

Office Use Only

Apartment Assigned: \_\_\_\_\_ Move-In Date: \_\_\_\_\_ Key Tag \_\_\_\_\_ Pro-Rated Rent \$ \_\_\_\_\_  
Monthly Rent Amount: \$ \_\_\_\_\_ Sec. Deposit Pd.: \$ \_\_\_\_\_ Lease Expiration: \_\_\_\_\_ Parking #1 \_\_\_\_\_  
Processed By: \_\_\_\_\_ Approved by(Manager Only)/Date: \_\_\_\_\_ / \_\_\_\_\_ Parking #2 \_\_\_\_\_

APARTMENT RENTAL APPLICATION  
**King's Landing Apartments**  
1000 Litton Lane  
Suffolk, Virginia 23434  
Toll Free Telephone: 1-877-883-0784

King's Landing Apartments does not discriminate against any prospective resident or employee because of their race, creed, age, religion, sex, familial status, or disability. TO PROCESS APPLICATION, ALL LINES MUST BE COMPLETED/ **NO WHITE OUT TO BE USED**  
Any misrepresented, misleading, incorrect or untrue statement discovered at any time will result in application rejection or lease termination.

**Application Fee: \$32 per Married Couple or per Each Single Person**

**Security Deposit: Is based on credit worthiness/not to exceed the equivalent of two months rent but not less than \$300**

Apartment Desired (Circle): 1 Bedroom 2 Bedroom Floor Level \_\_\_\_\_ Date Desired: \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_, \_\_\_\_\_

(Jr. Sr, etc.)

S.S.# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Present Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Automobile Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Vehicle Tag Number and State \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Own or Rent? \_\_\_\_\_. Current Monthly Rent: \$ \_\_\_\_\_ Rental Agent Phone No. \_\_\_\_\_

If renting, Management Company/Apartment Complex \_\_\_\_\_

Previous Address \_\_\_\_\_ Years at Address \_\_\_\_\_

Name of Rental Agent \_\_\_\_\_ Rental Agent Phone No. \_\_\_\_\_

List all States lived in since age of 18 \_\_\_\_\_

Place of Employment \_\_\_\_\_

Employment Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Title or Pay Grade \_\_\_\_\_ Length of Employment \_\_\_\_\_ Years.

Gross Monthly Income \$ \_\_\_\_\_ (Income before taxes and other deductions)

Supervisor \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

**If unemployed, do you anticipate becoming employed within the next twelve months? No \_\_\_ Yes \_\_\_**

**Emergency Contact (Nearest Relative):**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**FOR ALL APPLICANTS: Monthly Payments and Balances for the Following:**

<u>Obligation Type</u>	<u>Monthly Payment</u>	<u>Balance</u>	<u>Name</u>	<u>Acct. No.</u>
Alimony	\$ _____	\$ _____	_____	_____
Child Support	\$ _____	\$ _____	_____	_____

**Household Eligibility**

**Other Sources of Income or Anticipated Income from Assets:**

<u>Income Source</u>	<u>Monthly Income</u>	<u>Book/Face Value or Balance</u>
Stock/Bond Dividends	\$ _____	\$ _____
Interest Income (All Sources)	\$ _____	\$ _____
Pension _____	\$ _____	\$ _____
Checking Acct _____	Yes ___ No ___	Acct Number _____ Balance \$ _____
Savings Acct _____	Yes ___ No ___	Acct Number _____ Balance \$ _____
Social Security and/or SSI	\$ _____	
Alimony	\$ _____	
Child Support	\$ _____	
AFDC/Government Assistance	\$ _____	
Unemployment Compensation	\$ _____	

List value of all Assets, including Stocks, Bonds, Trusts, Pensions Contributions, IRA's, Keogh Accounts and Certificates of Deposits:

\$ \_\_\_\_\_. Did you have any assets in the last 2 years not listed above? No \_\_\_ Yes \_\_\_\_\_. If yes, did you dispose of the assets for less than fair market value? \$ \_\_\_\_\_ If yes, list asset, market value at time of disposition, amount received and date disposed. \_\_\_\_\_

