



Rental Application Instructions

This home is professionally managed by Allegiance Property Management (www.allegiancepm.com). To ensure prompt processing, please pay close attention to the instructions below to submit a complete application. Questions or concerns may be directed to leasing@allegiancepm.com.

1. Applications must be submitted online at www.allegiancepm.com/vacancies.
2. A non-refundable application fee of \$55 per applicant is due at the time of application.
3. Every resident 18 years of age or older MUST apply and pay a separate application fee.
4. Co-signers/guarantors may be accepted where the Applicant has insufficient income or lack credit history. Co-signers/Guarantors must submit a full application, be residents of the Commonwealth Virginia, and will be listed as financially responsible on the approved Lease.
5. Be prepared to submit the following into your online application:
 - Photo ID
 - Proof of Income. For example:
 - Bank statements, Latest pay statements/stubs
 - Last 2 years' Form W-2
 - Last 2 years' Form 1040 and Schedule C (if applicable) for self-employed persons.
 - Copy of LES and/or Orders for military
 - Explanation of Benefits for S.S., military retirement, or any other income.
 - Valid contact information for current and past landlords.
 - If you have a pet or animal: upload a photo and any required documentation as applicable.
 - Letters of recommendations, explanation of life circumstances, etc.
 - Copy of your real estate agent's business card.

Tenant Selection Criteria:

- All Applicants must authorize a new credit check to be pulled by Broker, through a national credit reporting agency.
- Tenant Screening Reports are pulled through Appfolio Property Manager. Appfolio uses a VantageScore® 3.0 Credit Score. VantageScore® is a credit score developed by the three national credit reporting companies— Experian, TransUnion and Equifax. Allegiance Property Management looks for a VantageScore® of 661 or higher. A history of timely payments and responsible utilization must be reflected by all Applicants.
- Minimum Annual Income of 40 times the monthly rent. Combined income of no more than 2 Applicants.

The following are grounds for immediate DENIAL:

- Incomplete Application for more than 10 business days.
- Supplying false, misleading, or inaccurate information, or omitting information.
- Eviction within the last 10 years.
- Unsatisfied Judgment or Collection from a previous Landlord.
- Bankruptcy within the last 2 years OR a non-discharged/open Bankruptcy.

Once Your Application is Submitted

- ✓ Allegiance Property Management processes Applications on a first-come, first-completed basis.
- ✓ Application processing may take up to 5 business days. Applications are NOT reviewed on weekends or holidays.
- Within 3 business days of application approval, Applicant(s) must sign Lease and pay their First Month's Rent, Security/Pet Deposit and First Month's Resident Benefit Package (RBP). Failure to do so may result in Lease approval offer being rescinded and another application being processed and accepted.
- ✓ All Allegiance Property Management residents are enrolled in a mandatory Resident Benefits Package (RBP) for \$55.95/month which includes renters' insurance, HVAC air filter delivery (for applicable properties), credit building, \$1M Identity Protection, on-demand pest control (optional), utility concierge service, and resident rewards program. If resident chooses not to have on-demand pest control, the RBP cost will be \$40.95.