

TAK Holdings, Inc.
John Stanley
8901 Milbrae Court
Richmond, VA 23236
(804) 330-0358

Dear Applicant,

Thank you for inquiring about the rental property that is currently offered. Please take a minute to read the instructions on this page to insure that your application can be processed correctly. During processing, key factors in determining your qualifications for tenancy that will be considered are:

- Stable employment and/or income history
- Credit history, especially your FICO score, which reflects no bankruptcy, no unpaid judgments or collections, and a satisfactory credit report.
- Stable rental/mortgage history, including past rental.

For your information: We recommend you obtain your credit report and FICO score to help you understand if you qualify for this rental property.

Under the FACT Act amendments to the Fair Credit Reporting Act, you are entitled to one free comprehensive disclosure of the information in your credit file from the three national credit-reporting agencies once every 12 months through a Central Source. To request this free annual disclosure you must contact the Central Source either on-line or by toll free number. Web address: www.annualcreditreport.com Toll free number: 1-877-322-8228. You can purchase a credit score when you request your free annual credit report through the Central Source.

Additionally, you can contact any of the agencies below, which may or may not charge a fee for the credit report or credit score, depending upon your circumstances. The toll free numbers for these agencies are listed for your convenience below:

Equifax- 1-800-685-1111 (Provides FICO score)
Experian- 1-888-397-3742
TransUnion- 800-888-4213

- **Please fill out application packet completely.** Blank spaces that are not explained may result in your application being denied. Explain why spaces are left incomplete.
- **If more than one adult person plan on living in the dwelling, each is required to fill out an application packet.** Each adult will be responsible parties on the lease and must fill out an application and pay the screening fee of \$35.00 for a credit and criminal check.
- **All data must be verified; please make sure correct contact names and information are supplied to avoid delays.** Incorrect or misleading information may result in your application being denied.
- **Be certain to read the declaration above where you will place your signature.** It states that the information on the application is true and correct, and it authorizes us to verify your references and your credit as they relate to your tenancy now and to your paying rent in the future.

Return completed applications to the above address.

Once the application acceptance period has closed, applications will be reviewed and you will be contacted as soon as preliminary results are available. Your credit check fee will not be charged unless we are trying to process your application. You will receive notification regarding the status of your application for tenancy.

Again, thanks for inquiring and I wish you much success in your search.

Best Regards,

John Stanley

Rental Application Instructions

1.) Rental Application (Page 1 of 8)-

- Fill out in full. Verify all items are completed and accurate. Do not leave items blank. Use the back of the form if you need to explain any of the information.
- Return this completed form to the property manager for verification of information.

2.) Financial Qualifier (Page 2 of 8)

- Fill out in full above the line. Verify all items are completed.
- The property manager will calculate if you have sufficient financial means once all obligations are met.
- Return this form to the property manager for verification of information.

3.) Employment Verification (Page 3 of 8)

- Fill out Employer Name, Address, phone number, full name, job title, wages, and start date- only. These items are marked with "X" to make it clearer. The property manager will fill out the items not marked when verifying the information.
- Return this form to the property manager for verification of information, it will be faxed or mailed to your employer.

4.) Request for Verification of Deposit (Page 4 of 8)

- Sign item 8. The property manager will complete the request using information from the Rental Application form.
- Return this form to the property manager for verification of information; it is part of the credit verification process to verify that your account information is accurate and that you have the required funds available for tenancy. It will be faxed to the financial institution for verification.

5.) Credit Check and Screening Receipt (Pages 5 and 6 of 8).

- Each adult applicant will draft a separate check for the total amount for the credit, eviction and criminal reports. This check will be processed to cover the cost of screening and will not be returned.
- Write out the sum in print and then in numerals. List the name and address of the property. We will provide a date until when the property will be held and a total cost of the screening process.
- Fill the date, time, and sign.
- You as the applicant retain one copy of the receipt (**Page 5 of 8**), and the return the other copy, (**Page 6 of 8**) one for each applicant, to the property manager.

6.) Deposit Receipt and Agreement- (Pages 7 and 8 of 8)

- Do not fill out any information on this form nor draft a check unless otherwise instructed to do so. This is an agreement to hold the property off the market for a specified period and is utilized by the property manager at the time of application based on the applicant meeting financial pre-qualification standards.

7.) This completes the application procedure.

- Return completed applications to the above address. We will let you know the approximate timeframe for the screening process, and what the determination by phone or by mail.