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## APPLICATION GUIDELINES/PROCESS

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### Fair Housing

VHS Property Management strictly abides by the Federal Fair Housing Act, Virginia Fair Housing Law and principles of equal opportunity. We rent to all, regardless of race, color, religion, national origin, ancestry, sex, marital status, physical or mental disability, familial status, sexual orientation or gender identity/expression.

### Resident Benefits Package (RBP)

The VHS Property Management Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$30/month, payable with rent.

Your RBP may include, subject to property mechanicals or other limitations:

- HVAC air filter delivery directly to your door approximately every 60 days.
- Utility concierge service: one call set up your utility services, cable, and internet services
- A resident rewards program that helps you earn rewards for paying your rent on time.
- Credit building to help boost your credit score with timely rent payments.
- \$1M Identity Protection for all adult leaseholders
- 24/7 online maintenance reporting
- Home buying assistance for when the time is right to buy your “forever” home.

**NOTE:** The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or another limitation at a specific property.

### Agency Disclosure

***If applicant is not currently working with a Realtor:*** This property is being listed by VHS Property Management. VHS Property Management will be representing the landlord in this transaction and applicant will be considered an unrepresented party. If the applicant would like representation by a Realtor, please inform us prior to completing this application.

### Applicants

All applicants over 18 years of age must complete an application unless they are a full-time student that will be living with a parent and under the age of 21 years.

### Qualifying Income

Only income from 2 unmarried applicants or 1 married couple and 1 other applicant will be considered to financially qualify.

## Number of Occupants in Home

1. Homes on Public Sewer  
We follow the Virginia Statewide Building Code which requires 50 square feet of bedroom space per occupant.
2. Homes on Private Septic Systems  
The number of occupants will be limited based on the size of the septic system unless the State Code restricts the occupancy to less. If the septic is a 3-bedroom septic, 6 occupants will be allowed. If the septic is a 4-bedroom septic, then 8 occupants will be allowed.

## Pets

If pets are allowed in the property to which an applicant is applying, please check before applying, tenants will be charged a \$500.00 Pet Deposit for each pet. Pets are considered on a case-by-case basis. If your application is approved, you will then be required to fill out a pet application at [www.petscreening.com](http://www.petscreening.com). There is a \$20 application fee for each pet.

## Assistance Animals

Assistance and Service Animals must be disclosed in the Application.

## Filling out an Application

Applications can be filled out or downloaded online at [www.vhsmanagement.com](http://www.vhsmanagement.com) under the "Applicants" tab. Applications filled out online will pay by debit/credit card and submit all documents online.

Paper applications, along with the application fee and supporting documents, may be mailed to VHS Property Management PO Box 914, Culpeper Va 22701 or dropped off at 101 Duke St., Suite 217, Culpeper, Va 22701.

## The following items will be required to process an application

1. Processing Fee  
Our application processing fee is \$60.00 per applicant over the age of 18 years and must be paid before we will begin the review of an application. This fee is non-refundable once the review has begun. This includes online and paper submissions. Online reviews begin once payment is submitted. We only accept processing fees in secured funds: money order/cashier's checks made payable to VHS Property Management. NO PERSONAL CHECKS.
2. Social Security Number or TIN Number
3. Verifiable Source of Funds
  - a. Applicant's Most Current Pay Statements/Stubs or Statements showing Proof of Income
  - b. Last years' form W-2 for hourly or salary employees
  - c. Last 2 years' form 1040 and Schedule C (if applicable) for self-employed or Persons with tip income. Bank statements will not be considered to show proof of income.
  - d. Copy of LES and orders for military
4. Valid Identification
  - a. Applicant(s) must present valid photo identification or 2 forms of ID with the application
5. Animal Photo(s), if applicable
6. Completed Applications  
Applications will not be completed, nor any decisions made, unless all required supporting documents are provided, including applications from co-applicants. If you file your application online but do not submit or follow up with the proper documentation your application will not be considered completed. This includes if you submit properly but your co-applicants do not.

