



Coastal Group Inc.  
4634 Haygood Rd.  
Virginia Beach, VA 23455  
Ofc: 757-233-9595

## RENTAL APPLICATION REQUIREMENTS

1. Applications are submitted online at [www.CoastalGroupRentals.com](http://www.CoastalGroupRentals.com).

If you are unable to submit an application online you may submit one in person to our office.

During the office hours of 9:00-5:00, Monday through Friday.

You may submit application background information by email, fax or anytime in the night drop box located next to the front door.

Please leave all info in sealed envelope ATTN: your Property manager's name.

Application will be received the next business day.

2. \$35.00 Application Fee per adult applicant....ie....husband and wife: \$70.

3. Application Fees may be paid online at [www.CoastalGroupRentals.com](http://www.CoastalGroupRentals.com)

**NOTE: Applications not paid online are to be paid by certified check or money order only.**

PAYABLE TO: Coastal Group Inc..

**NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.**

**APPLICATION FEES ARE NON-REFUNDABLE.**

3. To submit your application online you must do the following:

1. Go to [www.CoastalGroupRentals.com](http://www.CoastalGroupRentals.com) and preferably click into the property for which you are applying.
2. Click the link "Apply Now." Complete and submit.
3. The application fee payment is made at the completion of the rental application (Applications will not be submitted without payment.)
4. We will be notified electronically of the completion of your application & fee payment.
5. We will submit the application for electronic review.
6. **Within 24-72 hours you will be notified of the owner's decision with acceptance or denial.**

4. If your application is Conditionally Accepted, you will need to submit the following additional items to be submitted at the time of Lease Signing:

- A. Copy of a Pay-Stub, W-2 or Leave and Earnings Statement. (Proof of Income)
- B. Photocopy of the applicant's Driver's License or Personal Identification Card.

Applications will be processed within 3 Business Days. The Property Owner will approve/disapprove this application.

**Security Deposit is due within 24 hours of Acceptance, payable by Cashier's Check or Money Order Only.**

**Personal checks will not be accepted. A Security Deposit and a signed Lease are required to secure the property.**

**Failure to do this could result in the home being rented to another party.**

### *Tenant Selection Guidelines*

1. Minimum gross income must be three times the monthly rent.
2. No derogatory credit in the last two years.
3. Bankruptcy discharged more than two years ago.
4. Outstanding judgments paid in full or included in bankruptcy.
5. Except in the case of husband and wife, each individual Leaseholder must qualify on their own.
6. Current employer must be more than twelve months.

**The property owner will be notified if an applicant does not meet all requirements.**

**The owner has the option to over-ride the requirements and accept the applicant.**