

FIG RENTAL PROPERTIES
P. O. BOX 2949
201 EAST MAIN STREET
WISE, VIRGINIA 24293
(276) 328-4344
figrentalswise@gmail.com

NOTE: We must have an application for each adult (18 or over) who would be living in the household.

DO NOT TURN IN WITHOUT:

- 1. Written Proof of Income**
- 2. Copy Photo Identification**
- 3. \$10 Application Fee**

NOTE: If you have a prior Landlord Eviction you likely will not qualify with us. Write clearly: If we cannot read the application, we will not process it.

RENTAL APPLICATION

Is there a specific Location You Are Applying For? _____

We need a copy of your Driver's License or a Photo ID. List full name/ maiden names.

Last Name: _____ First Name: _____
Middle Name: _____ Maiden or aka Name: _____
Home Phone: _____ Cell Phone: _____
Email: _____
Social Security #: _____ Date of Birth: _____

Address Where you currently receive mail: _____

NOTE: You must provide a complete list of every place you have resided to include family for the PAST 3 LOCATIONS. If more space is needed use a separate sheet of paper.

WE WILL NOT APPROVE ANY APPLICATION WITH INCOMPLETE RENTAL HISTORY INFORMATION. WARNING: We must be able to contact landlords/owners.

Present Address: _____
(Street) (City/Town) (State) (Zip Code)
How Long at this Address? From: _____ To: _____ Rent Amount: \$ _____
Landlord/Owner: _____ Phone: _____
Why do you wish to move? _____

Previous Address: _____
(Street) (City/Town) (State) (Zip Code)
How Long at this Address? From: _____ To: _____ Rent Amount: \$ _____
Landlord/Owner: _____ Phone: _____
Why did you move? _____

Previous Address: _____
(Street) (City/Town) (State) (Zip Code)
How Long at this Address? From: _____ To: _____ Rent Amount: \$ _____
Landlord/Owner: _____ Phone: _____
Why did you move? _____

Name and relationship of every person 18 years of age or older **WHO WOULD BE LIVING WITH YOU IN THE RENTAL UNIT.** _____

Do NOT list yourself here.

You must turn in an application for each adult person listed here.

LIST A PERSONAL REFERENCE. Who knows your character and would recommend you as a tenant. Do NOT list a family member or boss. Examples: Teachers, Business- people, Church Pastors, Co-Workers

Name: _____ Phone/Email _____

How does this person know you? _____ How Long? _____

PET SECTION

What type of pet do you currently have? Circle: Dog Cat Other Breed _____ Weight _____

If you have a pet, we require a photo & for dogs a Rabies Vaccine Record. Have you attached or emailed a photo? Yes or No

I understand that there are non-refundable ANIMAL FEES plus a REGULAR DEPOSIT. Circle: Yes or No

I understand that Animal Rents are always higher than the published/advertised rates? Circle: Yes or No

I understand that large dogs and multiple animals are almost never approved. Circle: Yes or No

Are you applying for a Service or Emotional Support Animal? Yes or No, If yes must comply with our Animal Policy requirements.

SERVICE – SUPPORT ANIMALS. Must have a current (not more than 30 days) letter from a medical expert licensed in Virginia and with whom you have a therapeutic relationship. The letter must state you are disabled or have a disability and the animal assists with the symptoms. You must have current vet records showing all shots, etc. Applications indicating a Service Animal **CANNOT BE PROCESSED** unless this information accompanies the application. We will assist you in getting this info if needed.

EMPLOYMENT – ABILITY TO PAY - SECTION

Present Occupation: _____ Employer: _____ Phone: _____

How long at this job: _____ Supervisor: _____ Phone: _____

Will your job change after moving? Yes No If yes, then what are your employment plans? _____

We must have **PROOF OF INCOME.** This must accompany this application.

Examples: Check Stubs for 4 weeks, Bank Statements for 3 months, Letters from Employers on letterhead etc.

Current amount you "Bring Home" per month (after deductions) \$ _____

Previous Occupation: _____ Employer: _____ Phone: _____

How long at this job: _____ Supervisor: _____ Phone: _____

Why did you leave this job? _____

If you are unemployed list any reason you want us to know. _____

List sources and amounts of other income (TANF, SNAP, etc.): \$ _____

List sources and amounts of other income: \$ _____

Do you have a Bank account? Circle: Yes or No List Bank: _____

Do you have a major credit card? Yes or No List Bank: _____

Have you ever filed Bankruptcy? Yes or No If "yes" explain: _____

List any other information you wish us to consider in determining your ability to pay rent etc.

