**Potomac Housing - Realtors®, LLC**

Realtors ▪ Property Management

A Full Service Realty and Housing Company Serving the Eastern Panhandle of West Virginia

**27 Polo Greene Dr ▪ PO Box 1065 Martinsburg, WV 25402 t: 304-267-1556 f: 304-267-1456 toll free: 888-430-3585**

E-mail: page.potomachousing@comcast.net F. Page Burdette, President/Broker

**($35.00 application fee for 1st person, $30.00 for additional adults)**

TENANT’S PERSONAL AND CREDIT INFORMATION

Desired Rental Unit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many adults will be living at this unit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many children? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pets\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_What Kind\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
|  | ***TENANT*** | ***CO-TENANT*** |
| **Name (First, Middle, Last)** |  |  |
| **Present Address** |  |  |
| **City/State/Zip** |  |  |
| **How long at present address?** |  |  |
| **Present Landlord** |  |  |
| **Present Landlord Phone #** |  |  |
| **Previous Address** |  |  |
| **City/State/Zip** |  |  |
| **How long at previous address?** |  |  |
| **Previous Landlord** |  |  |
| **Previous Landlord Phone #** |  |  |
| **Home Phone #** |  |  |
| **Cell Phone #** |  |  |
| **Social Security #** |  |  |
| **Date of Birth** |  |  |
| **Driver’s License #** |  |  |
| **Vehicle Make/Model** |  |  |
| **License Plate #** |  |  |
| **Email Address** |  |  |

**OCCUPATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Tenant** Present  Occupation | **Tenant** Prior  Occupation | **Co-Tenant** Present  Occupation | **Co-Tenant** Prior  Occupation |
| **Employer** |  |  |  |  |
| **Business Phone #** |  |  |  |  |
| **Address** |  |  |  |  |
| **City/State/Zip** |  |  |  |  |
| **How long employed?** |  |  |  |  |
| **Type of Business** |  |  |  |  |
| **Position Held** |  |  |  |  |
| **Name of Supervisor** |  |  |  |  |
| **Monthly Gross Income** |  |  |  |  |
| **Monthly Child Support** |  |  |  |  |
| **Monthly Social Security** |  |  |  |  |
| **Monthly Disability** |  |  |  |  |
| **Other Monthly Income** |  |  |  |  |

**(IF EMPLOYED LESS THAN TWO YEARS, GIVE SOME INFORMATION ON PRIOR OCCUPATION)**

**PERSONAL REFERENCES:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Personal Reference: | Address: | Phone Number: | Length of Acquaintance: | Occupation: |
| **Tenant** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Co-Tenant** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**NEAREST RELATIVE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Nearest  Relative: | Address: | City/State/Zip: | Phone Number: | Relationship: |
| **Tenant** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Co-Tenant** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\_\_\_\_Have you ever been convicted of a crime? If so what\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Have you ever filed a petition of bankruptcy?

\_\_\_\_Have you ever been evicted from any tenancy or had an eviction notice served on you?

\_\_\_\_Have you ever willfully and intentionally refused to pay any rent when due?

\_\_\_\_Have you rented from Potomac Housing- REALTORS, LLC previously?

\_\_\_\_Are you a citizen of the United States?

***I/We authorize Potomac Housing-Realtors, LLC to investigate my/our credit qualifications and hereby release, in any manner, all of the information obtained by you. I/We further release all persons, agencies, or firms from any liabilities resulting from providing such information. I/We agree that the landlord/agent may terminate any agreement entered into in reliance on any misstatement made.***

Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_