



# RE/MAX ALLIANCE

## THE RENTAL APPLICATION PROCESS

**Thank you for your interest in our rental property.** The following information is provided to assist you with the rental application process. Applicant acknowledges that the RE/MAX Alliance Listing Agent represents the Owner of this property. **(Please initial at the bottom of the page).**

- 1. Filling Out Your Application: A married couple may complete one application.** A separate application is required for each adult 18 years old and over who will be living in the property. A photo ID is required for all applicants no later than lease signing.
- 2. Application Fee:** The following fees must be submitted with the completed applications: The application fee is **\$40 per adult** (any person over the age of 18) or **\$50 per married couple**. This fee is non-refundable and **must be in the form of a cashier's check or money order made payable to RE/MAX Alliance**. We **DO NOT** accept cash or personal checks for application fees.
- 3. Application Review:** In addition to the information on your application the following items will be verified:
  - A) Income (Please provide 2 most recent paystubs or a copy of your LES)
  - B) Outstanding Debts
  - C) Credit Report
  - D) Rental History (Any fees incurred to verify residency and/or employment will be paid by tenant to RE/MAX Alliance within 24 hours of request.)
  - E) Employment History (Active Duty Military will be required to provide a copy of orders.)
  - F) Other Documentation, as required.

A formula is used to determine whether the applicant has sufficient income to pay the rent for the property in question: Monthly payments plus proposed rent divided by monthly gross income must not exceed 40% to receive an acceptable rating for this category. This is an industry accepted ratio and may be adjusted on a case by case basis. **Each property manager is an independent contractor with RE/MAX Alliance. Qualifying criteria and fees may vary between Property Managers.**
- 4. Security Deposit:** Once the application is approved, **the security deposit and any additional fees and deposits must be received within 24 hours by certified funds or wire, payable to RE/MAX Alliance.**
- 5. Lease:** When the security deposit is received, arrangements will be made to sign the lease documents within 7 days. If applicant fails to execute the lease, return the lease within 72 hours of receipt, honor the terms of the lease and/or occupy the property, this shall result in the forfeiture of the portion of security deposits and fees equal to Owner's actual damages and expenses.
- Applicant(s) acknowledges that Agent reserves the right to hold the security deposit until the lease is finalized and applicant(s) should be aware that the property may remain active on the rental market until the lease is finalized.
- 6. First Month's Rent & Applicable Fees:** Your first month's rent is due on the lease start date by cashiers check or money order.
- 7. Remaining Monthly Rent Payments:** Rent is to be paid via Electronic Funds Transfer, (EFT). Your account will be drafted the evening of the 1<sup>st</sup> business day of the month. We will provide the enrollment form when you sign your lease. **Anyone that does not pay their rent via EFT will be required to pay an additional \$10 monthly processing fee in their rent payment. Rent is due at our office the 1<sup>st</sup> day of each month.**
- 8. Rental Insurance Policy:** **Proof of your rental insurance policy must be provided by the starting date of your lease. Your policy must have a minimum liability of \$300,000 and include RE/MAX Alliance as an additional insured under the liability section of the renter's insurance policy. Check with your insurance company about flood insurance, loss of use riders and additional provisions for your protection.**
- 9. DISCLOSURES:** All attached disclosures should be carefully considered before submitting the application.

PROPERTY MANAGER'S NAME: \_\_\_\_\_

RE/MAX ALLIANCE		
<input type="checkbox"/> 4701 Columbus Street Suite 200	Virginia Beach VA 23462	Office 757.456.2345





# RE/MAX<sup>®</sup> ALLIANCE

## Rental Application

Application is hereby made to lease the premises at: \_\_\_\_\_

Beginning on the \_\_\_\_\_ day of \_\_\_\_\_ (mo). Lease term requested: \_\_\_\_\_ Monthly rent: \$ \_\_\_\_\_

Property Manager's Name: \_\_\_\_\_

### Applicant Information

(please PRINT all information clearly)

NAME: \_\_\_\_\_  Married  Unmarried  Separated

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

Date of birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Work Ph: \_\_\_\_\_

### CURRENT RESIDENCE

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Own  Rent \_\_\_\_\_ Mo payment or rent: \_\_\_\_\_ How long? \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