NOTE: If you currently or in the recent past, live or lived outside Southwest Virginia (Counties of Lee, Wise, Dickenson, Scott, Russell, Tazewell, or Buchanan) we will be required to run a Tenant Background Check through an on-line Background Company. The cost for this report is **\$45** and must be paid by the applicant **after we have verified the income requirements**. We cannot run the Background Report without the Fee. **Do not send us the money BEFORE we approve the other parts of this application. If you do not qualify otherwise there is no need to pay us \$45.**

YOU know your background. It is pointless to pay us to run an application if the report is going to come back showing a bad criminal record, a prior eviction, or a history of unpaid debts.

LANDLORD PROBLEM SECTION. It is a disqualification to leave out any landlord info.

Have you ever been asked to leave a tenancy by a landlord? Circle: Yes No Explain: _____

Have you had landlord disagreements in the past? Yes No N/A Was it the Landlord's Fault? Yes No N/A

Did you go to Court over it? Yes No N/A Where: _____

If you anticipate a prior landlord is going to give you a bad report, list your version of any events below:

Do you understand leaving out any prior or current landlord information is a disqualification? Yes No

CO-SIGNER – GUARANTOR SECTION. Applicants without established credit may still qualify.

Who will co-sign the Tenant Rental Agreement with you if your credit alone does not qualify you?

(Applicants without established credit must normally have co-signers. Parents normally both need to co-sign if together)

Name: _____ Relationship: _____

How employed: _____ Phone: _____

Mailing Address: _____ Email: _____

Physical Address if Different: _____ What County? _____

Have they agreed to co-sign? Circle: Yes No Do they own their home or real estate? Circle: Yes No

Soc: _____ Date of Birth: _____

Name: _____ Relationship: _____

How employed: _____ Phone: _____

Mailing Address: _____ Email: _____

Physical Address if Different: _____ What County? _____

Have they agreed to co-sign? Circle: Yes No Do they own their home or real estate? Circle: Yes No

Soc: _____ Date of Birth: _____

DEBT SECTION:

We evaluate all applicants based on their current statuses. It is not an automatic disqualification if the applicant has prior or unpaid debts. **IT IS A DISQUALIFICATION** if they are not accurately reported and listed here.

Do you owe debts that are old and not paid? Circle: Yes No Has a creditor sued you in court? Circle: Yes No Explain: _____

How would you personally rate your credit standing? Excellent Good Fair Bad No Credit

What is your credit score? _____ **We must have a copy of your credit score.**

Have you attached a copy? Circle: Yes No

This will assist us in the approval of your application & help determine your minimal deposit required.

Do you have unpaid court fines? Circle: Yes No Location: _____

Explain: _____

CRIMINAL BACKGROUND SECTION:

We evaluate all applicants based on their current status. It is not an automatic disqualification if the applicant has criminal convictions. **IT IS A DISQUALIFICATION** if they are not accurately reported and listed.

Have you been convicted of any Felony, Misdemeanor or offense involving lying, cheating, or stealing. Yes No

List all and Explain: _____

Are you required to register as a sex offender? Circle: Yes No When and Where Convicted? _____

Do you have any criminal or serious traffic offenses pending currently? Circle: Yes No Where? _____

Explain fully: _____

Have you ever been convicted of an offense involving drugs or alcohol? Yes No When? _____

Explain: _____

Are you now or have you ever been on probation? Circle: Yes No Where? _____

If "yes," describe here: _____

List additional information of prior convictions: _____

MISCELLANEOUS AND ADDITONAL INFORMATION SECTION

When are you looking to rent a new place? _____

Do you have a written lease where you live now: Circle: Yes No N/A

Does your current landlord know you are moving? Circle: Yes No N/A

Will someone be helping you with your rental payments? Circle: Yes No Who? _____

Do you have the money (Deposit and Rent) to move NOW? Circle: Yes No

Be aware you may be required to pay 2X the monthly rent as a Performance Deposit, this depends on your credit history and background review. This must be paid at the time the Lease is Signed.

