



## APPLICANT REQUIREMENTS

Thank you for your application. Please note all occupying the property (18) years of age or older must complete an application and submit a \$48 non-refundable application fee. Please note all paper applications MUST be signed and submitted before processing will begin with all fees and payments received before we will complete the verification process. We accept applications online with a credit or debit card at [www.circlepm.com](http://www.circlepm.com), all paper applications must be accompanied by cashiers check, money order, personal check, or cash delivered to our office. We do THOROUGHLY verify all applications before presenting them to our clients. While each landlord represented may have somewhat different criteria, our standard acceptable applicant will need to meet the requirements listed below.

If you do not meet these minimum requirements, please contact us before submitting your application in order to discuss your particular situation:

1. Income: On most of our properties, the gross monthly income for all tenants should be at least four (4) times the monthly rent amount.
- 2) Employment: We require verifiable employment history for at least the past three (3) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES.
- 3) Residency: We require verifiable residence history for at least three (3) years whether you currently own or rent.
- 4) Credit History: We will obtain a copy of your credit report. You cannot provide this to us, we will obtain these ourselves.
- 5) Background: Criminal, Sex Offense, and Terrorist Database History: We will check for inclusion in these databases.
- 6) Occupancy: The total number of tenants and occupants may not exceed two (2) persons per bedroom.
- 7) Pets: Pet policies and deposits vary from home to home so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. None of our homes permit dog types that may have violent tendencies, including but not limited to: Pit Bulls, Staffordshire Terriers, Dobermans, Rottweiler, Chows, or any similar breed or mixed breed.
- 8) Possible reasons for denial: Applicants will be denied for the following or similar reasons: False, inaccurate, or incomplete applications; Evictions, judgments related to rental residency, tax liens, unpaid child support; current bankruptcy proceedings; felony convictions and out of prison or jail less than 5 years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance on any sexual offense or terrorist database. Applicants may be denied or required to pay additional deposit or rent for the following or similar reasons: insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, unpaid rent, mortgage not current, foreclosures, credit scores under 650 or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.



When sending your documentation to us you may fax to 703-349-7822 or email to [application@circlepm.com](mailto:application@circlepm.com).

We do value your privacy and make every effort to protect your financial information. If you would prefer to mail the information please send or you may drop it off at:

9520B Lee Hwy, Fairfax, VA 22031

### **ACCEPTANCE AND MOVE-IN PROCEDURES**

We normally verify and present applications to our client for an acceptance decision within three (3) business days of receipt providing all verifications have been completed and Application Deposit fees are paid. Application Deposit / Acceptance Policy Application Deposit (may or may not be refundable). In addition to any application fee (paid on-line), you must deliver to our representative an application deposit in the amount of one months rent. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 7 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 3 or 4.

1. Approval When Lease Contract Is Signed in Advance. If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
2. Approval When Lease Contract Isn't Yet Signed. If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
3. If You Fail to Sign Lease Contract After Approval. Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person, by telephone or by email, or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
4. If You Withdraw Before Approval. You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
5. Completed Application. An Application will not be considered "completed" and will not be processed until all of the following have been provided to us: a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us.
6. Non-approval. We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.



The 10-day time period may be changed only by separate written agreement.

7. Refund after Non-approval. If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.

8. Extension of Deadlines. If the deadline for signing, approving, or re-funding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day. Once an application has been accepted, the Applicant has until 5:00 P.M. the following business day to deliver the Application Deposit to our offices (if not already done). This Deposit must be in the form of a Cashier's Check or money orders made out to Circle Property Management LLC. We will not accept CASH for any reason. You also cannot pay this online. During this time, we will not remove the Property from the market; however, we will not process any further applications or present any other offers. An accepted Applicant may be asked to come to our offices for a "formal" lease signing. The Property Manager will contact you to set up a time. We will prepare the lease, and have a short meeting (approximately 20 minutes) with you for final signings and explanations of our procedures, etc. Each Applicant will be required to provide identification (at least one with a photo) such as Driver's License, Social Security card, etc.

I have read and fully understand the above tenant application, selection criteria, and requirements.

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

Subject Property: \_\_\_\_\_

Property Manager: \_\_\_\_\_