



3335 William Johnston Lane #11, Dumfries, Virginia 22026
Phone: 703-221-4838 leasing@virginiacommons.com Fax: 703-221-6643

_____(Applicant) hereby applies to lease
an apartment at Virginia Commons Apartments (Premises/Landlord).

Non-refundable Processing and Reservation Fee: A non-refundable processing fee in the amount of \$40.00 per applicant is included with this Application. Within 24 hours after approval and acceptance by the Landlord, the Applicant shall pay a \$250 non-refundable reservation fee to reserve an apartment – such non-refundable reservation fee shall be credited to the prospective tenant when they sign a lease and move in and may be credited towards their security deposit/rent at the tenant's election.

Where can you be reached prior to the lease term?

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____@_____

How did you find out about us? _____

What size apartment are you looking for? _____

When do you need the apartment? _____

Length of Lease requested: (6 month / 12 month)

Office Use:

Application Fee: _____

Reservation Fee: _____

First Month Rent: _____ (+\$75 for leases < 12 months)

Rental Insurance Received: _____

All documents present for processing: _____

Copy of Military Orders + LES _____

Resident Selection Criteria

Qualifying Standards

1. Identity Verification. A Government issued photo identification will be needed from all applicants.
2. Rental History: Rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice to vacate with no damages is expected.
3. Credit: All applicants agree to having a credit check and reference check. A positive record of credit and references is expected.
4. Income: Applicants must have a gross verifiable income that exceeds the minimum income requirements set forth for the type of unit applicant wants to rent. Acceptable income verification is required. Examples of acceptable documents for review include: 2 most recent paycheck stubs/LES, if new employment: official letter of employment offer, and if self-employed: most recent tax return or certified verification from their certified public accountant; copy of voucher docs, or other verifiable proof of income being used to qualify. In lieu of the income verification, tenant may show proof of cash assets equal to three (3) years rent.
5. If income and creditworthiness qualifications are met, a limited criminal background check will be done with the goal to determine whether the applicant's tenancy may present a current direct threat or harm to others or the risk of substantial damage to the property of others. If the applicant's criminal conviction records uncover some concerns about these issues, we will contact the applicant for further information so we can make this screening determination after considering the applicant's explanation of the facts and circumstances.
6. Military Tenants: All active military must provide a copy of their orders, name and phone number of their commanding officer, school assigned and term information (if applicable) and LES information.
7. We will only accept an application when we have the type unit you are requesting available, and application screening is good for 30 days. We do not maintain waiting lists. **ALL required documents and paid application fee must be provided with your application prior to screening. Incomplete applications will not be processed. Pictures of application pages will not be accepted.**

Occupants

Federal Guidelines for occupancy are 2 occupants per bedroom.

Pets

Only small pets (under 35 lbs) are permitted subject to property pet policy. No vicious breed animals will be allowed. Maximum of 2 pets allowed provided their combined weight is under 55 lbs. Pet fee is \$25/month per pet.

No cosigners accepted

*****Proof of Rental Insurance and Electric Account for your apartment is required prior to move-in*****

This community does not discriminate on the basis of race, color, sex, religion, handicap, age, familial status, source of funds, sexual orientation, gender identity, national origin, military status.

Please Print

Applicant

Name _____

Social Security # _____ Birth date _____

Driver's License Number _____ State _____

Current Address _____ City/State/Zip _____

Month & Year Moved in _____ Monthly Rent \$ _____

Reason for leaving _____

Owner or Agent _____ Phone _____

Previous Address (if within 3 years)

Month & Year Moved in _____ Monthly Rent \$ _____

Reason for leaving _____

Owner or Agent _____ Phone _____

Present Employer / Source of funds being used for application screening

Name _____ Supervisor Name/Title _____

Address _____

Dates Employed _____

Position _____

Phone _____

Salary \$ _____ per _____ Number of hours per week _____

Military:

Orders showing assignment to _____ unit – >

if school, _____ school with expected graduation on
_____ (date).

Commanding Officer _____, Phone Number _____

Email: _____

If Employed by above less than 6 months please fill out previous employer.

