



Thank you for choosing Blackwell Realty for your renting needs!

In order to apply for the property you must submit the following list of documentation for each applicant:

- Complete Application** (Attached for your convenience) – everyone over 18 years old must apply
- \$40 application fee per adult applicant** – this will allow us to run your credit, criminal and eviction reports; please let us know if there is anything you may be worried about
- Proof of Gross Monthly Income** – a month’s worth of most recent paystubs (household income needs to be about triple the rent per month)
- Copies of all applicants Driver’s Licenses** – preferably in color

Additional Items – Pets:

- Complete Application**
- \$20 Pet application fee per pet**
- Vet immunization records** – Due prior to move in

Once we receive all of this information in the office we consider this a full application and the property is on hold until we approve or decline. If you have any questions about the application process please reach out to a member of our Property Management Team at: Melissa@bwellrealty.com , Megan@bwellrealty.com or call the office at (304)885-0772. We look forward to speaking to you soon!



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113 West Washington Street | Charles Town, WV 25414 | 304-885-0772

www.BWrealty.com



Agent Name: _____



Address of Home Applying for:			Proposed Move-in Date:		
Total Number of Occupants:		Names and Ages of Occupants:			
Total Number of Dogs:			Total Number of Cats:		
Applicant First Name:		Middle Initial:	Last Name:		Suffix:
Address:		City:	State:	Zip Code	
Primary Phone:			Work Phone:		
Email Address:				SSN:	
Birthdate:		Driver's License State:	Driver's License #:		
Current Residence: <input type="checkbox"/> Own <input type="checkbox"/> Rent		Residency Period: Start Date: _____ End Date: _____			
Landlord Name:			Landlord Phone Number:		
Monthly Payment:			Reason for Leaving:		
Previous Address (if within 3 years): <input type="checkbox"/> Own <input type="checkbox"/> Rent		Residency Period: Start Date: _____ End Date: _____			
Address:		City:	State:	Zip Code:	
Landlord Name:			Landlord Phone Number:		
Monthly Payment:			Reason for Leaving:		
Employment: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Not Employed					
Employer:			Job Title:		
Supervisor Name:			Supervisor Phone Number:		
Dates of Employment From: _____ To: _____			Monthly Gross Income:		
Address:		City:	State:	Zip Code:	
Have you or Co-Applicant ever:					
Been sued for non-payment of rent? <input type="checkbox"/> Yes <input type="checkbox"/> No		Been evicted or asked to move out? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Broken a Rental Agreement or Lease <input type="checkbox"/> Yes <input type="checkbox"/> No		Been sued for damage to rental property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Declared Bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<i>I authorize Blackwell Realty to contact previous landlord(s), credit and, personal references that I have given in this application. I also authorize Blackwell Realty to obtain my consumer credit report. The above information, to the best of my knowledge, is true and correct.</i>					
Signature of Applicant: _____				Date: _____	

PET APPLICATION

Property Address:	Number of Pets:
Proposed Move-in Date	Application Fee:

Type of Pet:	Breed / Color:
Name:	Weight:
Age:	County Tag Number:
Vet Name / Contact Information:	Spayed <input type="checkbox"/> Neutered <input type="checkbox"/> Clawed <input type="checkbox"/> De-Clawed <input type="checkbox"/>

Type of Pet:	Breed / Color:
Name:	Weight:
Age:	County Tag Number:
Vet Name / Contact Information:	Spayed <input type="checkbox"/> Neutered <input type="checkbox"/> Clawed <input type="checkbox"/> De-Clawed <input type="checkbox"/>

Type of Pet:	Breed / Color:
Name:	Weight:
Age:	County Tag Number:
Vet Name / Contact Information:	Spayed <input type="checkbox"/> Neutered <input type="checkbox"/> Clawed <input type="checkbox"/> De-Clawed <input type="checkbox"/>



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