



11835 Fishing Point Drive Suite 101  
Newport News, VA 23606  
Ph. (757) 599-3335 • Fax (757) 873-3299

Past, Present and Future  
Est. 1946

Property Management • Commercial Leasing • Sales • Appraisals • Community

**Welcome!**

**Please provide the following information so we can better assist you.**

**Prospect Guest Card**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

Income : \_\_\_\_\_ ( Monthly, Yearly or Weekly)      Move-In Date: \_\_\_\_\_

Driver's License# \_\_\_\_\_ Pets \_\_\_\_\_

*\*Photo id required*

**Property Address:**

\_\_\_\_\_  
\_\_\_\_\_

*It is the policy of Abbitt Management, LLC that all persons interested in viewing our residential rental properties must complete a guest card and the Agency Disclosure Form as well as provide valid photo identification. Management complies with all federal, state and local laws including fair housing laws, which prohibit discrimination based on race, creed, color, religion, national origin, familial status, gender, elderliness, or handicap.*

*\*Please note that viewing the home without a completed application does not guarantee the home will still be available after your viewing. Properties viewed with a completed application will take priority at the time of the showing. Only a completed application will hold the property during the approval process.*

-----  
\_\_\_\_\_

Office Use Only:

Appointment Date and Time:

\_\_\_\_\_  
Showing Agent: \_\_\_\_\_

Results: \_\_\_\_\_





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## Disclosure of Brokerage Relationship for Unrepresented Party or Parties **ACKNOWLEDGEMENT**

\*\*This is NOT a contract\*\*

Property Address: (if applicable)

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The undersigned unrepresented party or parties do hereby acknowledge disclosure that the licensee Charles W. Wornom (Broker) associated with Abbitt Management, LLC (Brokerage Firm), the managing agent, represents only the following in a real estate transaction:

Seller(s)      **OR**       Landlord(s)  
 Buyer(s)      **OR**       Tenant(s)

SIGNATURE OF UNREPRESENTED PARTY

---

Print Name

---

Date                      Signature

SIGNATURE OF UNREPRESENTED PARTY

---

Print Name

---

Date                      Signature

(Rev 08/12)                      **\*\*APPLICANT IS TO RECEIVE A COPY\*\***





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**THE INFORMATION BELOW IS SUBJECT TO ERRORS, OMISSIONS, AND CHANGES**

**POLICY EFFECTIVE JULY 1, 2003**

It is the policy of Abbitt Management, LLC that all persons interested in viewing our residential rental properties must complete a guest card, Agency Disclosure Form as well as provide valid photo identification. Management complies with all federal, state and local laws including fair housing laws, which prohibit discrimination based on race, creed, color, religion, national origin, familial status, gender, elderliness, or handicap.

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**TO QUALIFY ALL INDIVIDUALS MUST SUBMIT:**

1. A NON-REFUNDABLE Rental Application Fee of \$30.00 per person for each person 18 years or older, or \$30.00 per married couple. We do not accept cash. Payment must be in the form of a money order or personal check. No starter or temporary checks accepted. There is a return check fee of \$50.00.
2. Complete, sign, and date a Rental Application and the Agency Disclosure Form.
3. Provide a valid photo identification (i.e. driver's license)
4. Provide two recent pay stubs for each applicant or other sufficient proof of income.

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**OUR QUALIFICATIONS TO RENT ARE:**

1. Monthly income (gross) on **each applicant** must meet or exceed 2 1/2 times the monthly rental amount of the property. (Income is considered combined **ONLY for married couples** applying together).
2. Credit (current and past) must be acceptable.
3. Criminal History must be acceptable.
4. Housing rental history must be acceptable.
5. Have pet, waterbed, and/or renters insurance, where applicable.
6. Any person who intends to reside at the property, who is over the age of 18, must complete an application and qualify.
7. All income other than from federal sources must be from a local source/employer (within 35 miles of Newport News)
8. *We do not accept co-signers.*

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All applicants must qualify according to the above standards. If you do not meet the qualifications, you will not be permitted to occupy the property applied for. There will be no additional occupants (unqualified or denied applicants) permitted at any of the rental properties. Please be advised that sales contracts supersede rental applications on all properties that are also for sale. If you have any questions concerning this policy or the payment of finder's fees, please call (757) 599-3335.



