



Rental Application

What day would you like to move in? _____ Leasing Consultant _____
 How did you hear about us? _____ Original Certification _____
 Desired Bedroom Size: _____ Revised Recertification _____

Head of Household:

 Last First Middle
 Social Security Number: _____ - _____ - _____ Date of birth: _____

Marital Status: Single Married Separated Divorced Widowed

Do you have a legal right to be in the United States?

- Yes, because I am a United States Citizen
 Yes, because I have valid documentation from the Bureau of Citizenship and Immigration Service (formerly the U.S. Department of Immigration and Naturalization)
 No

*If you answered "Yes" because you are a non-U.S. citizen with valid Visa documentation, please provide:

Reason you are in the U.S.: _____

Visa Type: _____

Visa Expiration Date: _____

Current Address: _____
 Number/Street City State/Zip

How long at Above Address? _____ Current Phone number? _____

Current Landlord's Name: _____ Phone number: _____

Monthly Rent Amount: \$ _____

Do you have a lease? Yes No If yes, what is the expiration date? _____

Notice given? _____ Have you ever been evicted or sued for non-payment of rent? Yes No

If yes, please explain: _____

Previous Address: _____
 Number/Street City State/Zip

Former Landlord's Name: _____ Phone number: _____

Vehicle Type: _____ Year: _____ License Plate # _____ State: _____

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<i>Occupant Name</i>	<i>Relationship</i>	<i>Social Security Number</i>	<i>Date of Birth</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Head of Household Continued:

Do you have a waterbed? Yes No
Do you have any pets? Yes No How many? _____ Type/Weight? _____
Do you have renters insurance? Yes No With whom? _____

The Owner of the unit you are applying for carries insurance on the building only. Neither the Manager nor the Owner of the property is responsible for damage to your personal property.

Employment Information

Current Employer:

Name: _____
Address: _____
How long employed? _____
Phone number? _____
Supervisor: _____
Salary \$ _____ WK/MO/YR

Past Employment Information:

Name: _____
Address: _____
How long employed? _____
Phone number? _____
Supervisor: _____
Salary \$ _____ WK/MO/YR

Additional Income:

Source Amount

Source Amount

In Case of Emergency:

Notify: _____
Relationship: _____
Phone number: _____
Address: _____

****You Must Report All Sources of Income***

Credit Information:

Do you have any judgments? Yes No If yes, explain: _____
Have you ever filed Bankruptcy? Yes No If yes, explain: _____
Do you have an open student loan? Yes No

***This information will appear on a credit report. If you answered "Yes," please answer the following questions:**

- a. Name of person with student loan _____
- b. Date last attended school _____
- c. Name of school attended _____
- d. Location of school _____

- 1. Have you ever been convicted of a felony? Yes No
- 2. Have you ever been convicted of a drug-related crime? Yes No

All applicants will be subject to a criminal background check.

Any information obtained will be used to determine your eligibility for residency in accordance with the Resident Selection Criteria.

ADDITIONAL INFORMATION REQUIRED FOR MILITARY PERSONNEL:

Duty Station: _____
Rank: _____
Commanding Officer: _____



Rental Application

Co-Applicant:

Last

First

Middle

Social Security Number: _____ - _____ - _____

Date of birth: _____

Marital Status: Single Married Separated Divorced Widowed

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Visa Expiration Date: _____

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Number/Street

City

State/Zip

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State/Zip

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Occupant Name

Relationship

Social Security Number

Date of Birth

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Co-applicant Continued:

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ADDITIONAL INFORMATION REQUIRED FOR MILITARY PERSONNEL:

Duty Station: _____
Rank: _____
Commanding Officer: _____

Privacy Protection:

As provided by the Virginia Privacy Protection Act of 1976, anyone who is requested to provide personal information about himself must be informed whether he is legally required to provide such information, or whether he may refuse to supply the information requested. As an applicant for housing financed by the Lender, you are requested to provide certain information that will enable the Landlord to determine your eligibility. The information requested will be used to determine an adjusted annual income, which you and your family receive from all income sources. This is necessary because the Rules and Regulations adopted by the Lender limit eligibility for occupancy to families whose income does not exceed certain established limits. In addition, it is necessary to know the composition of your household so that the proper size of dwelling unit may be authorized for you and your household. Although you are not legally required to provide the information requested, your failure to do so will result in our inability to determine your eligibility for housing in this development.

It is possible that information provided by you will be revealed to others for purpose of confirmation or for other purposes in accordance with the Virginia Freedom of Information Act, but any information so supplied is subject to safeguards of the Virginia Privacy Protection Act.