Do you own a home or other real estate? No \_\_\_ Yes \_\_\_\_\_.  
Are all members of your household full-time students? No \_\_\_ Yes \_\_\_\_\_.  
Is any member of your household on leave of absence from work due to lay-off, medical, maternity or military leave? No \_\_\_ Yes \_\_\_\_\_. If yes, who and give reason and length of time: \_\_\_\_\_  
Does any member of your household work for an organization that pays them in cash? \_\_\_ No \_\_\_ Yes  
Have you or any member of your household been convicted of any felonies or misdemeanors (other than routine traffic offenses)? \_\_\_ No \_\_\_ Yes.  
If yes, who and details of conviction: \_\_\_\_\_

I hereby certify that I am \_\_\_\_\_ am not \_\_\_\_\_ entitled to child support payments from any person or agency for the children listed below. Indicate Amount Entitled To: \$ \_\_\_\_\_, Source: \_\_\_\_\_.

Indicate actual amount received if more than amount entitled to: \$ \_\_\_\_\_. If I am not entitled to support the reason is: \_\_\_\_\_.

**Children (Under 18):**

Name \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_ Social Security # \_\_\_\_\_  
Name \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_ Social Security # \_\_\_\_\_  
Name \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_ Social Security # \_\_\_\_\_

**All Signatories to this application understand and agree to the following:**

1. I hereby authorize King's Landing Apartments to obtain consumer reports, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which application was made. I hereby expressly release King's Landing Apartments, and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies. I further certify that the statements made in this application are true and complete to the best of my knowledge and belief and are aware that false statements may result in rejection of your lease or lease agreement termination at a later date and are punishable under Federal law.
2. Rents are promptly due on the 1st of each month. Rents paid after the fifth will incur a late charge. Two late payments constitute grounds for automatic eviction under Virginia law.
3. **Pets, other than small birds and fish, are not allowed for any reason.** Any resident introducing a pet into their apartment will pay a pet assessment charge of \$200 and their lease will be terminated.
4. **Proof of renter's insurance with a minimum of \$100,000.00 General Liability is required prior to occupancy, naming King's Landing Apartments as additional certificate holder. Refer to the Resident Guide for additional requirements.**
5. Subletting is never permitted. Only those residents who have specifically executed a lease agreement with **King's Landing Apartments** are permitted occupancy. Residency by others is grounds for immediate termination of the lease agreement and forfeiture of security deposit.
6. All apartments are to be kept clean, safe and quiet. Management reserves the right with prior notice to make an inspection of any apartment.
7. **The holding fee submitted with this application will reserve your apartment for occupancy on the move-in date. At that time, the holding fee will be applied as the Security Deposit. Applicant(s) may cancel this application within seventy-two hours of application submittal without penalty for full return of the holding fee. Upon approval of this application and after the initial seventy-two hour grace period, applicant(s) are irrevocably bound to the full term of the lease. Should the applicant(s) elect to cancel or fail to move-in after the seventy-two hour grace period, the applicant(s) shall continue to be responsible for the rental payments during the term of the lease or until the apartment is re-rented. Similarly, applicant(s) shall also be responsible for reimbursement of all marketing costs until the apartment is otherwise assigned or re-rented to another applicant(s).**
8. Recreational and commercial vehicles are prohibited on the premises; motorcycles are allowed by conditional permit only.
9. The application fee of \$32.00 per Married Couple or per each Single Person is non-refundable and shall be paid by cash, credit/debit card or money order payable to: **King's Landing Apartments.**
10. This application along with all supporting documentation will expire ninety (90) days from the date this application is signed. If you are on a waiting list, we will re-verify all information provided at no additional charge to applicant.

How did you hear about **King's Landing Apartments**? \_\_\_\_\_

**GOVERNMENT DATA COLLECTION AND DISSEMINATION PRACTICES ACT**

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 by the Virginia Housing Development Authority, you are requested to provide certain information that will enable **King's Landing Apartments** to complete a "Tenant Income Certification."

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 "Tenant Income Certification" 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.

I, the undersigned Applicant, do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief.

**Final approval of this application requires proof of identity that includes Social Security card and a valid form of picture identification.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Resident Selection Criteria

### A. Policy

This apartment community shall not discriminate against any prospective resident with regard to race, color, creed, age, religion, sex, national origin, familial status, or handicap, all as defined by U.S. Federal law.