Reason for leaving current residence: \_\_\_\_\_

Do you have a lease?  NO  YES \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Notice Given:  NO  YES

### PREVIOUS RESIDENCE

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Owned  Rented \_\_\_\_\_ Mo payment or rent: \_\_\_\_\_ How long? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

### EMPLOYMENT INFORMATION (Applicant)

Current employer: \_\_\_\_\_

Employer address: \_\_\_\_\_ How long? \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Position: \_\_\_\_\_  Hourly  Salary \_\_\_\_\_ Annual income: \_\_\_\_\_

If current employment is less than 2 years: Formerly employed by: \_\_\_\_\_

How Long: \_\_\_\_\_ Supervisor/Phone: \_\_\_\_\_

### Military Personnel (Applicant)

CURRENT DUTY STATION: \_\_\_\_\_ RANK/RATE: \_\_\_\_\_

New Duty Station Transferring to: \_\_\_\_\_ Report Date: \_\_\_\_\_

New Immediate Supervisor: \_\_\_\_\_ Command Phone: \_\_\_\_\_

End of Current Enlistment: \_\_\_\_\_

## Co-Applicant Information (SPOUSE ONLY)

NAME:

Email:	Home Phone:	Mobile Ph:
--------	-------------	------------

Date of birth:	SSN	Work Ph:
----------------	-----	----------

**Spouse's Employment Information**

Current employer:

Employer address:	How long?
-------------------	-----------

City:	State:	ZIP Code:
-------	--------	-----------

Supervisor:	Phone:	FAX:
-------------	--------	------

Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Annual income:
-----------	---	----------------

**Military Personnel re: Spouse**

CURRENT DUTY STATION:	RANK/RATE:
-----------------------	------------

New Duty Station Transferring to:	Report Date:
-----------------------------------	--------------

New Immediate Supervisor:	Command Phone:
---------------------------	----------------

End of Current Enlistment:

**Additional Income: Amount \_\_\_\_\_ Source: \_\_\_\_\_**  
**Applicant need not disclose alimony, child support or separate maintenance income or its source, unless he/she wishes it to be considered for the purpose of the application for tenancy.**

**CREDIT INFORMATION & HISTORY (as it applies to Both Applicants)**  
**If you answer "Yes" to any of these questions, please provide a detailed explanation**

Does any applicant have any Judgments?  NO  YES Explain:

Has any applicant ever filed for bankruptcy?  NO  YES Date Discharged: \_\_\_\_\_ Explain:

Has any applicant ever been sued or evicted for nonpayment of rent?  NO  YES Explain:

Has any applicant ever refused to pay rent or not have a lease renewed?  NO  YES Explain:

Has any applicant ever been rejected for tenancy?  NO  YES Explain:

Has any applicant ever been subject to a foreclosure or short sale?  NO  YES Explain:

Does any applicant have any liens?  NO  YES Explain:

**Please list in detail all your outstanding debt. (Monthly payments, child support & alimony.)**

Outstanding Debt	Monthly Payment \$
------------------	--------------------

Outstanding Debt	Monthly Payment \$
------------------	--------------------

Outstanding Debt	Monthly Payment \$
------------------	--------------------

Outstanding Debt	Monthly Payment \$
------------------	--------------------

Outstanding Debt	Monthly Payment \$
------------------	--------------------

<b>Bank Information</b>			
Bank:	Acct#:	Type of Account(s): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Bank:	Acct#	Type of Account(s): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<b>Emergency Contact</b> (a person not residing with you)			
Name		Relationship:	
Address:		City/State:	
Email Address:	Home:	Work:	Mobile:
<b>Your Pets</b>			
Do You Have Any Pets? <input type="checkbox"/> NO <input type="checkbox"/> YES		How Many?	Has your pet ever been vicious? <input type="checkbox"/> YES <input type="checkbox"/> NO
Type of Pet, Breed, Age, & Approx Weight:			Spayed/neutered? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Automobiles: Number of Automobiles / Trucks:</b> _____			
Type/Color:	Make/ Model:	License Plates:	
Type/Color:	Make/ Model:	License Plates:	
<b>CHECK IF YOU OWN:</b> <input type="checkbox"/> CAMPER <input type="checkbox"/> MOTORCYCLE <input type="checkbox"/> BOAT <input type="checkbox"/> TRUCK <input type="checkbox"/> TRAILER			
Will you be parking any commercial vehicles on the property? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>List All Persons who will occupy the rental premises: Number of people who will occupy the property?</b> _____			
* Use a separate piece of paper if additional space is needed*			
Name:	Relationship:	Date of Birth:	
1.			
2.			
3.			
4.			
5.			
6.			
<b>Personal References</b>			
Name	Address:	Phone:	
1.			
2.			

**ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO PROVIDE (DEROGATORY CREDIT, ETC.):** \_\_\_\_\_

---



---



---



---



---



---



---



---



---



---



---

(See 5<sup>th</sup> page)

**The owner of the premises you are applying for carries insurance on the dwelling only. You must acquire renters insurance for your household goods. Neither the Agent nor Owner of the property is responsible for damages to your personal property. You will be required to add RE/MAX Alliance as an additional insured under your liability section with a minimum liability of \$300,000.**

Each applicant certifies information provided in this application is true and accurate to the best of their knowledge. Owner and Agent have each applicant's permission to obtain credit history, public records and verify any information provided for purpose of this application process and in the future as long as tenant has any outstanding balance due RE/MAX Alliance and/or Owner. If any applicant withholds or gives false information, this application is considered void and the lease agreement may be terminated by the Owner.

If the application is approved and the Applicants do not enter into a lease, any fees/deposits paid by the applicant(s) may be retained by the agent. **Full Security Deposit must be received in certified funds by Agent within 24 hrs after application approval.** Property remains on the market until deposit is received. Application fees are nonrefundable.

Owner and Agent are pledged to the letter and spirit of U.S. Policy for achievement of equal housing opportunity. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtain 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 Exchanged, at 804-674-2000 or on the internet at [www.vsp.state.va.us](http://www.vsp.state.va.us).

**Each property manager is an independent contractor with RE/MAX Alliance. Qualifying criteria and fees may vary between Property Managers.**

**THE UNDERSIGNED DO HEREBY ACKNOWLEDGE DISCLOSURE THAT RE/MAX ALLIANCE REPRESENTS THE OWNER/LANDLORD IN THIS REAL ESTATE TRANSACTION.**

**If submitting this application by email, applicant(s) authorizes RE/MAX Alliance to obtain credit history and verify information obtained.**

<b>Print Name of Applicant</b>	<b>Date</b>
<b>Signature of Applicant</b>	
<b>Print Name of Spouse</b>	<b>Date</b>
<b>Signature of Spouse</b>	

**Applications must be submitted with required application fee in the form of a cashiers check or money order  
Payable to: RE/MAX ALLIANCE (Sorry, We Cannot Accept Cash)**



RESIDENTIAL RENTAL CONSUMER DISCLOSURE INFORMATION FORM

The following disclosure information is provided to both prospective landlords and tenants / applicants. Any of the following disclosures may impact the tenant / applicant's use and/or enjoyment of a property. NEITHER THE LANDLORD, REAL ESTATE INFORMATION NETWORK, INC. ("REIN"), THE REIN MEMBER FIRM(S), NOR ANY OF THEIR EMPLOYEES OR AGENTS SHALL BE LIABLE FOR TENANT / APPLICANT'S FAILURE TO INVESTIGATE ANY OF THESE DISCLOSURES PRIOR TO ENTERING INTO A LEASE AGREEMENT.

CONSUMER RESPONSIBILITY: Each party to a rental transaction should carefully read all documents to be sure that the terms accurately express the understanding of the parties as to their intentions and the agreements they have reached. Real estate agents and property managers can counsel on real estate matters, but if legal or tax advice is desired, the parties should consult an attorney.

LIMITATIONS OF EXPERTISE: Real estate agents and property managers do not have the expertise to offer advice concerning various conditions such as, but not limited to, the following: mechanical systems or structure; soil and drainage conditions; flood hazard areas; possible restrictions on the use of property due to restrictive covenants, zoning, subdivision and environmental laws, easements or other documents; airport or aircraft noise; planned land uses, roads, or highways; and construction materials and/or hazardous materials such as flame retardant treated plywood (FRT), radon, urea formaldehyde insulation (UFFI), polybutylene pipes, asbestos, or lead-based paint. Information about these issues may be obtained from appropriate governmental agencies.

