

FIG ENTERPRISES L.L.C.

P. O. Box 2949
Wise, Virginia 24293
(276) 328- 4344

**DO NOT TURN AN APPLICATION IN
UNLESS YOU ARE READY TO PAY
THE DEPOSIT AND FIRST MONTH'S
RENT IF ACCEPTED TODAY!!!!!!**

RENTAL APPLICATION INSTRUCTIONS

Note: We must have a completed rental application for each and every tenant who intends to live in the rental unit.

We appreciate your interest in a Fig Enterprises L.L.C. rental unit. Because we want to rent this property to people who are considerate of their neighbors, clean in their living habits, capable of paying the rent, and prompt in paying their bills, we use a rental application to help us determine whether our applicants meet these qualifications.

In order for you to rent from us you must complete a rental application. We want you to know how to complete the application we use, and we also want you to know what our company does with your application. We want to be very direct with you right up front on our expectations so that there are no misunderstandings later on.

When filling out the application, put something in every blank, even if you have to put "none" or "N.A." in some blanks. Try to write so that your entries fit in the spaces provided. If they don't continue them on the back side. Take your time and look up any information called for on the application which you're at all uncertain about. **DON'T GUESS!!!**

Make sure that you read the declaration just above your signature line and agree to it before you sign your name to the application. It states that the information on your application is true and correct, and it authorizes us to verify your references and your credit as they relate to tenancy now and to your paying rent in the future.

When you have completed your application, read it over carefully to make sure that it is accurate, complete, and legible. Look especially for misspellings and transposed numbers.

Once we receive your application, **WE VERIFY ALL THE INFORMATION PROVIDED.** All credit references, prior dwelling information, and other information is carefully checked. We verify this information in a variety of ways. We look at your Social Security card or some other evidence of your Social Security Number (SSN). We look at your actual driver's license or some other official picture identification which you use whenever you cash a check. (This is to verify exactly who we are renting to)

We call your current landlord or manager and ask whether the information you put on your application is correct about how long you've been at your current address, how much you've been paying in rent, and why you are moving. Then we call previous landlords or managers and ask the same questions about your previous tenancy.

At the same time we may order a credit report and also order an eviction report, a bad check report, and check the court dockets in the jurisdiction where you have been living. The credit report tells us whether you pay your bills on time. The eviction report tells us whether you have ever been evicted and why. The bad check report and court docket report tells us whether you write bad checks.

Next we call whoever can verify your source of income to determine how much you generally receive from that source every month and how long you have been receiving it.

Finally we call your personal references to verify that they know you and that we have their correct addresses and phone numbers so that we can contact them..

This is the procedure we follow for every rental application. PLEASE NOTE THE FOLLOWING PROBLEM AREAS SO THAT YOU CAN AVOID THEM IN YOUR APPLICATION:

Missing, incomplete, or wrong information. There is simply no reason for you to submit an application not completely and accurately filled out. We never rent to anyone without a proper application. Not ever!

If you have a history of missed or late rent payments perhaps our company is not for you. We **DO NOT** rent to tenants with bad payment histories. If your payment history is a bit shaky you can explain the reason to us. Many times there are good reasons for late payments. Be aware however, that when we rent to tenants with bad payment histories that we require a much larger damage/security deposit than normal.

While participating in a government program like HUD Section 8 or other programs will help with your rental payments, you must still demonstrate that you are a good tenant prospect and can pay any co-pay amounts in a timely manner.

If you have a history of "bad landlord relations" you need not stop here. We have no magic solutions to the landlord business. We have consistently found that histories of bad landlord relations mean bad landlord relations are coming our way as well. It's a problem we do not need.

Fig Enterprises L.L.C. is a residential rental and management company. It is owned by Greg Gilbert. Mr. Gilbert is an attorney practicing in Southwest Virginia. Mr. Gilbert has several landlord clients and participates in eviction proceeding on behalf of these clients on a regular basis. Below is a list of the most common problems we have which lead to evictions of our tenants:

1. **FAILURE TO PAY RENT PROMPTLY WHEN DUE.** We are in the rental **business**. Like any business you receive the services for which you pay. You pay for groceries and carry them from the supermarket. You pay of cable tv and it is provided by the cable company. You pay of housing and your tenancy continues. Failure to pay for any service

means the service will end. This includes housing. We DO NOT ALLOW LATE RENTAL PAYMENTS.

