



## Rental Qualifications

1. APPLICATION PROCESS & LEASING TIMELINE: Upon receipt of the application and all necessary documents per person over the age of 18 (**application, \$25 application fee, income verification, photo ID**), we will notify you of approval or denial in 1-3 business days. We accept applications on a first-come, first-served basis. We do not accept partial applications and a partial application will not hold your place in line for the unit that you are applying for. Once approved, we will send you a leasing agreement within 2 business days. *Upon receipt of leasing agreement, you will have no more than 48 hours to review and to return the documents along with the security deposit.* Security deposit is to be paid in full, with certified funds (money order or cashier's check – we do not accept cash). If you do not return the lease within 48 hours, we will cancel your application and place the unit back on the market. *In total, the application to leasing process can take anywhere from 1 – 7 days.*
2. We allow pets in many of our properties. Breed/weight restrictions apply; please ask for permission before applying. The non-refundable pet fee is \$300, and there is an additional rent of \$35.00 per month, per pet (limit of two pets). Certain breeds not allowed. A pet addendum will become a part of the lease agreement.
3. Yates Properties will conduct a thorough previous landlord verification, criminal background check, and credit check. The following items *may* result in our denial of your application: Bankruptcy; Judgment filed for nonpayment; Prior Eviction from Tenancy; Invalid Social Security Number; Poor credit rating; Past or present criminal activity, drug-related problems, or disruptive behavior; Lack of job security or short-term on a new job; Unfavorable personal, landlord, or professional references; Providing false information on application.
4. Security deposit of apartment is equivalent to one month of rent although the landlord may request additional security deposit depending on credit/income factors. **Security deposit is due in full at the time of lease-signing.**
5. No one other than the residents listed on the application and lease may occupy the premises. Tenants are responsible for the conduct of all occupants and guests for any lease violations. The Landlord's Agent reserves the right to null and void the lease for any violations or non-payment of rent. The Landlord's agent reserves the right to void the lease if applicant provides any incorrect or false information on the application or lease forms.
6. Applicant will provide proof of income for the past two months (pay stubs preferable; will also accept offer letters, or tax return for self-employed). **Combined monthly income for all applicants must be no less than 3X the cost of the monthly rent.**
7. If you fail to answer any question or if you have given false information: (1) we are entitled to reject this application; (2) we will retain all processing fees and deposits as liquidated damages for time spent and expenses; (3) we will terminate any right to lease the property; and (4) if you have signed a lease, it will be a violation of the lease.
8. By signing below, applicant understands the information and rental expectations provided above.

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Applicant

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Date

# YATES PROPERTIES: Rental Application

Preferred Location / # of bedrooms

Desired Move-in Date

Have you ever been convicted of a felony, faced eviction, or filed for bankruptcy?  Yes  No  
Explain: \_\_\_\_\_

## 1. GENERAL INFORMATION

FULL NAME

Social Security Number or EIN

Primary Telephone #

Email Address

Date of Birth

*Current* Street Address

Current Landlord

City/State/Zip Code

Landlord Telephone #

Current Rent

Term of Lease

Lease Expiration Date

*Prior* Street Address

Prior Landlord

City/State/Zip Code

Prior Landlord Telephone #

Prior Rent

Term of Lease

Lease Expiration Date

EMPLOYER NAME

Address (Street/City/State/Zip Code)

Position

Supervisor's Name/Title

Business Telephone #

Monthly Income

Length of Employment

ADDITIONAL EMPLOYER/ADDITIONAL INCOME SOURCE

Address (Street/City/State/Zip Code)

Position

Supervisor's Name/Title

Business Telephone #

Monthly Income

Length of Employment

**2. AUTHORIZED OCCUPANTS (including anyone under 18)**

_____	_____	_____
Name	Relationship	DOB
_____	_____	_____
Name	Relationship	DOB
_____	_____	_____
Name	Relationship	DOB

**3. Vehicle Information:**

_____	_____	_____	_____
Make	Year	Color	License No.
_____	_____	_____	_____
Make	Year	Color	License No.

**4. Pets:**

Type/Breed \_\_\_\_\_ Name \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

Type/Breed \_\_\_\_\_ Name \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

**5. Emergency Contacts:**

_____	_____	_____
Name	Relationship	Telephone
_____	_____	_____
Name	Relationship	Telephone

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Landlord's Agent                              Date

SIGNING THIS FORM ALLOWS YATES PROPERTIES TO PROCESS THE APPLICANT'S CREDIT AND BACKGROUND CHECK, AND TO MAKE PROPER INQUIRIES CONCERNING REFERENCES, INCLUDING LANDLORD/RENTAL VERIFICATION. UPON APPROVAL, APPLICANT'S SIGNATURE GUARANTEES THAT **CERTIFIED FUNDS** WILL BE PROVIDED FOR THE SECURITY DEPOSIT AND FIRST MONTH'S RENT.

Partial applications will be not be accepted. Applications are processed on a first-come, first-served basis.

**Mail:** Yates Properties, P.O. Box 757; Culpeper, VA. 22701  
**Physical Address:** Yates Properties, 102 S. Main St. Suite 101, Culpeper, VA. 22701  
**Apply/Pay/Upload Documents Online:** [www.yatesproperties.com](http://www.yatesproperties.com)  
**Fax/Email:** [office@yatesproperties.com](mailto:office@yatesproperties.com); 540-825-0098