Applicant's Statement: I/we understand that the above information is being collected to determine my/our eligibility for residency. I/we authorize the owner/manager to verify all information provided on this application and my/our signature is our consent to obtain such verification. I/we certify that I/we have revealed all assets currently held or previously disposed of and that I/we have no other assets than those listed on this form (other than personal property). I/we further certify that the statements made in this application are true and correct. I/we understand that any false statements in this application will be grounds for rejection/termination of the application or Lease Agreement.

Tenant Consent:

Tenant(s) or prospective tenant(s) do hereby affirm that the Landlord is authorized to disclose and/or release information contained in the Tenant's files maintained by the Landlord, without further consent being required by the Tenant(s), under the following circumstances:

1. The information is a matter of public record as defined in § 2.2-3701 of the Code of Virginia;
2. The information is a summary of the Tenant's rent payment record, including the amount of the Tenant's periodic rent payment;
3. The information is a copy of a material non-compliance notice that has not been remedied or, termination notice given to the Tenant under § 5.5-248.31 of the VRLTA and the tenant did not remain in the premises thereafter;
4. The information is required by the local state, or federal law enforcement or public safety official in the performance of his duties; or
5. The information is otherwise provided in the case of an emergency.

Signature of Applicant: _____ Date: _____
 Signature of Co-Applicant: _____ Date: _____

Resident Selection Criteria For Avondale Apartments at Kempsville

The Avondale Apartments at Kempsville Rental Screening Process consists of the following basic criteria. All persons age 18 and older must complete a Rental Application, and qualify individually as a Tenant. Management complies with all federal, state, and local laws including fair housing laws which prohibit discrimination based on race, color, religion, national origin, sex, elderliness, familial status, disability or any other protected status.

1. Past and Present Credit Report

A consistent, severe, or recent history of deficiencies in overall credit or rent payment which indicates that the applicant would be unable or would otherwise fail to pay rent or other expenses relative to occupancy, or the absence of any history of timely payment of rent and related obligations may be grounds for rejection. The absence of a credit file shall NOT adversely affect the application. Applicants will NOT be rejected if the adverse credit is the result of medical expenses or student loans.

Adverse credit which may affect the application includes any one of the following:

- *Any one (1) unsatisfied collection or judgement
- *Any one (single account) credit obligation which is three (3) months or more delinquent
- *If a bankruptcy has been filed, the bankruptcy must have been discharged. All adverse credit must have been included in the bankruptcy.

2. Past and Present Rental History

An applicant may be rejected for any one (1) of the following:

- *Any one (1) history of collections or judgements from previous housing
- *Any one (1) history of having "skipped" from previous housing
- *Any one (1) eviction from previous housing
- *Any repeated late payments of rent (3 or more times) within a 12-month period from past or current housing
- *Any record of disturbances of neighbors or destruction of property by the applicant and/or household members/guests
- *Any record of disruptive or dangerous behavior
- *Any record unsanitary or hazardous housekeeping

3. Felony & Misdemeanor Convictions

Any conviction for crimes of moral turpitude, or any other conduct which poses a direct threat to the health or safety of other residents within the last seven years, will be grounds for rejection of any application and/or termination of a Lease Agreement. A felony or misdemeanor conviction involving the following crimes, within the last seven years will be deemed without limitation to pose a threat to the health and safety of other residents: murder, manslaughter, homicide, assault, malicious wounding, threat to bodily harm, kidnapping or abduction, any sex-related crimes, robbery, any crime involving the use of a firearm or other weapon, any crime involving the use or distribution of illegal substances or drugs, or arson.

An application will not be processed if an applicant has a pending charge involving any of the above crimes, unless and until such charge has been dismissed and the applicant has been adjudicated innocent of such crime.

4. Employment

Applicant must have been gainfully employed at current job (full or part-time) for a minimum of six months. Employment of less than six months due to transfer in a related field is accepted.

5. Income

Annual income must be as follows:

<u>Floor Plan (# of Bdrms)</u>	<u>Minimum</u>
Carlo – 1 bdrm	\$37,440
Capri – 1 bdrm	\$39,780
Marco – 2 bdrm	\$41,760
Pallo – 2 bdrm	\$46,220
Milano – 2 bdrm	\$51,120
Fresco – 2 bdrm	\$54,180
Bianca – 3 bdrm	\$56,700
Bella – 3 bdrm	\$59,940

Maximum

Household income not to exceed 150% of median income
150% Median Income Limit for Effective 3/20/2008
\$97,650
(Total household income before taxes)

6. Change in Family Composition

In order to remove or add an adult to your Lease Agreement, you must have lived in your apartment at least six months and the entire household must be re-qualified.

7. Misrepresentation

This category includes any willful misrepresentation by the applicant in the application procedure.

8. State and Federal Laws

This category includes any failure to meet the eligibility requirements imposed by any applicable state and federal laws and any rules, regulation, requirements promulgated thereunder.