### B. Objective

The overall objective of the resident selection criteria/process is to select residents who are likely to pay their rent on a timely basis, who will respect community property, who will abide by the provisions of their lease agreement, and who will enjoy living in our community. To this end, certain standards are established which will be used at initial application applying to all applicants consistent with the policy stated above.

### C. Criteria

#### 1. INCOME.

- a. If this community has received federal tax credits to provide affordable housing for low income Americans, maximum income limits imposed by the federal government may prohibit us from renting to you. Conversely, the minimum disposable income must be at least one and one-half times the market rent amount.
- b. If this community is financed by the Virginia Housing Development Authority (VHDA) to provide affordable housing to residents of Virginia, maximum income limits may prohibit us from renting to you. Conversely, the minimum disposable income must be at least two and one half the market rent amount, which is the same minimum income for communities with no income restrictions.

2. A COMPLETE APPLICATION. If a line is not filled in, the application will be rejected and the applicant will be ineligible. **All adults in the household must sign the rental application and present an acceptable photo ID to verify identity.** Acceptable photo IDs are passports or IDs issued by the United States government or a state government.

3. CURRENT AND/OR PRIOR LANDLORD VERIFICATION. If available, we must receive a favorable recommendation from your current and/or prior landlord. Previous landlords reporting noncompliance activity, including, but not limited to, repeated disturbances of a neighbors' peace, reports of gambling, prostitution, drug dealing or drug manufacturing, or any other criminal activity, damage to property beyond normal wear, a report of violence or threats to landlords or neighbors, allowing persons not on the lease to reside at the residence, failure to give proper notice when vacating the property, or failure to pay rent in a timely manner will be grounds to deny your application.

4. VERIFICATION OF INCOME AND/OR ASSETS. Prior to requesting a credit report, we must be able to verify the income represented on your rental application. Your application may be rejected in the event that we can not verify your income. A stable employment history is normally an indicator of an ability to meet financial obligations. However, other sources of income may also be considered such as verifiable pensions, Social Security payments, child support, alimony, investment income, etc. Each application will be individually evaluated. Since income must be verifiable in writing, we may request Federal tax returns, pay stubs, bank statements or other documentation.

5. CREDIT CHECK. Once we have obtained a favorable landlord reference, if available, and have verified your income, a credit report will be requested through a nationally recognized credit reporting service such as Credit Retriever or First American Registry. Your income, the cost of the apartment, your credit history, prior rental history, and other variables may be used by these services to make a determination as to whether you are a credit worthy applicant or not. We require individual applications on all roommates. If you are applying as a roommate, we will also require a credit report on you. We require that at least one roommate be credit approved. However, the credit reporting service will, if necessary, combine the income and credit histories of roommates to make a determination.

6. **CRIMINAL HISTORY.** If you are approved for credit as described in Paragraph 4, we will request criminal history reports on you and every member of your household who is 18 years old or older. Effective February 16, 2009, any sexual assault or battery convictions, drug related conviction or any felony conviction(s) that involves crimes of a violent nature will result in immediate disqualification of your application.

7. **APPLICATION ACCURACY.** Any information supplied by an applicant that is false, misleading, or inaccurate is grounds to reject the application. Any information in the rental application that is later found to be false, misleading, or inaccurate will be grounds to immediately terminate the rental agreement without recourse to the Landlord.

8. **GUARANTORS.** Guarantors, if required, shall have the same application requirements as the applicant.

9. **APARTMENT OCCUPANCY.** The following occupancy limits per apartment shall apply:

- a. One bedroom apartments: One or two persons
- b. Two bedroom apartments: One or two persons or four persons of one family
- c. Three bedroom apartments: One, two, or three persons or six persons of one family

10. **AGE OF APPLICANTS.** Applicant must be an emancipated adult, or 18 years or older.

#### **D. Rejected Applications**

If an application is disapproved, the applicant(s) will be notified in writing of the reason(s) for such disapproval. Application fees will not be refunded. The applicant may request a copy of the credit report, if he/she has been rejected for credit reasons. A disapproved applicant may not re-apply for 60 days.