1. AIRCRAFT NOISE / ACCIDENT ZONES AND NOISE CONTOUR DISTRICT DISCLOSURE: All properties are affected by aircraft noise to some degree; however, some properties are located in specific noise zones, and/or accident potential zones, as such zones may be designated by the federal government or municipalities within which the property may be located. The livability and/or enjoyment of a property may be impacted if property is located adjacent to an airport or in or near an aircraft noise zone, noise contour district and/or accident potential zone. Aircraft noise zones, noise contour districts and/or accident potential zones are subject to change from time to time. New residential construction, and modifications to nonconforming residences, may be required to conform to standards promulgated by the municipality in which a tenant / applicant intends to locate because of elevated noise levels. A tenant / applicant should investigate to ascertain if the property in question is located within an aircraft noise zone, noise contour district or aircraft accident potential zone.

2. COMMUNITY ASSOCIATIONS:

A. CONDOMINIUM / CO-OP DISCLOSURE: (i) Some properties may be recorded as a condominium unit, some of which have mandatory fees, and subject to the rules and regulations of the unit owners' association. (ii) Some properties may be subject to the provisions of a cooperative interest. Tenants / applicants are advised to investigate to ascertain if the property in question is a condominium unit or a co-op.

B. PROPERTY OWNERS' ASSOCIATIONS (POA): Some properties may belong to a community which has a Property Owners' Association or Homeowners' Association, some of which have mandatory fees, and subject to the rules and regulations of the Property Owners' Association or Homeowners' Association and all are subject to the Virginia Property Owners' Association Act.

3. ENVIRONMENTAL DISCLOSURES:

A. INDOOR MOLD: United States Environmental Protection Agency advised that certain types of indoor mold may have the potential to cause adverse health effects or symptoms. While there are no current federal or state laws or regulations establishing residential standards for molds or requiring that inspections for mold be conducted, a tenant / applicant may want to take steps to evaluate the presence of mold in a resident dwelling prior to leasing.

B. LEAD WARNING STATEMENT: Every tenant / applicant of any residential dwelling which was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The landlord is required to provide the tenant / applicant with any information on lead-based paint hazards from risk assessments or inspections in the landlord's possession and notify the tenant / applicant of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to occupancy.

C. WOOD PRESERVATIVES: The United States Environmental Protection Agency advises that certain wood preservatives used on decks and/or other exterior wood structures may have the potential to cause adverse health effects or symptoms. A tenant / applicant may want to take steps to evaluate the presence of materials which might contain wood preservatives prior to occupancy.

Initials: \_\_\_\_\_ / \_\_\_\_\_

Initials: \_\_\_\_\_ / \_\_\_\_\_

**D. DEFECTIVE DRYWALL:** Homes built or renovated between the years of 2004 and 2008 may have been constructed partially or wholly, using defective drywall imported from China or other sources. Such defective drywall may release a sulfur-like smell or may cause corrosion of electrical coils and wiring. Purchasers are advised to take such steps as they deem appropriate to determine the absence or presence of such defective drywall. The Virginia Department of Health recommends contacting the home's builder if you suspect Chinese drywall in your home. Individuals may also call the Consumer Product Safety Commission's toll-free consumer hotline at 1-800-638-2772 or the Virginia Department of Health at (804) 864-8182 for more information.

