



Coastal Group Inc.  
4634 Haygood Rd.  
Virginia Beach, VA 23455  
Ofc: 757-233-9595

## RENTAL APPLICATION REQUIREMENTS

1. Applications are submitted online at [www.CoastalGroupRentals.com](http://www.CoastalGroupRentals.com).

If you are unable to submit an application online you may submit one in person to our office.

During the office hours of 9:00-5:00, Monday through Friday.

You may submit application background information by email, fax or anytime in the night drop box located next to the front door.

Please leave all info in sealed envelope ATTN: your Property manager's name.

Application will be received the next business day.

2. \$35.00 Application Fee per adult applicant....ie....husband and wife: \$70.

3. Application Fees may be paid online at [www.CoastalGroupRentals.com](http://www.CoastalGroupRentals.com)

**NOTE: Applications not paid online are to be paid by certified check or money order only.**

PAYABLE TO: Coastal Group Inc..

**NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.**

**APPLICATION FEES ARE NON-REFUNDABLE.**

3. To submit your application online you must do the following:

1. Go to [www.CoastalGroupRentals.com](http://www.CoastalGroupRentals.com) and preferably click into the property for which you are applying.
2. Click the link "Apply Now." Complete and submit.
3. The application fee payment is made at the completion of the rental application (Applications will not be submitted without payment.)
4. We will be notified electronically of the completion of your application & fee payment.
5. We will submit the application for electronic review.
6. **Within 24-72 hours you will be notified of the owner's decision with acceptance or denial.**

4. If your application is Conditionally Accepted, you will need to submit the following additional items to be submitted at the time of Lease Signing:

- A. Copy of a Pay-Stub, W-2 or Leave and Earnings Statement. (Proof of Income)
- B. Photocopy of the applicant's Driver's License or Personal Identification Card.

Applications will be processed within 3 Business Days. The Property Owner will approve/disapprove this application.

**Security Deposit is due within 24 hours of Acceptance, payable by Cashier's Check or Money Order Only.**

**Personal checks will not be accepted. A Security Deposit and a signed Lease are required to secure the property.**

**Failure to do this could result in the home being rented to another party.**

### *Tenant Selection Guidelines*

1. Minimum gross income must be three times the monthly rent.
2. No derogatory credit in the last two years.
3. Bankruptcy discharged more than two years ago.
4. Outstanding judgments paid in full or included in bankruptcy.
5. Except in the case of husband and wife, each individual Leaseholder must qualify on their own.
6. Current employer must be more than twelve months.

**The property owner will be notified if an applicant does not meet all requirements.**

**The owner has the option to over-ride the requirements and accept the applicant.**

## ADDENDUM TO APPLICATION

**Property Applying for:**

Applicant will submit an application fee in the amount of \$ \_\_\_\_\_ for the purpose of being considered as a tenant. The application fee is non-refundable, whether or not the applicant becomes a tenant in the premises.

Each applicant certifies information provided in this application is true and accurate to the best of their knowledge. The Owner of the premises and the Owner's Agent have each applicant's permission to obtain credit history and criminal background information, and verify any information provided. Each applicant also authorizes any current or prior landlords or their agents to release information about each applicant to the Owner and Agent. If any applicant withholds or gives false information, this application is considered void and the owner may terminate the lease agreement.

The Owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your own household goods. Neither the agent nor owner of the property is responsible for damages to your personal property. Agent must receive full Security Deposit in certified funds within 24 hours after application approval. Property remains on the market until deposit is received in certified funds along with the signed lease.

Owner and Agent are pledged by the letter and spirit of the U.S. policy for achievement of equal housing opportunity. We encourage and support affirmative advertising and marketing programs in which there are not barriers to obtaining housing because of race, color religion, sex, handicap, familial status, elderliness or national origin.

**Megan's Law Disclosure:**

Applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sex offenders registered under Chapter 23 (19.2-387 et seq.) of Title 19.3. Such information may be obtained by contacting your local police department or the Virginia State Police, Central Criminal Records Exchange, at 804-674-2000 or on the Internet at <http://sex-offender.vsp.virginia.gov.sor/>

Each applicant understands that the agent represents the Owner of the premises and acknowledges having received a copy of this application at the time it was submitted.

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

Name of Current Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Name of Former Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

**We hereby authorize employment & housing reference inquiries in our name.**

Applicant's Signature(s): \_\_\_\_\_ date

\_\_\_\_\_  
Print Name and sign

Applicant's Signature(s): \_\_\_\_\_ date

\_\_\_\_\_  
Print Name and sign



## Drug-Free Housing Addendum & Authorization Letter

This addendum is in addition to the deed of lease dated \_\_\_\_\_, by and between Owner/Agent (Coastal Group, Inc., Realtors) \_\_\_\_\_ and Lessee(s) \_\_\_\_\_ for property located at: \_\_\_\_\_.

In an effort to promote a drug-free community, if any lessee(s) or guest(s) of lessee(s) is arrested on suspicion of illegal drug activity, whether the arrest was made at the above referenced property or at a non-related location, the lessee(s) will be considered in breach of lease and notice to terminate will be issued. Additionally, since Lessee(s) will be considered in breach of lease, all applicable liabilities of this breach, including court costs, attorney fees, lease termination fees, etc. will be incurred.

I/we certify that the Rental Application information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my/our tenant, credit, employment and/or criminal history. If I/we rent the unit, I/we understand the information contained on the application forms and rental agreement may be maintained in a tenant database for up to six (6) years after I/we vacate the premises.

\_\_\_\_\_  
Lessee applicant

date

\_\_\_\_\_  
Lessor/Agent for Lessor  
Coastal Group, Inc. Realtors

date

\_\_\_\_\_  
Lessee applicant

date

\_\_\_\_\_  
Lessee applicant

date



## **Military Status Affidavit** **Application Addendum**

**Must be completed by all applicants before application will be considered.**

Please initial the appropriate box reflecting your CURRENT status:

\_\_\_\_\_ Not in military or retired military

\_\_\_\_\_ Active duty military

\_\_\_\_\_ Active duty reserve

If you are currently active duty military or active duty reserve, please provide the anticipated date of retirement, transfer or separation \_\_\_\_\_.

Applicant's Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

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

Witness: \_\_\_\_\_

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