **Date:** _____

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