

CBS Rentals LLC

Post Office Box 1414 Charlottesville, VA 22902 (434) 971-9922 www.cbsrentals.com

Universal Lease Application

Personal Information

First Name _____ Middle _____ Last _____

Date of Birth _____ Social Security Number _____

Cell Phone _____ Phone 2 _____

Email _____

Are you a U.S. Citizen? Yes No

(If not, CBS Rentals LLC requires you to fill out the Non-U.S. Citizen Information Sheet.)

Property Requested _____ When Needed _____

Other Occupants (Separate applications required for non-dependent occupants over 18)

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Residences

Present Address _____

How Long _____ Monthly Payment: Rent _____ Own _____

Landlord/Mortgagor Reference _____

Previous Address (if applicable) _____

How Long _____ Monthly Payment: Rent _____ Own _____

Landlord/Mortgagor Reference _____

Employment/Income Information

Current Employer _____

(If present employment is less than 18 months)
Previous Employer _____

Business Address _____

Business Address _____

Position _____ Salary _____

Position _____ Salary _____

How Long _____ Phone _____

How Long _____ Phone _____

Supervisor _____

Supervisor _____

Other Income

Amount _____ Source _____

Vehicle Information

Driver's License No. _____ License State _____

Auto Make, Model, Year _____ Auto Color _____

Auto Tag Number _____ Tag State _____

Emergency Contact

Contact Name _____ Relationship _____

Phone _____

Address _____ City, ST, Zip _____

Legal

Are there any outstanding judgments or collections against you? Yes No

Have you declared bankruptcy within the past 14 years? Yes No

Have you been evicted for non-payment of rent or lease violations? Yes No

Have you ever been charged with or convicted of a crime (not including traffic infractions)? Yes No

If so, please provide details including nature of charge, date, city/county and state, and sentence if convicted. _____

How did you learn about our properties?

- _____ Friend / word of mouth _____ cbsrentals.com _____ Daily Progress
- _____ Visited property _____ BRAC.com
- _____ Sprint Yellow pages _____ Cavalier Daily _____ Search Engine (which one?)
- _____ Drive by / Curb Appeal _____ UVa Phone Directory _____
- _____ Other (please explain) _____

Equal Housing

Our properties will be shown and made available to all persons without regard to race, color, religion, national origin, sex, familial status, handicap, or elderliness in compliance with all applicable federal, state and local housing laws and regulations.

1. Rental rates are subject to change without notice pending full lease execution.
2. A non-refundable \$35.00 application fee is charged to cover our expenses incurred in verifying the information you provided on this application. Applicants filing this information electronically must either mail applicable fees and copy of photo identification to: CBS Rentals LLC, PO Box 1414, Charlottesville, VA 22902 or bring the fees and photo identification to the rental office at 120 13th Street NW, Charlottesville, VA 22903. Applications received without fees and copies of photo identification are deemed incomplete and will not be processed or placed on a waiting list for available properties. This application may be deemed withdrawn if the application fee and copy of photo identification have not been received within 72 hours.
3. Inquiries are made to obtain information regarding applicant's credit history, rental or mortgage history, and student or employment status. I hereby authorize CBS Rentals LLC's agents to make these inquiries and verifications. I also authorize my employer, landlord and creditors to furnish any information as requested by CBS Rentals LLC for the purposes of processing this application.
4. I certify that I am above legal age and the above information is true and correct to the best of my knowledge. I understand that any lease agreement made on the basis of the above information may be terminated at any time at CBS Rentals LLC's option if this information is found to be false.
5. A copy of the criteria used to determine your eligibility to rent (Statement of Rental Policy) is available to you upon request.
6. In lieu of an original signature to this agreement, landlord will accept a valid and legitimate electronic and/or facsimile signature of the resident. In doing so, resident hereby acknowledges his/her endorsement and acceptance of this agreement, and he/she waives any challenge to the validity of this agreement based on residents endorsement by electronic and/or facsimile signature.

By checking this box, you agree to the terms and conditions contained in this application.

Applicant's Signature _____ Date _____



Office Use Only: Payment Amount _____ Type _____ Date _____

End of application. For CBS Rentals LLC's use only:

EMPLOYMENT / RENTAL VERIFICATION FORM

The person listed below as submitted an application for housing. Please assist us in our approval process by answering the following questions. This form may be faxed back to us at 434-971-6501. If you have any questions, do not hesitate to contact our office – 434-971-9922. We thank you in advance for your time.

Employment Verification

Name: _____ Position: _____

Length of Employment: _____ Annual Salary: \$ _____

Verified By: _____ Title: _____

Rental Verification

Name: _____

Address: _____ City, ST, Zip _____

Length of Residency: _____ to _____ Amount of Rent: \$ _____

Was rent paid on time? _____ If no, # of late payments: _____ # of NSF's: _____

Legal Action Taken: _____

Has proper notice to vacate been given?: _____

Would you rent to him/her again? _____

Verified By: _____ Title: _____