



# Virginia Commons

3335 William Johnston Lane #11, Dumfries, Virginia 22026  
Phone: 703-221-4838 [leasing@virginiacommons.com](mailto: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 \$35.00 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:**

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Application Fee: \_\_\_\_\_

Reservation Fee: \_\_\_\_\_

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

Rental Insurance Received: \_\_\_\_\_

Unit Assigned: \_\_\_\_\_

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 and Criminal Background Check:** All applicants agree to having a credit report and criminal background check performed. A positive record of prompt credit payments and a clean criminal background check 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. **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.
6. 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.

### **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 been convicted of a felony?				
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 investigative agency employed by such person, to investigate the references herein listed or statements

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Co-Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Virginia Commons Apartments**

3335 William Johnston Lane #11, Dumfries, Virginia 22026

Phone: 703-221-4838 [www.virginiacommons.com](http://www.virginiacommons.com) Fax: 703-221-6643

**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:

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 record of the applicant(s).

\_\_\_\_\_  
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:**

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 record of the applicant(s).

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