2. Moving in unauthorized residents once a lease is signed. We will not permit it. All adults living in the rental unit must be approved and sign the lease. There are no exceptions. If you have a practice or plan to move someone unapproved in once the lease is signed you had best re-think your decision to apply for housing with us. Once the unauthorized person is discovered you will be evicted in short order.
3. Failure to follow other rules contained in your rental agreement. A persistent problem deals with allowing junk to accumulate on the outside of your unit, ie junk cars, etc. This is not permitted and we have evicted even good-paying tenants for this reason alone. Our properties must be kept neat and clean to outside appearances. We have a reputation for providing good, affordable housing, and we will not allow that reputation to suffer because we have a "pack-rat" tenant. Tenants who have yard-units must keep the yard mowed as covered in their lease. Some rentals include yard service and some do not. If you cannot mow and upkeep a yard please do not apply for a unit with a yard.
4. Failure to keep the required damage/security deposit paid-up in full. We normally charge at least a month's rent for a damage/security deposit. It must be kept fully paid. If we have to assess a charge against your damage deposit, it must be paid back up to full by the date of your next rental payment. THERE ARE NO EXCEPTIONS TO THIS RULE. No one can continue to be a tenant with us without the proper damage/security deposit on file.

That's it. We are happy to report that we have tenants who have been with us for many years and who plan on staying with us for even longer. We have second-generation tenants, those whose parents have rented from us and now their children are tenants.

If you are a good tenant then we look forward to working with you. We are also willing to discuss any application problems that you have listed. We pledge to be "open-minded" and try to work out any problems that you may have.

We will however, continue to match our good properties with equally good tenants. That is our goal. We do not have any "bad" properties and we do not want any "bad" tenants.

Finally. You must be ready to pay the performance deposit and first month's rent if accepted today!!! If for any reason you are not able to do this then DO NOT turn in an application. We do not accept applications from people wanting to move "in the future." We work applications on folks who are ready to move NOW.

Fig Enterprises L.L.C.

FIG ENTERPRISES L.L.C.
P. O. Box 2949
Wise, Virginia 24293

**NOTE: We must have application for each adult tenant
Person living in the unit.**
(276) 328-4344 (days) Fax: (276) 328-1143

RENTAL APPLICATION

Location Applying For: _____

We must have your full name including middle name and maiden names.

Last Name: _____ First Name: _____

Middle Name: _____ Maiden Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Checked Freq? _____

Soc #: _____ Date of Birth: _____

Prefer Contact by: ___ Home Phone. ___ Work Phone ___ Cell Phone. ___ Email. ___ Text Msg

Address Where you currently receive mail: _____

**NOTE: You must provide a complete list of each and every place you have resided
for the past 2 years. If additional space is needed use the back of this page.**

**WE WILL NOT APPROVE ANY APPLICATION WITH INCOMPLETE RENTAL
HISTORY INFORMATION.**

Present Address: _____

How Long at this Address? _____ Present Rent: \$ _____

Reason For Moving: _____

Current Landlord: _____ Phone: _____

Previous Address: _____

Dates at this Address? _____ Rent: \$ _____

Reason For Moving: _____

Previous Landlord: _____ Phone: _____

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

Check if applying for a Pet-Approved Unit? _____

Check that you are aware that we charge a higher damage deposit for all pet units: _____

Check that you understand that all damage deposits on pet units are non-refundable: _____

Describe pets: _____

**NOTE: You must be able to demonstrate that you can pay monthly rent due,
maintain your performance deposit and pay your utilities.**

Present Occupation: _____ Employer: _____ Phone: _____
How long at this job: _____ Supervisor: _____ Phone: _____

Current gross income per month (before deductions) \$ _____
List sources and amounts of other income: \$ _____
Amount of alimony or support you receive: \$ _____ or pay \$ _____

Check if you have a checking account _____ List Bank: _____
Check if you have a major credit card _____ List Bank: _____

Check if you make a monthly car payment. _____ How much: \$ _____
Describe any vehicle that will be parked on premises: _____

Have you ever filed Bankruptcy? _____ Ever been evicted: _____ If "yes" explain:

Have you ever been asked to leave a tenancy under threat of eviction? _____ If "yes" explain:

Who will co-sign the Tenant Rental Agreement with you if your credit alone will not qualify you? (Students must normally have BOTH parents co-sign)

Name: _____ Relationship: _____
How employed: _____ Contact Info: _____
Have you already secured their agreement to co-sign? _____

Name: _____ Relationship: _____
How employed: _____ Contact Info: _____
Have you already secured their agreement to co-sign? _____

List **every crime, offense, and traffic infraction** that you have been convicted of either as an adult or juvenile: List all crimes or offenses which are pending at the time of this application.