Previous Employer

Name _____ Supervisor Name/Title _____

Address _____

Dates Employed _____

Position _____

Phone _____

Salary \$ _____ per _____ Number of hours per week _____

Co-Applicant

Name _____

Social Security # _____ Birth date _____

Driver's License Number _____ State _____

Current Address _____ City/State/Zip _____

Month & Year Moved in _____ Monthly Rent \$ _____

Reason for leaving _____

Owner or Agent _____ Phone _____

Previous Address (if within 3 years)

Month & Year Moved in _____ Monthly Rent \$ _____

Reason for leaving _____

Owner or Agent _____ Phone _____

Present Employer / Source of funds being used for application screening

Name _____ Supervisor Name/Title _____

Address _____

Dates Employed _____

Position _____

Phone _____

Salary \$ _____ per _____ Number of hours per week _____

If Employed by above less than 6 months please fill out previous employer.**Previous Employer**

Name _____ Supervisor Name/Title _____

Address _____

Dates Employed _____

Position _____

Phone _____

Salary \$ _____ per _____ Number of hours per week _____

	Applicant		Co-applicant	
	YES	NO	YES	NO
Have you ever filed for bankruptcy?				
Have you ever been evicted from tenancy?				
Have you ever willfully or intentionally refused to pay rent?				
Have you ever had a judgment /collection issued against you?				
Are you obligated to pay alimony or child support?				

If you answered “yes” to any of the above, please attach an explanation.

Additional information

Your Vehicle Make/Model _____ Year _____
 Tag#/State _____

Second Vehicle Make/Model _____ Year _____
 Tag#/State _____

Other Vehicles _____

Pets (number and type) _____

Emergency Contact:

Name: _____ (and relationship) _____

Address: _____

Phone Number: _____

Email: _____

I/We represent that the premises shall not be used for any illegal or restricted purpose(s) and certify that the above information is true and complete to the best of my/our knowledge.

I/We hereby authorize the person or firm to whom this application is made, any credit bureau or other tenant screening service employed by such person, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my credit, income, rental history, and criminal conviction history.

Signature of Applicant _____

Date _____

Signature of Co-Applicant _____

Date _____

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Request for Residency Verification

For use by Applicant's Current/Previous residence:

TO:

RE: _____

We have received an application for the above-named person. We've been given your name as a contact for Landlord verification. We would appreciate your help in completing this for so we can conclude the processing of this application. Please fax this completed form to 703-221-6643 or call 703-221-4838. Thank you, in advance, for your time and cooperation.

Was the above named person on a lease? _____

Date of move in _____ Move out _____

Monthly payment \$ _____ Received on time? _____

If not, please explain: _____.

Any bounced or unpaid checks? _____

Was proper notice of vacating received? _____

Reason for vacating: _____

Have neighbors ever complained about tenant? _____

Was any legal action ever initiated? _____ If yes, please explain: _____

Condition of property after tenancy? _____

Was the Tenant's full security deposit refunded? _____

If not, what deductions were made? _____

Would you rent to this person again? Yes _____ No _____

Other Comments _____

Signature: _____ Date: _____

Title: _____ Telephone: _____

Thank you, in advance, for your time and cooperation.

For use by Applicant(s):

The applicant hereby authorizes the firm to whom this application is made, and any credit bureau or other investigative agency employed by such firm, to investigate and to report and disclose to the property owner or his duly authorized property manager the results of the references herein listed, statement and other data obtained from any other person pertaining to credit, employment, rent history and financial responsibility or criminal conviction history of the applicant(s).

_Applicant_Signature_____Date_____

_Co-Applicant_Signature_____Date_____

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Request for Employment/Income Verification (The rental office will send this out for completion)

TO:

RE: _____

The above-referenced person has applied to rent the property located at: Virginia Commons Apartments and has indicated that your Company is his/her employer. The following information is needed in order to process the application.

Name of Company:

Commencement Date of Employment: _____

Annual Income: _____

Probability of Continued Employment: _____

Comments: _____

Completed by _____
(Print Name) (Title/ Position)

Signature Date Phone

Thank you, in advance, for your time and cooperation.

For use by Applicant(s):

The applicant hereby authorizes the firm to whom this application is made, and any credit bureau or other investigative agency employed by such firm, to investigate and to report and disclose to the property owner or his duly authorized property manager the results of the references herein listed, statement and other data obtained from any other person pertaining to credit, employment, rent history and financial responsibility or criminal conviction history of the applicant(s).

_Applicant_Signature_____Date_____

_Co-Applicant_Signature_____Date_____