



Date of Application: _____
 My first, second, and third choices are:

Date Apartment Needed: _____

Size	I&II	III	V-IX	Townhome	Area Preference	Floor
1BR					Student	1 st
1den					Grad/Prof.	Enclosed
2BR						Walkout
2den					Pets: Yes	2 nd
3BR					Pets: No	3 rd
3den						
4BR						

A \$30 non-refundable Application fee must accompany each application. WE DO NOT ACCEPT CASH. Each co-applicant and each occupant 18 years old and over must submit a separate application. Spouses may submit a single application.

Please Print:

Applicant's Full Name: _____ Social Security #: _____
 Birth date: _____ Marital Status: Single Married Separated Divorced
 Applicant's Email: _____ Applicant's Phone: _____
 If student, what class: _____ Department: _____

Spouse's Name: _____ Social Security #: _____
 Birth date: _____ Email: _____ Phone: _____

Complete Names of all who will occupy the apartment: _____

Present Address: _____ City: _____ State: _____ Zip: _____
 Phone #: _____ Where I have lived for _____ years/months, which I own rent, at \$____/month
 Present Owner/Agent: _____ Address: _____
 City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____
 Previous Address: _____ City: _____ State: _____ Zip: _____
 Permanent Address: _____ City: _____ State: _____ Zip: _____

Present Employer: _____ Position: _____ How Long? _____
 Address: _____ Phone #: _____ Income: \$ _____
 Local Employer (if different): _____ Position: _____ Income: \$ _____
 Address: _____ Phone #: _____
 Spouse's Employer: _____ Position: _____ How Long? _____
 Address: _____ Phone #: _____ Income: \$ _____
 Spouse's Local Employer (if different): _____ Position: _____ Income: \$ _____
 Address: _____ Phone #: _____

Additional income such as child support, alimony, financial aid, or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder.

Source: _____ Amount: \$ _____ per _____

*If applicant is under 18 years of age and/or **lacks sufficient income**, a guarantor (parent or guardian) is required.*

Guarantor Information:
 Name: (must be a US Citizen) _____ S.S.#: _____
 Relationship to Applicant: _____ Email: _____ Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Employer: _____ Average Annual Income: \$ _____
 Work Address: _____ City: _____ State: _____ Zip: _____
 Work Phone #: _____ Position: _____ Length of Employment: _____

Emergency Contact person, over 18, who will not be living with you:
 Name: _____ Relationship to Applicant: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell Phone: _____ Email: _____

HAVE YOU EVER: Filed for Bankruptcy? Yes No Been evicted from Tenancy? Yes No
 Willfully or intentionally refused to pay rent when due? Yes No
 Been convicted or plead guilty to a crime? Yes No
 Describe: _____
 Been convicted of drug related criminal activity? Yes No
 Describe: _____

You hereby declare that all statements on this application are true and complete and authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject your application, retain all fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. If you withdraw your intent to lease after 3 days, and have paid a reservation deposit, said deposit is not refundable. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the lease contract, rules, and financial obligations.

Applicant's Signature: _____ Date: _____
 Signature of Spouse: _____ Date: _____



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 Stonemark Management

Terrace View Apartments

Statement of Rental Qualifications

Equal Housing: Terrace View Apartments is an equal opportunity housing provider. This community does not discriminate on the basis of age, race, color, religion, sex, handicap, familial status, or national origin.

Availability: Applications for apartments and town homes will be accepted on a first-come, first-serve basis and are subject to availability of the apartment type requested.

Rental Application: Rental applications are to be completed by each applicant. Any omissions or falsifications may result in the rejection of an application or termination of a lease. Application will be accepted only when completed in full. Applications for the same unit are to be submitted together along with the \$30.00 application fee per person.

Qualifying Criteria: In approving an application for residency, the criteria listed below must be met in order to stand on the lease alone. If requirements are not met a guarantor will be needed or the application for residency may be rejected. A guarantor will not be allowed in the case of a rejection of the application due to a felony conviction.

- **Income/Employment:** Each applicant's income must meet or exceed the total monthly rent by three times. Your employer must verify the income. Applicants must have a full-time job with at least one-year of stable employment history.
- **Rental History:** An unsatisfactory rental history could result in the disqualification of the application.
- **Credit History:** An unsatisfactory credit report may disqualify an applicant. An unsatisfactory credit report could include current bad debts, unpaid bills, liens, judgments, or bankruptcy. If an applicant is rejected for poor credit history, the applicant will be informed of the name, address, and telephone number of the credit reporting agency.
- **Criminal History:** A felony conviction may disqualify an applicant. A criminal background check will be generated and evaluated in accordance with our companies' felony policy.

Reservation Fee: A reservation fee is required upon signing a lease to hold the apartment. The reservation fee is not refundable 72 hours after payment date, without prior approval. Upon lease commencement, the reservation fee will be transferred to cover the security deposit and will be retained in accordance with the laws of the state of Virginia. The reservation fee/deposit may be used to cover defaults and damages made by the applicant/resident.

Guarantor: A guarantor will be required if the applicant is a full-time student, under the age of 18, or does not meet the qualifying criteria. When applying, you will provide the guarantor's information on the rental application. The guarantor must meet the income/employment criteria. A guarantor will be fully responsible for the lease if the occupying resident(s) defaults.

Rental Payment: The monthly rent is due on or before the first day of the month. There will be a late fee for all rent paid after the fifth of the month, in the amount of \$100.00. Rent can be paid by check, cashier's check, or money order. No Cash Please! Only one check will be accepted for rent per apartment. All returned checks will be assessed an NSF fee of \$50.00 plus applicable late fees. NSF checks will have to be replaced by a cashier's check or money order. Rent and deposits due at initial move-in must be paid in certified funds.

Roommates: Each is fully responsible for the entire rental payment and each must execute the lease and all other addendums.

Parking: Upon move-in you will need to register your vehicles for a parking decal in order to park in the parking lots. Parking decals will be issued only to residents and their guarantors and will cost \$5 per decal. The vehicle must be registered under the resident or guarantor's name. Boats, trailers, campers, or commercial vehicles will not be allowed in the parking areas. Guests must use street parking or designated visitor parking spaces.

Renter's Insurance: The owner's insurance policy does not cover damage by fire, water, vandalism, or any other cause to your personal property located within the apartment. We strongly recommend that you obtain a renter's insurance policy to cover any damage that may happen to your personal property.

Pets: Pets are prohibited except within the following restrictions and per management approval.

- Pet verification letter from an animal clinic required.
- A deposit of \$200.00, plus a \$100.00 non-refundable fee is required.
- Rent will increase an additional \$20 per month for the pet.
- One no more than 50lb pet, or two totaling no more than 50lbs, are allowed per apartment.
- Pets up to 80lbs are permitted with double fees, deposits, and pet rent.
- See lease and resident handbook for additional information on pets.

Applicant Signature: _____ **Date:** _____

Printed Name: _____

FOR OFFICE USE ONLY			
Apartment Number:	Phase:	Size:	
Floor Level:	Rent/month:	Leasing Consultant:	
Lease Dates:			Comments: