

WOODBINE PROPERTIES, INC.
P.O. Box 2618
Woodbridge, VA 22195

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APPLICATION SCREENING GUIDELINES

08102008

Thank you for your interest in the homes we have available. Please take a moment to review these screening guidelines to better assist you in understanding the application process. Please don't hesitate to contact us if you have any questions.

APPLICATION FEE – Each adult applicant (over 18) must submit a complete rental application together with a \$25.00 non-refundable application-processing fee.

INCOME – Total monthly gross income must be at least two and one-half (2½) times the amount of the monthly rent. Applicants must show proof of income by providing pay stubs or other income verification documents, such as income tax returns and/or recent bank statements.

DEBTS – Contracted/installment debts, i.e., credit cards, auto loan, new monthly rent, etc., may not exceed the applicant's gross monthly income by more than 50 percent.

EMPLOYMENT – Your employer will be asked to verify your employment and income.

CREDIT HISTORY – A credit report score of 500 or higher is desired. However, applicants with credit scores between 475 and 499 will be considered providing the applicant pays an additional security deposit of \$200 in addition to the standard security deposit of \$300.00. A credit score below 475 is not acceptable. The absence of a credit file or sufficient credit activity to generate a credit score will also require the applicant to pay an additional security deposit of \$200.

OCCUPANCY LIMIT – Occupancy is limited to two (2) persons per bedroom.

EVICTIONS – No evictions within the past two (2) years.

PETS – No pets of any type are allowed.

RENTAL HISTORY AND REFERENCES – Satisfactory rental history and references from landlords, employers and personal references.

CO-APPLICANTS – Combined income is acceptable. If incomes are combined, monthly debts will also be combined. All other screening standards must be met on an individual basis.

CO-SIGNORS/GUARANTORS – Applicants unable to meet the above criteria may be eligible for a rental unit by having a third party guarantee the rental agreement. The co-signer/guarantor must live in and own real estate in Virginia. The co-signor/guarantor must submit a written application with the application fee and must meet the screening standards. The co-signor/guarantor must sign the rental agreement and a separate Co-Signor/Guarantor Agreement.

First months rent and security deposit must be paid in certified funds (cashier's check or money order) at the time the rental agreement is signed.

Woodbine Properties, Inc. is committed to Equal Housing Opportunity. We do not discriminate on the basis of race, color, creed, religion, sex, national origin, elderliness, familial status, handicap or other condition protected by applicable federal, state or local laws or regulations.

RENTAL APPLICATION

08102008

(Page 1 of 2)

Address of Property For Which You are Submitting This Application: _____

Applicant's Name: _____
(Last Name) (First) (Initial) (Date of Birth) (Social Security No.)

(Driver's License No. & State) (Home or Cell/Mobile Telephone No.)

Present Address: _____
(Number & Street) (City) (State) (Zip) (How Long)

Name of Landlord or Mortgage Company: _____ Telephone: _____

Monthly Rent or Mortgage: \$ _____ Reason for Moving: _____

Previous Address: _____
(Number & Street) (City) (State) (Zip) (How Long)

Name of Landlord or Mortgage Company: _____ Telephone No.: _____

Monthly Rent or Mortgage: \$ _____ Reason for Moving: _____

List All Other Proposed Occupants:

_____ (Name)	_____ (Date of Birth)	_____ (Relationship)
_____ (Name)	_____ (Date of Birth)	_____ (Relationship)
_____ (Name)	_____ (Date of Birth)	_____ (Relationship)
_____ (Name)	_____ (Date of Birth)	_____ (Relationship)

EMPLOYMENT/INCOME

_____ (Name of Present Employer)	_____ (How Long)	
_____ (Employer Address)	_____ (Position Held)	
_____ (Supervisor's Name)	_____ (Supervisor's Telephone No.)	_____ (\$\$\$ -Gross Monthly Income)
_____ (Other Income)	_____ (Source of Other Income)	_____ (\$\$-Amount of Other Income Per Month)

List Motor Vehicles of All Occupants:

Make	Model	Year	Color	License Plate No.	State
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

CREDIT/BANKING INFORMATION

Have you ever been the subject of a judgment, bankruptcy, account collection, repossession, or foreclosure? _____
If you answered "Yes", please explain on a separate sheet of paper with your name at the top.

Bank Name _____ Checking or Savings _____ Balance \$ _____

Bank Name _____ Checking or Savings _____ Balance \$ _____

Monthly Payments (Auto, Credit Cards, Child Support, Alimony, Loans - Do not include utilities, telephones, insurance)

To: _____ Amount \$ _____ Balance \$ _____

To: _____ Amount \$ _____ Balance \$ _____

To: _____ Amount \$ _____ Balance \$ _____

To: _____ Amount \$ _____ Balance \$ _____

To: _____ Amount \$ _____ Balance \$ _____

Have you ever been evicted? _____ If you answered "Yes", please explain on a separate sheet of paper with your name at the top.

Have you ever been convicted of a felony? _____ If "Yes", please explain on a separate sheet of paper with your name at the top.

PERSONAL REFERENCES

Name: _____ Address: _____ Phone#: _____

Name: _____ Address: _____ Phone#: _____

In case of emergency, please notify: _____

Address: _____ Phone#: _____ Relationship: _____

PLEASE READ CAREFULLY AND SIGN BELOW

Applicant represents that all of the above statements are true and complete. Applicant hereby authorizes Woodbine Properties, Inc. to verify all of the above information, to contact all parties listed above and to obtain a consumer credit report. Applicant further authorizes Woodbine Properties, Inc. to obtain subsequent consumer credit reports to ensure that Applicant continues to satisfy the terms of the tenancy, for the collection and recovery of any financial obligations relating to Applicant's tenancy, or for any other permissible purpose. This Application is preliminary only and does not obligate Owner or Owner's agent to execute a Lease or to deliver possession of the dwelling unit to Applicant.

A completed and signed application is required for each adult applicant. A \$25.00 non-refundable application processing fee is required with each application.

Applicant's Signature: _____ Date: _____

Verified: SSN ___ DL/ID ___ CurTenancy ___ Prev ___ Credit ___ Inc ___ PersRes ___ By ___

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Rental Application Instructions

We appreciate your interest in the rental property we currently have available. Because we want to rent this property to people who are considerate of their neighbors, clean in their living habits, capable of paying the rent, and prompt in paying their bills, we use a rental application to help us determine whether our applicants meet these qualifications.

In order for you to rent from us, you must complete a rental application. We want you to know how to complete the application we use, and we also want you to know what our company does with your application.

When filling out the application, put something in every blank, even if you have to put "None" or "NA" in some blanks because something does not apply to you. Please try to write so that your entries fit in the spaces provided. If they don't, continue them on a separate piece of paper with your name and social security number at the top. Please take your time and look up any information asked for on the application that you are at all uncertain about. Don't guess.

Please be certain to read the declaration just above the signature line and agree to it before you sign your name to the application. It states that the information on your application is true and correct, and it authorizes us to verify the information you provided and your credit history.

When you have completed your application, read it over carefully to make sure that it is accurate, complete, and legible. Look especially for misspellings and transposed numbers.

Once we receive your application, we verify the information you have provided. If you look at the last line on the application itself, you will notice all of the things we verify. We verify your Social Security Number (SSN), your driver's license (DL) or personal identification number (ID), your current tenancy (CurTenancy), your previous tenancy (Prev), your credit (Credit), your income (Inc), and your personal references (PersRefs). When we have verified each of these items, we put a check mark next to its abbreviation.

We verify this information in a variety of ways. We look at your Social Security card or some other evidence of your Social Security number. We look at your driver's license or some other official picture identification. We call your current landlord or manager to ask whether the information you put on your application is correct about how long you have been at your current address, how much you have been paying in rent, and whether or not you have been paying your rent on time. Then we call your previous landlord or manager and ask the same questions about your previous tenancy. At the same time, we also order a credit report that tells us whether you pay your bills on time.

Next, we call whoever can verify your source of income to determine how much you generally receive from that source every month and how long you have been receiving it. Finally, we call your personal references to verify that they know you.

That's the procedure we follow when we check applications. If you need any additional information or assistance to fill out the application please don't hesitate to ask us.

Thank you.

Woodbine Properties, Inc.