## Qualifying – General Information

1. Owing Money to Previous Landlord / Evictions  
If any applicant currently owes money to a former landlord or has been evicted from a rental within the past five (5) years, the application will be denied.
2. False Information  
If any information provided on an application proves to be false or misleading, the application will be denied. If you have already entered into a rental agreement on the property when we discover that you've provided false information, you will be subject to immediate eviction from the premises.
3. Background Check  
In addition to a credit report, we also run an eviction search, bad check search, national criminal database scan and driver's license verification. We may also contact current and previous landlords, employers and/or references provided by applicant.
4. Source of Funds  
If applicant's source of funds is less than 3x the monthly rent, for no more than two unmarried applicants, applicant will be required to pay a minimum of 2x the advertised security deposit on the property.
5. Credit Score  
VHS Property Management will attempt to obtain a consumer credit report for each applicant. We do not have a required minimum score.
6. Payment History
  - a. Bankruptcy's, Foreclosures or Short Sales are not an automatic denial.
  - b. Medical Bills are Exempt. Paid Collections/Judgments are Exempt. Late payments outside of 1 year are Exempt.

## Qualification - Behavioral

We reserve the right to decline any applicant who, at any point during the application process or before, exhibits behavior that is evasive, inconsistent, abusive, harassing, or combative toward agent or whose behavior gives agent cause to believe that applicant cannot or will not comply with a proffered rental agreement or follow the expected rules of tenancy.

## Qualifying Matrix – How to Score

VHS Property Management uses a scoring matrix to qualify applicants. This matrix consists of 7 categories, ranging from 0 to 3 points in each category. Based on background screening and provided documentation, applicants are assessed points in each category. We then total points from each category, giving a final score. The final score will determine whether an applicant is approved and if they would be required to pay a double security deposit. If you are applying with a co-applicant, we add you together. A sample of the scoring matrix is attached to this document for review.

### Credit

See chart for scoring

### Rent to Income Ratio

The formula used to calculate Rent to Income is as follows:

$\text{Rent Amount} \div \text{Your Gross Monthly Income}$

Example:  $\text{Rent Amount } (\$1,400) \div \text{Gross Monthly Income } (\$4,000) = 35\%$

See chart for scoring

## Debt to Income Ratio

The formula used to calculate Rent to Income is as follows:

$$\text{Rent Amount} + \text{Monthly Debt} \div \text{Your Gross Monthly Income}$$

Example:

$$\text{Rent Amount } (\$1,400) + \text{Monthly Debt } (\$500) \div \text{Gross Monthly Income } (\$4,000) = 47.5\%$$

See chart for scoring

## Length of Field of Employment

If you have new employment, but in the same field as your last employment, we count the years in your previous employment with your new employment.

If you are entering into a new field of employment, only the newest employment will be calculated.

## Length of Residency

Verifiable Proof of residency must be provided, if unavailable, a "0" will be entered under this category. Applicants are given a qualifying score based on the average length of residency for the past 5 years.

Examples: If you lived in 2 places in the past 5 years, your average is 2.5 years per residence. If you lived in 3 places in the past 5 years, your average is 1.6 years per residence.

## Late Rent / Mortgage

Payment of rent must be verifiable. If not, a "0" will be entered under this category. If the applicant lived with family, proof of rent paid must be provided to score in this category. If unavailable, a "0" must be entered.

## Payment History

Medical Bills are Exempt. Paid Collections/Judgments are Exempt. Late payments outside of 1 year are Exempt.

**\*\*\*If you do not meet our Rental Criteria, you may submit using a Guarantor\*\*\***

## Guarantors

1. Must score a minimum of 18 on our scoring matrix.
2. Must have a minimum 700 credit score.
3. Must have a debt-to-income ratio of less than 45%, which includes the rent being applied for along with any debt they may have.
4. They may not have any late rents, late mortgage payments or other late debt payments in the last 24 months.
5. If employed, must be employed in their current position for a minimum of 3 years.
6. May not have any active collections, charge offs or unpaid judgments.

## Processing an Application

1. Once we have received your COMPLETED application and providing your references respond to us in a timely manner, it typically takes 3 business days to process and approve an application. However, this can be dependent on verifications being completed by your references.
2. Completed application, each occupant and each pet are subject to acceptance and approval by the landlord.
3. Once completed, you or your agent will be notified whether your application has been approved.
4. A draft of the proposed lease may be reviewed through the Listing Broker. If the Landlord and Applicant(s) cannot agree on terms the deposit will be returned.