Check if you are on active, supervised or non-supervised probation: _____

Do you have bad-debts or judgments recorded against you on your credit history? _____
If yes, explain: _____

Personal Reference: List some **non-family LOCAL** person who will vouch for your credibility:
We must be able to contact these personal references!!!

Name: _____ Address: _____ Phone: _____
How do you know this person? _____

Name: _____ Address: _____ Phone: _____
How do you know this person? _____

List the source of any part of your monthly rent to be paid by others? _____
Do you plan on participating in a Section 8 HUD program or some other form of governmental assistance? _____ If "yes" have you already have a voucher? _____ How much of your monthly rent will be paid from this other source? \$ _____
List any other information that you want considered as part of this application:

Do you understand that a damage deposit must be paid and maintained before you move into any rental unit? Yes No

Do you understand that the landlord evicts **each and every** tenant found with a pet of any kind on a non-pet rental property without exception? Yes No

Do you understand that the utilities, ie water, electricity etc must be turned on in YOUR NAME prior to any move-in and that utilities listed in non-tenant's names are never allowed? Yes No

Do you understand that the landlord evicts each and every tenant who moves any unauthorized person into any rental unit regardless of the length of stay? Yes No

Do you understand that the landlord requires all rental payments to be paid on the 1st of each month and has a penalty for any late rental payments? Yes No

Do you understand that the landlord routinely evicts tenants who miss a single rental payment? Yes No

Do you understand that the landlord has a detailed rental agreement or lease and they you will be expected to comply with each and every term of that agreement? Yes No
See www.figenterprises.net for a copy of the rental agreement.

Do you understand that if you fail to provide rental history that is complete for the past 2 years that this application will not be processed? Yes No

Do you understand that you must demonstrate sufficient income to satisfy the landlord that you can meet the financial obligations of a lease agreement, ie rent, deposit, utilities? Yes No

You must be ready, willing, and able to pay the damage deposit and pro-rated rent for the remainder of the current month at the time you turn this application in.

DO NOT TURN THIS APPLICATION IN IF YOU ARE NOT CAPABLE OF PAYING THE PERFORMANCE DEPOSIT AND PRO-RATED RENT NOW!!!!

Do you have the means to pay the performance deposit and rent if you are accepted today?
Yes No

WHERE DID YOU LEARN ABOUT THIS VACANT UNIT OR OUR COMPANY?

- Coalfield Newspaper Ad
- Other Ad such as Bargain Finder, Sports Program, etc.
- From a friend or family member
- From google or internet search
- From our Company Web Site
- Referral from College Personnel or Work Site
- Chamber of Commerce Web Site
- Coalfield Progress Web Site
- Yard Sign, Vehicle Sign, or inquiry from Company Employee
- Other flyer such as at restaurant or convenience store.

Other List:

FREQUENTLY ASKED QUESTIONS:

1. CAN I LOOK INSIDE A VACANT UNIT WITHOUT SUBMITTING AN APPLICATION?

Answer: We prefer that applicants fill out an application first. It wastes our time and yours to show you a unit that you do not qualify for.

2. WILL THE COMPANY ALLOW ME TO MAKE PAYMENTS ON A PERFORMANCE DEPOSIT?

Answer: Generally not. In rare cases we allow a part of the performance deposit to be paid up front and payments to be made on the balance.

3. HOW LONG DOES IT TAKE THE COMPANY TO GO OVER AND MAKE A RULING ON MY APPLICATION?

Answer: Generally a day or two. Sometimes less if all the information is provided. If all information is not provided, complete, or we cannot read your writing we cannot complete your application at all.

4. IS MY PET FEE REFUNDABLE IN A PET-APPROVED UNIT?

Answer: No. No part of a pet fee is refundable.

5. CAN I SWITCH ROOM MATES OR CO-TENANTS ONCE THE LEASE BEGINS?

Answer: Usually this is permitted. New tenants must go through the approval process and tenants who want off the lease must have written approval of all the remaining tenants.

RELEASE AND AUTHORIZATION

I authorize any bank, business, current or prior employer and any person where-so-ever located to release any and all information on me to a representative of Fig Enterprises LLC for the purpose of verification of my references, credit, and court records as they relate to my tenancy and to future rent collections.

I authorize any such person to give their opinions to a representative of Fig Enterprises LLC as they pertain to my character, standing in the community, suitability as a tenant, and reputation for paying my just 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 amount of wages paid and any disciplinary actions on file.

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

I authorize any bank or credit institution of any kind to release any and all account information that 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.

Signed: _____ Date: _____

Revised: April 29, 2011