9. Occupancy Standards

Two (2) persons per bedroom will be allowed unless local building code guidelines provide otherwise.

10. Renter’s Insurance

Landlord requires that Tenant(s) obtain insurance coverage for their personal property such as “*Renter’s Insurance*”. Tenant(s) agree to provide Landlord sufficient proof of such insurance.

I have read this Resident Selection Criteria and understand the above will be used to determine my eligibility for residency at Avondale Apartments at Kempsville.

Applicant Signature

Date

Applicant Signature

Date



Application Agreement

Reservation is hereby made for an apartment Avondale Apartments at Kempsville for occupancy on _____. An application fee of \$ _____ is made for reserving the apartment. This fee will be credited to the required Security Deposit upon the signing of the lease. If you or any co-applicant withdraws this application for any reason after the allotted amount of time (24 hours), the above said application fee can be retained by Avondale Apartments at Kempsville and applied towards liquidated damages. If your application is disapproved, the above said application fee will be returned to you.

I understand that if I am unable to enter into and occupy the apartment at the time provided by reason of its not being ready for occupancy, or by reason of the holding over of any previous occupancy, or as a result of any cause or reason beyond the direct control of the Lessor, the Lessor shall not be liable in damages to the resident therefore, but during the period I am unable to occupy the apartment, the rental shall be abated. If Lessor is not able to deliver possession of the apartment within five (5) days of the commencement date above, I may cancel and terminate the lease and the deposit will be refunded within thirty (45) days.

In addition, the applicant(s) has/have paid a separate processing fee of \$ _____. This fee defrays the cost of administrative paperwork and is non-refundable.

Signature of Applicant

Date

Signature of Co-Applicant

Date

Agent for the Landlord

<p><i>OFFICE USE ONLY:</i></p> <p><i>APPLICATION STATUS: (circle one) APPROVED DENIED</i></p> <p><i>INFORMED APPLICANT(S) ON: _____</i></p> <p><i>APPROVAL/DENIAL WAS RELAYED: (circle one) IN PERSON BY TELEPHONE IN WRITING</i></p> <p><i>PERSON INFORMED: _____</i></p> <p><i>AGENT WHO INFORMED APPLICANT(S): _____</i></p>

GOVERNMENT DATA COLLECTION AND DISSEMINATION PRACTICES ACT LETTER

MARKET RATE DEVELOPMENTS

Dear (Mr/Mrs/Ms) _____

As provided by the Government Data Collection and Dissemination Practices Act, anyone who is requested to provide personal information about himself must be informed whether he is legally required to provide such information, or whether he may refuse to supply the information requested. As an applicant for housing financed to the Virginia Housing Development Authority, you are requested to provide certain information that will enable _____ to complete Virginia Housing Form No. MD:320, "Confirmation of Resident Eligibility."

The information requested will be used to determine an adjusted annual income which you and your family receive from all income sources. This is necessary because the Rules and Regulations adopted pursuant to the Authority conferred on the Virginia Housing Development Authority limit eligibility for initial occupancy to families whose adjusted income does not exceed certain established limits. In addition, it is necessary to know the composition of your family (number of dependents) so that the proper size of dwelling unit may be authorized for you and your family.

Although you are not legally required to provide the information requested, your failure to do so will result in our inability to determine your eligibility for housing in this development.

Copies of the completed "Confirmation of Resident Eligibility" are sent by this management agent/owner to the Virginia Housing Development Authority, 601 South Belvidere Street, Richmond, VA 23220. It is possible that information provided by you will be revealed to others for the purpose of confirmation or for other purposes in accordance with the Virginia Freedom of Information Act, but any information so supplied is subject to the safeguards of the Government Data Collection and Dissemination Practices Act.

Sincerely,

Management

Received (Date) _____

By: _____

Release and Authorization Statement

I authorize the procurement of a consumer report on me.

In connection with this request, I authorize all corporations, companies, former and current employers, consumer reporting agencies, educational institutions, law enforcement agencies, motor vehicle departments, city, state, county, and federal courts, military services, and persons to release information they may have about me to Retail Merchants Association of Tidewater Virginia, Inc. dba Retail Alliance and it's agent, with which this form has been filed and release all parties involved from any liability and responsibility for doing so.

This authorization, in original, fax or copy form, shall be valid for this and any future reports or updates that may be requested.

PLEASE PRINT:

(Last Name) (First Name) (Middle Initial)

(Maiden Name/Former Name)

(Current address, city, state & zip)

(Former address)

(Social Security Number) (Date of Birth)*

(Driver License Number) (State of Issue)

(Signature) (Date)

- Without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.

Revised: 4/18/2008

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