### Once the Application is Approved

1. If you have a pet(s) you will be required to fill out an online pet application at a cost of \$20 per pet through [www.petscreening.com](http://www.petscreening.com). Pets are considered case by case; you may be approved but your pet may not. If your pet is not approved, you will have the choice to not bring the pet with you or withdraw your application. Your application fees are non-refundable.
2. If you have an assistance or service animal you will be required to fill out a form through [www.petscreening.com](http://www.petscreening.com), there is no charge for assistance and service animals.
3. If you have no animals, you will be required to fill out a statement on [www.petscreening.com](http://www.petscreening.com). There is no charge for this.
4. You will need to pay an Earnest Money Deposit within 24 hours by Secured Funds payable to VHS Property Management, personal checks will not be accepted. This EMD will be applied towards your Security Deposit.
5. You will need to pay a \$60.00 Administrative Fee prior to move in.
6. A lease will be prepared for your signature. If you are working with an Agent, it will be sent to them for review; they will then sign it with you, or we will send it to you via email for your Electronic Signature. If you are an Unrepresented Party, the lease will be sent to you via email for your review and Electronic Signature. If you do not have access to a computer, you may sign the lease in person at our office.
7. Only those persons listed in the Application are permitted to live in the Premises.
8. The Premises are not to be used for business except with full knowledge and written consent of the Landlord and in conformity with all applicable laws and regulations.
9. Applicant(s) has no leasehold interest until the lease is signed.
10. The Listing Broker is obligated to consider all Applications until the lease is signed.
11. Landlord and Listing Broker may rescind acceptance and resume marketing the Premises at any time until the lease is signed.

### Prior to moving in and receiving keys

1. **LEASE:** The lease must be fully executed by both parties.
2. **FULL MONTH'S RENT:** VHS Property Management must have a full month's rent payable to VHS Property Management in Secured Funds, personal checks will not be accepted. (Section 8 housing vouchers excluded). If the lease begins on any day other than the 1<sup>st</sup> of the month, we collect a full month's rent prior to move in and on the 1<sup>st</sup> of the following month you will pay the pro-rated rent due.
3. **SECURITY DEPOSIT:** VHS Property Management must have the full Security Deposit payable to VHS Property Management in Secured Funds, personal checks will not be accepted
4. **ADMINISTRATIVE FEE:** VHS Property Management must have received the \$60.00 administrative fee.
5. **UTILITIES:** PRIOR TO YOUR MOVE-IN ALL UTILITIES MUST BE IN YOUR NAME, unless told otherwise. Failure to set up your utilities may result in interruption in service and additional fees to reinstate service, for which you will be responsible.
6. **RENTERS INSURANCE:** The Applicant(s) is responsible for obtaining and carrying property and liability insurance during the term of the lease. VHS Property Management must have in hand a copy of your certificate of insurance naming VHS Property Management as "ADDITIONAL INTEREST". The address to use is PO Box 914, Culpeper Va 22701. If you need an insurance agent referral you may call Billy Fox at State Farm; the number is (540) 825-6881 or Max Sternberg at The Better Insurance Company; his number is (540) 200-8646.

**\*\*SMOKING OF ANY KIND  
(including Vaping, Tobacco products, Marijuana, CBD, etc)  
IN THE HOME, GARAGE OR SHEDS IS NEVER ALLOWED. \*\***

**\*\*PETS MAY NEVER BE CHAINED OR HOUSED IN GARAGES  
OR SHEDS AT ANYTIME\*\***

VHS Property Management  
101 Duke St., Suite 217 ~ Culpeper, Va 22701  
540.825.8100 ~ [info@vhsmanagement.com](mailto:info@vhsmanagement.com) ~ [www.vhsmanagement.com](http://www.vhsmanagement.com)

Should you have any questions regarding this application,  
please call at 540-825-8100 or email [info@vhsmanagement.com](mailto:info@vhsmanagement.com).