- 4. MEGAN'S LAW DISCLOSURE:** Tenant / applicant(s) should exercise whatever due diligence they deem necessary with respect to information on any sexual offenders registered under Chapter 23 (§19.2-387 et seq.) of Title 19.2 whether the landlord proceeds under subdivision 1 or 2 of subsection A of §55-519. 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 <http://sex-offender.vsp.virginia.gov/sor/>
- 5. OCCUPANCY PERMIT AND HISTORICAL DISTRICT PROGRAMS:** Several municipalities have implemented occupancy permit and historical district programs which may require compliance with the program upon sale and/or rental of property. An occupancy permit program may require the owner of real property subject to such programs to make certain repairs upon sale and/or rental of property. Each municipality will be able to advise you as to whether the property you are interested in is subject to an occupancy permit and/or historical district program and the conditions and requirements of the program.
- 6. CASUALTY INSURANCE AND RENTER'S INSURANCE:** A landlord may require as a condition of tenancy that a tenant / applicant pay for the cost or premiums for property and casualty insurance, obtained by the landlord, to provide liability coverage for the tenant / applicant and property coverage for the tenant / applicant's personal property in the dwelling unit, which is generally known as "renter's insurance." If the landlord will not be providing this coverage for the tenant / applicant, it is strongly recommended that the tenant / applicant obtain a separate renter's insurance policy. The landlord's insurance on the dwelling will not cover tenant / applicant's personal property. A tenant / applicant may also investigate the availability of Flood Insurance coverage.
- 7. SCHOOL REDISTRICTING:** All properties may be subject to school redistricting. A tenant / applicant should contact the local school board to ascertain which school districts are assigned to a property in question.
- 8. SMOKE DETECTION:** Tenant / applicant should be aware that many municipalities require, and prudent and safe practice dictates, that operative smoke detection is available in the property. Tenant / applicant should investigate to ensure that smoke detection is available in the property, if required by law, and is operative prior to occupancy.

**THERE MAY BE OTHER RELEVANT INFORMATION CONCERNING THE TRANSACTION WHICH MAY BE OBTAINED FROM OTHER SOURCES OR APPROPRIATE GOVERNMENTAL CONSUMER AGENCIES. IF YOU HAVE QUESTIONS AFTER READING THE RESIDENTIAL RENTAL CONSUMER DISCLOSURE INFORMATION, YOU MAY SEEK FURTHER INFORMATION FROM THE APPROPRIATE CONSUMER AGENCIES OR CONSULT LEGAL COUNSEL OR OBTAIN OTHER PROFESSIONAL ADVICE OR INSPECTIONS OF THE PROPERTY.**

**PROPERTIES AVAILABLE THROUGH REAL ESTATE INFORMATION NETWORK, INC. ARE OFFERED WITHOUT RESPECT TO RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, ELDERLINESS, OR NATIONAL ORIGIN.**

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Landlord or Applicant / Tenant Name) (Print)

By: \_\_\_\_\_  
(Signature of Licensee) (Date)

\_\_\_\_\_  
(Landlord or Applicant / Tenant Signature) (Date)

\_\_\_\_\_  
(Landlord or Applicant / Tenant Name) (Print)

\_\_\_\_\_  
(Landlord or Applicant / Tenant Signature) (Date)



## REAL ESTATE INFORMATION NETWORK, INC. DISCLOSURE OF BROKERAGE RELATIONSHIP TO UNREPRESENTED PARTY

**DISCLOSURE OF BROKERAGE RELATIONSHIP:** The Code of Virginia of 1950, as amended ("Code"), § 54.1-2100, et seq., sets forth the statutory framework which governs the obligations and responsibilities of real estate agents and brokers to the public, which framework is further supplemented by regulations issued by the Virginia Real Estate Board ("VREB"). The following is intended to give you a brief explanation of that framework. Real estate brokers and their agents are sometimes called "**licensees**" because they are required to obtain licenses from the VREB to sell real estate.

1. **AGENCY:** *Agency* is the relationship formed when a real estate licensee acts for or represents a person by express authority in a real estate transaction, unless a different relationship is intended. People whom licensees represent are called **clients**. People who receive services from licensees without being represented by licensees are called **customers**. A licensee does not necessarily represent the person who pays the licensee. As a result, a licensee may represent the buyer, but be paid by the seller. Although agency relationships may be formed without a written agreement, you should not assume that any person represents you unless you have a written agreement. The contractual relationship between the licensee and the client, whether verbal or in writing, defines the **brokerage relationship**. A licensee is required to treat all parties honestly and shall not knowingly give any party to the transaction false information. A licensee engaged by the seller shall disclose to prospective buyers all material adverse facts pertaining to the physical condition of the property which are actually known to the real estate agent. A licensee engaged by a buyer shall disclose to a buyer material facts related to the property or concerning the transaction of which the licensee has actual knowledge. A licensee engaged by a buyer shall also disclose to a seller the buyer's intent to occupy the property as a principal residence. A licensee may provide assistance to other parties by performing *ministerial acts*.