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2. Complete, sign, and date a Rental Application and the Agency Disclosure Form.
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2. Credit (current and past) must be acceptable.
3. Criminal History must be acceptable.
4. Housing rental history must be acceptable.
5. Have pet, waterbed, and/or renters insurance, where applicable.
6. Any person who intends to reside at the property, who is over the age of 18, must complete an application and qualify.
7. All income other than from federal sources must be from a local source/employer (within 75 miles of Newport News)
8. ***We do not accept co-signers.***

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All applicants must qualify according to the above standards. If you do not meet the qualifications, you will not be permitted to occupy the property applied for. There will be no additional occupants (unqualified or denied applicants) permitted at any of the rental properties. Once the criteria have been met, an appointment to see the property will be scheduled. Please be advised that sales contracts supersede rental applications on all properties that are also for sale. If you have any questions concerning this policy or the payment of finder's fees, please call (757) 599-3335.

Revised 3/15



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## TENANT SELECTION CRITERIA

Applicants must meet the following criteria for admission. All applicants are required to fill out a Rental Application form and provide valid identification, including a photo ID. In addition, you must sign the Agency Disclosure form, which is required by Virginia law. Management complies with all federal, state and local laws including fair housing laws, which prohibit discrimination based on race, creed, color, religion, national origin, familial status, sex, elderliness, or handicap.

**FEE: A non-refundable Rental Application Fee of \$30.00 per person for each person 18 years or older, or \$30.00 per married couple must be paid by Check or Money Order, and should be made payable to ABBITT MANAGEMENT, LLC. No Starter Checks or Temporary Checks will be accepted.**

**INCOME:** The following guidelines are used in determining sufficient income requirements for Applicants:

- A. Gross income for single persons should be at least 2 ½ times the amount of the rent.
  - B. Combined gross income for married persons should be at least 2 ½ times the amount of the rent.
  - C. All income from other than a Federal source must be from a local\* source/employer.
- \*Local is defined as being within a 75-mile radius of Newport News, VA.

All income must be verified through Applicant's employer, or you must provide two recent pay stubs. A signed release from Applicant may be necessary to obtain this information. Co-signers are **not** accepted.

**CREDIT & CRIMINAL HISTORY:** A credit check as well as a criminal background check is performed on all applicants. Judgments or collections that appear on the report may be cause for rejection of Applicant. Credit ratings are reviewed carefully and may be cause for rejection. Any Applicant with a bankruptcy must show a discharge more than six months ago and have established new credit with a positive rating with at least one account. At the discretion of the Managing Agent, hospital related debt might not disqualify you if you have entered into a written payment plan and you are current with your obligation under the payment plan.

**EMPLOYMENT VERIFICATION:** Applicant must provide two years of employment history. If current employment history is less than 2 years, previous employment will be verified. Current and/or past employment will be verified, including salary, position, length of employment, and probability of continued employment (if employment history is not available, Applicant must have good credit history, rental reference, and current or new employment must be verifiable).

**RENTAL HISTORY:** Two references are obtained from previous landlords, if possible, relative to payment history, length of rental agreement, amount of rent, damages, and violation history. If Applicant is breaking an existing rental agreement, it must be determined what liability the Applicant has under the current rental agreement, which may affect the Applicant's ability to pay current rent. Any adverse information relating to these areas is grounds for rejection of Applicant.

- A. You will be denied if you have a record of being late in paying rent two consecutive times, or more than four times collectively.
- B. You will be denied if you have a record of material noncompliance's with the rental agreement, rules and regulations or applicable local, state or federal laws.
- C. You will be denied if you have an unsatisfied collection and/or judgment with a previous landlord.

**AGE:** Applicant must be eighteen (18) years or older in order to sign the Rental Agreement, which is a legally binding contract.

**INFORMATION VERIFICATION:** Applicant will be asked to provide verifiable information or documentation to support application items. These may include, but are not limited to, "Leave & Earnings Statements", pay stubs, evidence of taxes paid in past years, personal identification, or notarized confirmation of employment. Failure to provide such documentation may be grounds to reject Applicant.

**OCCUPANCY REQUIREMENTS (by Bedroom Size):** The current Virginia building code requires that every bedroom shall contain at least 50 square feet of floor area for each person that will occupy the bedroom. A maximum of two Tenants and/or one or more authorized Occupant(s) listed on the Rental Agreement are permitted to reside in one bedroom, provided that the bedroom contains at least 50 square feet of floor area per person. For the purposes of this policy, the term “Resident” shall mean any person age 18 or over who is required to be listed as a Resident on the Lease Agreement and an “Occupant” shall mean any person under age 18 who is required to be listed on the Lease Agreement.