Have you used a HUD voucher before? Circle: Yes No If YES what county/city? _____

Do you have a voucher now? Yes No If not, are you on a waiting list? Yes No

DO NOT submit the voucher with this application. If we approve you then we need the voucher.

A HUD voucher does **NOT MEAN** you will automatically qualify. Many voucher holders do not qualify.

Do you have friends or family renting with us now? Yes No List who and where they live? _____

List any other information that you want considered as part of this application:

RELEASE SECTION: Please be aware that former landlords, employers, and others may not provide the information we need to make a qualification decision without a signed release. Some require the Release to be Notarized. We do not attempt to qualify applicants without the signed release form.

RELEASE AND AUTHORIZATION

I authorize any prior landlord, bank, business, current or prior employer, school or university, water company, electrical company including Old Dominion Power Company and Appalachian Electric Power Company, and any municipality, i.e., Town or City, and any person where-so-ever located to release all information on me to Fig Rental Properties t/a Fig Enterprises LLC. This includes any accounts associated with me. Fig Rental Properties t/a Fig Enterprises LLC may utilize this information for the purpose of verification of my references, credit, and court records as they relate to my tenancy, present and future rental payments.

This information may also be used for post-lease collection actions, and/or any other Company Use without limitation. I authorize any such person to give their opinions to a representative of Fig Rental Properties t/a Fig Enterprises LLC as they pertain to my character, standing in the community, suitability as a tenant, and reputation for paying my bills and expenses.

I authorize any current or past employer to release any information in any personnel file and any other information on me to the company representative including amounts of wages paid, any disciplinary actions on file, prior tenant warning and the like.

I authorize and encourage any such person contacted to provide the company representative with any information this person deems pertinent to my rental application.

I authorize any property owner, landlord, bank, or credit institution of any kind to release all account information they may have on file to a company representative upon request.

I hereby agree to hold any such person harmless and without blame of any kind or sort for any information, including opinions, so provided as they pertain to my rental application and suitability as a tenant.

This Release and Authorization shall remain in full force and effect during the pendency of the application process, during any term of a rental agreement between me and Fig Rental Properties t/a Fig Enterprises LLC, and for a period after the end of any rental agreement term for debt collection purposes.

I may revoke this Authorization only by writing, delivered to Fig Rental Properties t/a Fig Enterprises LLC. This revocation requirement notwithstanding, this Authorization will terminate 3 years after the end of any contractual relationship I have with Fig Rental Properties t/a Fig Enterprises LLC

Any statement under oath by a company representative that this RELEASE AND AUTHORIZATION has not been revoked shall be prima facie proof that this form remains in full force and affect.

Signed: _____ Date: _____

Handwritten Signature Required.

Date of Birth: _____ Social Security Number: _____

We cannot process your application unless this page is signed, and the social security and date of birth written BY THE APPLICANT.

STATE OF _____

COUNTY OF _____

This release sworn and signed before me this ____ day of _____

(Notary Public)

Commission Expires: _____
(Date)

Commission Number: _____

Seal

NOTICE

The applications are reviewed off site; the Fig office personnel will not know the status of the process. Normally it takes anywhere from 2 – 14 days to complete a review, mostly depending on being able to contact your prior landlords, and or getting any additional information that may be required. **It is extremely important for you to complete the application in its entirety, being careful to make sure every question is answered.** If you don't have a phone number for a past landlord, it is your responsibility to obtain it before the application is submitted. The person reviewing the applications must be able to read your information, make sure it is legible or have someone complete it for you. Everyone over the age of 18 MUST HAVE a separate application. A **photo ID, proof of income, and a picture of your dog(s)**, if any must be included in the application along with the **Vaccine records**. If you have a dog, we must have the breed and weight on the application. It is **extremely important to check your email and text daily**. If you have not received an email of approval or denial within 14 days you can call the office at 276-328-4344.

REQUIRED DOCUMENTS

- Photo Identification for each applicant.**
- Photo Identification for Guarantor** N/A
- Proof of Income for each applicant.**
- Proof of Income for Guarantor** N/A
- Picture of any Pets(s).** N/A
- Vaccine records for your dog(s)** N/A
- FICO Credit Score**

OTHER DOCUMENTS

- HUD Voucher** N/A
- SNAP Document** N/A
- TANF Document** N/A