

Thank you for your interest in a Woody Hogg & Associates property!

Below, you will find the instructions and criteria required for applying for a property managed by Woody Hogg and Associates. It is important that you read the information below prior to making application to understand what is required for renting the property. If you have further questions, please feel free to contact one of our property managers:

Joe Inge 804-427-5119	Savannah Scott 804-427-5095
rentals@erawoodyhogg.com	sscott@erawoodyhogg.com

General Application Requirements

- **Separate applications:** it is a requirement that each applicant fill out a separate application, and is 18 years of age or older. When there are multiple applicants one must qualify for the rental. We do not accept situations where it takes several roommates to meet income requirements
- **Complete applications:** it is required that applicants complete the entire application on both sides. Failure to supply information can mean denial of the application.
- **Signed applications:** Woody Hogg and Associates accepts only signed applications.
- **Cosigners:** if a cosigner is required, the person applying as a co-signor must complete a cosigner application. Ask a Woody Hogg and Associates representative for this form if needed. It is not company policy to accept a cosigner unless there are extraordinary circumstances and Woody Hogg & Associates obtains approval from the owner.
- **Caregivers:** if any tenant residing in the property requires a caregiver, the caregiver must also be 18 years or older, fill out an application, and sign a caregiver agreement prior to occupancy.
- **Reasonable accommodations:** if the applicant or any persons on the application require reasonable accommodations because of a handicap, the applicant must supply proof of the disability with the application. Applicants must submit a Request for Reasonable Accommodations with the application. Service animals must be disclosed on the application and the tenant must supply documentation proving the animal is a legitimate support animal. Any pet or service animal please include a picture of said animal.
- **Application selection:** Woody Hogg & Associates processes all applications after receipt. Selection is not a first-come, first-served process.
- **Verifiable identification;** when making application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores is not acceptable.
- **Application submission:** Deliver applications to ERA Woody Hogg and Associates **9137 Chamberlayne Rd Suite 100 Mechanicsville VA 23116**

The Application/Processing Fee

- A \$30.00 application fee is required per application, without exception, and is non-refundable.
- A \$30.00 application fee for cosigners is required as well, and is non-refundable.
- This fee is to cover the costs incurred while processing the application.
- Basic Criteria: The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental cost and care for the property. Negative findings on one or more of the three areas can cause denial of an application: false documentation is immediate grounds for denial of an application.
- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- Woody Hogg & Associates must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.
- Woody Hogg & Associates obtains a Full background report, credit, criminal and national wide eviction check for all applicants, and does not accept copies of credit reports from applicants, no exceptions.
- Woody Hogg & Associates accepts discharged bankruptcies, if the prospective tenant has re-established good credit,
- Negative credit reports can be grounds for denial of an application.
- Woody Hogg & Associates requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted or mitigating circumstances are proven
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.
- Woody Hogg and Associates notifies applicants of acceptance or denial within 3-5 business days of application, unless Woody Hogg and Associates cannot complete verifications. If more documentation is required, Woody Hogg and Associates will notify the applicant.
- If accepted, applicants are required to follow requirements outlined on the Woody Hogg and Associates Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Giving false information is automatic grounds for denial.