**CATEGORIES OF DISAPPROVAL:** The following by any occupant of a household shall be grounds for disapproval of Applicant:

1. **Violent or disruptive behavior.** A history of violent or disruptive behavior or such a type that would endanger fellow Tenants, staff, or visitors, result in damage to property, or disrupt the quiet enjoyment of property for Tenants.
2. **Criminal Convictions.** Any conviction of a felony or a crime involving moral turpitude within the last seven years, or any conviction of a misdemeanor within the last five years may be deemed to pose a threat to the health and safety of other tenants.
3. **Inadequate Housekeeping.** Includes generally creating any health or safety hazard through acts or neglect and causing or permitting and damage to or misuse of premises and equipment if the family is responsible for such hazard, damage to or misuse; causing or permitting infestation, foul odors or enjoyment of the premises; depositing improperly; failing to use in a reasonable and proper manner all utilities, facilities, services, appliances, and equipment within a dwelling unit or conduct or neglect which could result in health or safety problems or in damage to the premises.
4. **Tenancy or Credit.** Evidence of a history of a poor or delinquent credit, absence of credit history, absence of gainful employment or income to meet income requirements, shall be grounds for disapproval. Also, violation of prior rental agreements shall be grounds for disapproval.
5. **Misrepresentation.** Supplying false, misleading, or inaccurate information shall be grounds for disapproval.

\*\*\*No Pit Bulls, Rottweilers, Chows, Dobermans, or German Shepherds, any strains thereof or family breed due to owner insurance liability.\*\*\*

**Tenant Selection Criteria  
Revised 3/15**





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**NOTICE TO PROSPECTIVE REAL ESTATE  
TENANTS/OWNERS**

**As a prospective tenant(s) or owner(s) you should know that:**

- X The listing and cooperating management agents/brokers are the agents of the owner.
- X However, it is a REALTOR’S responsibility under the Code of Ethics to bring about a fair and equitable transaction involving all parties.
- X Their fiduciary duties of loyalty and faithfulness are owed to their client (the owner).
- X While the managing agent is not your agent, he/she is able to provide you with a variety of valuable market information and assistance in your decision making process.

**For example, a management company/agent representing the owner can:**

- X Provide the prospective tenant with information about available properties.
- X Show the prospective tenant available properties and describe their attributes and amenities.
- X Assist the prospective tenant in completing a credit application; prepare a lease for signature by all parties.

**The management agents are obligated by law to treat all parties to the transaction honestly and fairly. They must:**

- I. Present all leases to the owner.
- II. Respond honestly and accurately to questions concerning the property.
- III. Disclose material facts the agent knows or reasonably should know about the property.
- IV. Provide a walk-through inspection form to the prospective tenant for completion upon occupancy, and an exit inspection checkout at the end of the lease.
- V. Handle all maintenance requests for the subject property.
- VI. Offer the property without regard to race, color, religion, sex, handicap, familial status, elderliness, or national origin.

If either party to the transaction has any questions regarding the roles and responsibilities of the real estate management agents, please contact the broker or Management Agent.

We have received and understood the information in this “Notice to Prospective Real Estate Tenants”.

\_\_\_\_\_  
Signature of Prospective Tenant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Prospective Tenant(s)

\_\_\_\_\_  
Date





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This property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap, or elderliness in compliance with all applicable federal and state and local fair housing laws and regulations.

**\$30.00 Application Fee per adult 18 years or older (Payable to ABBITT MANAGEMENT, LLC)**

**RENTAL APPLICATION (Approved/Denied)**  
**PLEASE PRINT ALL INFORMATION**

Daytime Phone Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Date You Wish to Move In: \_\_\_\_\_ Property Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
 Last Name First Middle Soc. Sec. No. Birth Date

**Co-Applicant:** \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
 Last Name First Middle Soc. Sec. No. Birth Date

**All Other Occupants:**

_____ /_____/_____	Last Name	First	Middle	Relationship	Birth Date
_____ /_____/_____	Last Name	First	Middle	Relationship	Birth Date
_____ /_____/_____	Last Name	First	Middle	Relationship	Birth Date

**Current Address:** \_\_\_\_\_  
 House # Street City State Zip  
 Own  Rent \_\_\_\_\_ \$ \_\_\_\_\_  
 No Of Years Community Name Phone Number Monthly Rent/Mortgage

**Previous Address:** \_\_\_\_\_  
 House # Street City State Zip  
 Owned  Rented \_\_\_\_\_ \$ \_\_\_\_\_  
 No Of Years Community Name Phone Number Monthly Rent/Mortgage

**Current Employer:** \_\_\_\_\_  
 Name Of Company Where Employed (Branch) How Long Employed  
 Business Address City State Zip Business Phone  
 Position Supervisor Income \$ \_\_\_\_\_ Per (Wk/Bi-wk/Mo/Yr)

**Co-Applicant Employer:**

_____	Name Of Company	Where Employed (Branch)	How Long Employed
_____	Business Address	City State Zip	Business Phone
_____	Position	Supervisor	Income \$ _____ Per (Wk/Bi-wk/Mo/Yr)

