

**FIG RENTAL PROPERTIES**  
P. O. BOX 2949  
201 EAST MAIN STREET  
WISE, VIRGINIA 24293  
(276) 328-4344  
[figrentalswise@gmail.com](mailto: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, or other aka's.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_ Maiden or aka Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Checked Freq? Yes No  
Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Send Application Results to me via: Circle 1 or more → Email Text Mail

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 dog, we require a Rabies Vaccination Record that is current, you must submit a photo of your dog, cat, or other.**

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: \$ \_\_\_\_\_

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 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: \_\_\_\_\_

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? \_\_\_\_\_ Have you attached a copy? Circle: Yes No

We normally do NOT run an applicant's Credit Report. It does assist us in approvals if an applicant furnishes it to us.

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

Explain: \_\_\_\_\_



**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 dog, cat or other animal.**  N/A
- Vaccine records for your dog(s)**  N/A

## OTHER DOCUMENTS

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