2. **CLIENT / REPRESENTED PARTY STATUS:** A buyer or seller may enter into a brokerage relationship with a licensee for that licensee to represent such buyer or seller. For sellers, this agreement is usually called a **listing**. For buyers, this agreement is usually called a **buyer broker or exclusive right to represent buyer agreement**. The buyer or seller is then that licensee's **client**. If the agreement is an exclusive agreement, the client is required to work through that licensee. The licensee will generally be entitled to a commission if the buyer buys or seller sells property, even if they do not use the services of that licensee.

3. **CUSTOMER/UNREPRESENTED PARTY STATUS:** A buyer or seller may elect not to establish a brokerage relationship with a licensee (although they may be required to sign a disclosure form), but rather have the licensee perform **ministerial acts**. Ministerial acts are routine acts which a licensee can perform for a person which do not involve discretion or the exercise of the real estate agent's own judgment. The buyer or seller is then the real estate licensee's **customer**. The licensee may represent the other party in the transaction, who will be the licensee's client. The licensee may give the customer general advice and is required to treat the customer honestly and disclose material facts actually known to the licensee regarding the physical condition of the property, but the licensee generally may not give advice regarding price or assistance in negotiating favorable terms. The licensee is *required to disclose* to its client any information regarding the customer which might be helpful to the client. Another form of customer relationship arises when the seller does not offer a relationship to a selling firm. The selling firm would act only in the capacity of facilitating the transaction and would not represent either the seller or buyer. The buyer is not represented and would remain a customer of the selling firm. Selling firm responsibilities to the customer would remain the same as previously outlined in this paragraph.

4. **CHANGE IN STATUS:** If a licensee's relationship with a client or customer changes, the licensee shall disclose that fact in writing to all clients and customers already involved in the contemplated transaction.





# Rental Showing / Disclosure Form



## Brokerage Relationship

A brokerage relationship is a contractual relationship between a **client** and an agent engaged for the purpose of leasing real estate and obtaining a landlord or tenant, as the case may be, ready, willing and able to lease. A **client** is a person who has entered into a brokerage relationship with an agent. A **customer** is a person who has not entered into a brokerage relationship with an agent.

## Disclosures

The Showing Agent represents to the Prospective Tenant that the following relationship applies with respect to the Rental Property (mark applicable box):

- The Prospective Tenant is a **customer** of the Showing Agent.
- The Prospective Tenant is a **client** of the Showing Agent. The above relationship shall terminate upon Prospective Tenant submitting lease application to Rental Listing Agent. Upon making lease application, Prospective Tenant shall deal directly with the Rental Listing Agent or the Property Management firm and Showing Agent no longer has a brokerage relationship with Prospective Tenant.

## Rental Property Information

Rental Property Address: \_\_\_\_\_ MLS #: \_\_\_\_\_  
Date Property Shown: \_\_\_\_\_

## Listing Agent Information

Rental Listing Agent: \_\_\_\_\_ ID#: \_\_\_\_\_  
Listing Firm: \_\_\_\_\_ ID#: \_\_\_\_\_  
Listing Office Address: \_\_\_\_\_  
Listing Office Phone Number: \_\_\_\_\_  
Listing Agent Cell Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Finder's Fee amount stated in rental listing: \_\_\_\_\_ % of \_\_\_\_\_ OR \$ \_\_\_\_\_

R-SHOW (Revised 01/01/2012)  
©2012 Real Estate Information Network, Inc.

**Showing Agent Information**

Showing Agent Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Showing Agent Firm: \_\_\_\_\_ ID#: \_\_\_\_\_  
Showing Office Address: \_\_\_\_\_  
Showing Office Phone Number: \_\_\_\_\_  
Showing Agent Cell Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant/Prospective Tenant information**

Applicant / Prospective Tenant Name(s): \_\_\_\_\_  
Applicant/Prospective Tenant Address: \_\_\_\_\_  
Applicant/Prospective Tenant Home Phone: \_\_\_\_\_  
Applicant/Prospective Tenant Cell Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Showing Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prospective Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prospective Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_