**Other Income:** \_\_\_\_\_  
 Source Amount

**Court Ordered Child Support** ( ) Yes ( ) No Hourly Pay Rate \$ \_\_\_\_\_ Hours Per Week \_\_\_\_\_



**Have you ever:** Filed for bankruptcy? ( ) Yes ( ) No  
 Been evicted from tenancy? ( ) Yes ( ) No  
 Willfully or intentionally refused to pay rent when due? ( ) Yes ( ) No

**Pets:** (number and kind): \_\_\_\_\_

No pets of any kind shall be permitted in the property without prior written consent, appropriate pet fee and proof of renters insurance (a copy of policy must be on file). Pet lease desired? ( ) Yes ( ) No

**Criminal History:**

1. Have you ever been convicted of or pleaded guilty or “no contest” to a felony, whether or not resulting in conviction?  
 ( ) Yes ( ) No
2. Have you ever been convicted of or pleaded guilty or “no contest” to a misdemeanor involving sexual misconduct, whether or not resulting in a conviction?  
 ( ) Yes ( ) No

Visual Smoke Detector desired? ( ) Yes ( ) No

I/We understand that I/we are responsible for the maintenance and operation of the smoke detector. \_\_\_\_\_  
Initial Initial

Do you have a waterbed? ( ) Yes ( ) No  
 Do you have rental insurance? ( ) Yes ( ) No

**Whom should we contact in case of a personal emergency?**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**How Did You Hear About Us?** \_\_\_\_\_

**Please Read the Following and Sign Below**

I/We do hereby authorize the Landlord to perform any background checks the Landlord deems necessary and appropriate to determine eligibility for the dwelling unit in accordance with the Landlord’s Tenant Selection Criteria. I/We do hereby certify that I/We are over the age of eighteen years and that the information contained in this Rental Application is true and accurate to the best of our knowledge and belief.

Please be advised of the following: Applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sexual offenders registered under Chapter 23 (Section 19.2-387, et.seq.) of Title 19.2. Such information may be obtained by contacting your local police department or the Department of State Police, Central Criminal Records Exchange, at 804-674-2000, or by looking on the State Police website at [www.state.va.us/vsp/](http://www.state.va.us/vsp/).

Witness our signatures:

\_\_\_\_\_  
 Applicant Date Applicant Date

**This is a legally binding contract. If not understood, seek competent advice before signing.**





**REQUEST FOR RENTAL/MORTGAGE VERIFICATION**

**FAX**

To: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE FAX BACK TO**

Tenant's Name: \_\_\_\_\_

**757-874-8827**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The person named above has indicated that he/she  rents from you now  rented from you in the past. Accordingly, your furnishing the following information will better assist us in processing their rental request. Please fax back to us as soon as possible.

The Following To Be Filled Out By Landlord

Rented From \_\_\_\_\_ To \_\_\_\_\_

Rent/Mortgage Amount: \$ \_\_\_\_\_

Number of Late Payments \_\_\_\_\_ Unlawful Detainers \_\_\_\_\_ Evicted \_\_\_\_\_

Notice Given: ( ) Yes ( ) No By resident \_\_\_\_\_ or Landlord \_\_\_\_\_

Number person(s) living in the apartment \_\_\_\_\_

Non-compliances Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes please explain) \_\_\_\_\_

Housekeeping excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Any issues with insects \_\_\_\_\_

If a past tenant were there any damages \_\_\_\_\_ is there a balance due \_\_\_\_\_

Would you rent to him/her again? ( ) Yes ( ) No

\_\_\_\_\_  
Landlord/Leasing Agent Title Date

I/We hereby authorize the release of any and all information concerning my/our rental account as requested by Abbit Management, LLC its successors and/or assigns.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_





# Disclosure of Brokerage Relationship for Unrepresented Party (ies) **ACKNOWLEDGEMENT**

\*\*This is NOT a contract\*\*

Property Address: (if applicable)

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Seller(s)      **OR**       Landlord(s)  
 Buyer(s)      **OR**       Tenant(s)

SIGNATURE OF UNREPRESENTED PARTY

---

Print Name

---

Date

Signature

SIGNATURE OF UNREPRESENTED PARTY

---

Print Name

---

Date

Signature

(Rev 08/12)

**\*\*APPLICANT IS TO RECEIVE A COPY\*\***  
**(FILE COPY-TO BE KEPT ON FILE WITH APPLICATION)**





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Property Address: (if applicable)

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SIGNATURE OF UNREPRESENTED PARTY

---

Print Name

---

Date                      Signature

SIGNATURE OF UNREPRESENTED PARTY

---

Print Name

---

Date                      Signature

(Rev 08/12)

**\*\*APPLICANT IS TO RECEIVE A COPY\*\***  
**(APPLICANT COPY)**

