

NON-REFUNDABLE  
APPLICATION FEE-\$25.00  
PAID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SECURITY DEPOSIT  
\$ \_\_\_\_\_  
PAID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**DICKSON PROPERTIES, L.L.C.  
DICKSON & ASSOCIATES, INC.**

**APPLICATION FOR LEASE**

2826 Monument Avenue  
Richmond, VA 23221  
[www.dicksonproperties.com](http://www.dicksonproperties.com)

Telephone: (804) 358-4311 Fax: (804) 421-3576

APPLICATION DATE: \_\_\_\_\_

How did you locate us? Craigslist \_\_\_\_\_ Our Website \_\_\_\_\_ VCU Website \_\_\_\_\_ Building Signs \_\_\_\_\_ Other \_\_\_\_\_

FULL LEGAL NAME OF:  APPLICANT  GUARANTOR \_\_\_\_\_

The "Applicant" applies to lease the following described property in the City of Richmond, for occupancy beginning \_\_\_\_\_, 20\_\_\_\_ and ending on \_\_\_\_\_, 20\_\_\_\_ at a monthly rent of \$\_\_\_\_\_.

The Property address: \_\_\_\_\_ Apt: \_\_\_\_\_

Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Vehicle License Plate Number and State of Issue: \_\_\_\_\_ Year/Make/Model: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Other name(s) of Applicant within last 3 years: \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ If so, what kind? \_\_\_\_\_ Name: \_\_\_\_\_

If applicable, names of occupants of the property other than applicant (some properties may have limits as to the number of unrelated occupants):

Name of other occupant: \_\_\_\_\_ Age: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of other occupant: \_\_\_\_\_ Age: \_\_\_\_\_ Telephone: \_\_\_\_\_

(All occupants are required to submit a separate application for lease.)

I. APPLICANT'S/GUARANTOR'S PRESENT ADDRESS: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Utilities Included: \_\_\_\_\_

Owner or Agent Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

II. APPLICANT'S/GUARANTOR'S PREVIOUS ADDRESS if not the same as above for past 3 years:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Utilities Included: \_\_\_\_\_

Owner or Agent Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

III. APPLICANT'S/GUARANTOR'S PRESENT EMPLOYER: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ How long: \_\_\_\_\_ Occupation: \_\_\_\_\_

Speak with: \_\_\_\_\_ Monthly Gross Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Other Income and Source<sup>1</sup>: \_\_\_\_\_

<sup>1</sup> Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of this Application for Lease.

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Do you require a visual smoke detector for the deaf or hearing impaired? \_\_\_\_\_

Other disabilities accommodated as per statute or regulation, details upon written request.

Personal Reference: \_\_\_\_\_ Telephone: \_\_\_\_\_

Rental Reference: \_\_\_\_\_ Telephone: \_\_\_\_\_

Person to contact in case of emergency: \_\_\_\_\_

**For Students Only:**

College Attending: \_\_\_\_\_ Year in School: \_\_\_\_\_  
Parent or legal guardian: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Standard Provisions**

Application must be filled in completely. Roommates and/or guarantors must complete separate application. A twenty-five dollar (\$25.00) application fee must accompany this application before it will be accepted. This fee is non-refundable and covers the cost of processing the application.

**AGENT/LANDLORD MUST RECEIVE ALL APPLICATIONS, RENTAL AND EMPLOYMENT VERIFICATION FORMS, AND GUARANTY FORMS REQUIRED WITHIN FIVE (5) DAYS OF THE DATE OF THE FIRST APPLICATION OR APPLICANT AGREES TO FORFEIT BOTH THE DEPOSIT AS LIQUIDATED DAMAGES AND THE APARTMENT.**

**UPON APPROVAL OF THIS APPLICATION, APPLICANT AGREES TO EXECUTE A LEASE WITHIN FIVE (5) DAYS OF BEING NOTIFIED BY AGENT/LANDLORD OF APPROVAL. IF APPLICANT FAILS TO EXECUTE SAID LEASE WITHIN THIS TIME PERIOD OR IF APPLICANT WITHDRAWS THIS APPLICATION BEFORE OR AFTER APPROVAL, APPLICANT AGREES TO FORFEIT BOTH THE DEPOSIT AS LIQUIDATED DAMAGES AND THE APARTMENT.**

**PETS**  
We accept cats with a rent increase of \$25.00 per month per cat. No more than two cats per apartment will be allowed. **WE DO NOT ALLOW DOGS.**

**DEPOSIT**  
**One (1) month’s rent is required as a security deposit.** Payment of the security deposit will hold the apartment while your application is being processed. The deposit is to accompany this application and is completely refundable should this application not be accepted. **THIS DEPOSIT IS NOT TO BE USED AS A RENTAL PAYMENT AT ANY TIME.**

**KEYS**  
**One set of keys will be provided.** With prior notice, additional sets may be obtained for \$35.00 per set. Tenants are prohibited from changing locks without prior written permission from Agent/Landlord.

**PARKING**  
Some buildings may require a valid parking decal to prevent towing from on-site parking. All parking is at Tenant’s risk and neither Agent nor Landlord assume any responsibility for vehicles, including, but not limited to, towing of cars whether or not the vehicles have the proper stickers. Tenant agrees to hold Agent/Landlord harmless for any damages for any reason to vehicles or any inconvenience due to towing. The availability of parking spaces is not guaranteed. **It is the sole responsibility of the Tenant to obtain a current sticker and post it in the approved manner.**

**INSPECTION/PROPERTY CONDITION**  
**If you fail to return your inspection report to this office within five (5) days from the time you take occupancy, you will be held liable for any damages found on the premises upon vacancy of the apartment.** This report is for your protection and is necessary for you to fill it out completely and return it.

**DISRUPTIVE BEHAVIOR**  
**In the event that other residents of the building or neighbors complain to Agent/Landlord about noise or any other activity that disrupts the building or neighborhood, there will be an automatic fee charged to the Tenant in the amount of Five Hundred Dollars (\$500.00).** Tenant agrees any unpaid fees will be deducted from the security deposit.

Prior to signing this application, you were shown one or more apartments by agents or employees of Dickson & Associates, Inc. Applicant hereby acknowledges that he/she may have been shown some apartments which are managed by Dickson & Associates, Inc. but are actually owned by other people. Applicant acknowledges that Dickson & Associates, Inc. represents the Landlord/s interest, is considered the Agent of the Landlord and owes its duties of loyalty and faithfulness to the Landlord. Thomas D. Dickson and Rosa H. Dickson are real estate brokers licensed in the Commonwealth of Virginia, and Timothy D. Dickson and Deborah Dickson Heath are real estate agents licensed in the Commonwealth of Virginia.

Applicant further acknowledges that he/she may have been shown some apartments which are owned by Thomas D. Dickson, Rosa H. Dickson, Karen Q. Dickson, Timothy D. Dickson, Deborah Dickson Heath and Dickson Properties, L.L.C. in various forms and combinations of ownership. These apartments are not managed by Dickson & Associates, Inc. but are managed by one or more of the Landlords.

If Tenant is renting a house from Landlord, then “house” is hereby substituted for “apartment” throughout this application.

Applicant agrees and accepts the premises in “AS IS” condition.

This application becomes part of the Lease when signed and is legally binding. If not understood, seek competent advice. This is to certify that I am above legal age, that the above information is correct to the best of my knowledge and in order to induce Agent/Landlord to consider my application, **I hereby authorize Agent/Landlord to verify any and all information and records as may be deemed necessary for approval of this application.** I further certify that I have read and understand this application and have received a copy of the same.

**Signature of Applicant/Guarantor:** \_\_\_\_\_