

Rental Application Instructions

Thank you for your interest in renting one of our rental homes. To simplify the process enclosed are the instructions for applying for one of our rental homes. Rental applications will not be processed until we receive the application fee(s).

It typically takes 2-3 business days for us to complete the processing of the rental application and review the application with the owner. Supplying us with complete information which is included in our checklist will make the process move much more quickly.

Rental Application:

Please use the NVAR Rental Application. Please make sure you include proof of income detailed on page 2, copies of driver's license, and paycheck stubs. Please make sure that each page is initialed, and signed where appropriate. Agents: Please make sure that Page 1 is filled out in its entirety. Submit all documents, including Application, Drivers License, W-2, Paystubs, any other supporting documents in ONE EMAIL. PLEASE ATTACH A BUSINESS CARD TO THE APPLICATION SO WE HAVE THE RENTING AGENT'S CONTACT INFORMATION.

Application Fee and Deposits:

The application fee is \$55 per person 18 or older. The Earnest Money Deposit is 1 Month's Rent made out to CREM. These funds will be applied to the first month's rent. Earnest Money is due to CREM within 48 hours of application approval or the home will be placed back on the market for rent. The pro-rate will be due on or before the move-in date.

Income Qualification:

All applicants must make a minimum of 3 times the annual rent. Rent is calculated by taking the rental rate and multiplying it by 36. Application fees will not be refunded if the applicant fails to meet the minimum income requirements.

Full Time Student Requirements:

Anyone applying who is 18-25 and is full time student must supply the following documentation or they must complete a rental application and pay the applicable rental application fees.

Two of the following documents must be provided.

1. Enrollment Verification Letter: Obtain an official letter from the school's registrar or admissions office stating the student's full-time status. This letter typically includes the student's name, school name, and status as a full-time student.
2. Student ID Card: Many schools issue student ID cards that indicate the student's enrollment status. If the card includes a label or sticker for full-time students, it can serve as proof.
3. Transcript or Class Schedule: An official or unofficial transcript or a current class schedule can show the number of credits or classes the student is enrolled in, confirming full-time status.
4. Tuition Payment Receipt: A receipt or statement showing payment for a full-time course load can also serve as proof.
5. Financial Aid Documents: Documents related to financial aid often include information about the student's enrollment status, as many forms of aid require full-time enrollment.
6. Letter from a School Official: A signed letter from a dean, advisor, or another school official can verify a student's full-time status.

Each of these documents should be recent (typically within the current or most recent academic term) to ensure they accurately reflect the student's current status.

Restricted Animals:

CREM has a list of dog breeds that are restricted from their properties. These breeds are generally considered aggressive and include:

- Akitas
- Alaskan Malamutes
- American Bull Dogs
- American Staffordshire Terriers
- Argentine Dogos
- Bull Mastiffs
- Cane Corso
- Doberman Pinschers
- Fila Brasileiros
- German Shepherds
- Pit Bulls
- Presa Canarios
- Rottweilers
- Staffordshire Bull Terriers
- Tosa Inus
- Wolf Hybrids
- Any mixes of these breeds

Additionally, CREM also restricts other pets like monkeys, ferrets, snakes, rabbits, livestock, and reptiles.

Lease Agreement:

Must be signed within 48 hours of being sent to you or the home will be placed back on the rental market. It will be sent by DocuSign. If you have any problems receiving your lease please email us at admin@rentcrem.com

Rental Agents:

Please e-mail us your information, who your client is and for which property they have applied. PLEASE review your client's rental application and documentation for completeness. Incomplete documentation and/or rental applications will cause a delay in the processing.

Application Fee - Link to PayPal:

paypal.me/rentcremva of \$55.00 per person over the age of 18. Applications will not be processed without funds in hand.

PLEASE REVIEW YOUR CLIENTS APPLICATION AND DOCUMENTATION PRIOR TO SENDING IT OVER.

Incomplete applications and documentation will cause delays in processing.

Send Rental Applications to YOUR REALTOR for review.

Realtors, please forward the completed application package, including all pertinent documentation to Cindy@RentCREM.com and Admin@RentCREM.com.

Once the application is approved applicant must pay CREM the 1st month's rent and Security Deposit within 48 hours. The tenant can pay through our online Portal, RentPayment or may overnight us a check to:

Covenant Real Estate Management
1822 Roberts Road
Winchester, VA 22601

The lease must be signed within 24 hours of the lease being sent. If the lease and deposit/first month's rent are not received within the allotted time, the home will be placed back on the market for re-rent.