

**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**

**Maplewood Apartments**

3824 Maplefield Drive  
Chesapeake, Virginia 23321  
Toll Free Telephone: 1-877-246-7020

Maplewood Apartments does not discriminate against any prospective resident or employee because of their color, creed, age, religion, sex, familial status, or handicap.

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: \$300 per Apartment**

Apartment Desired (Circle): 2 Bedroom 3 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:**

Obligation Type	Monthly Payment	Balance	Name	Acct. No.
Alimony	\$ _____	\$ _____	_____	_____
Child Support	\$ _____	\$ _____	_____	_____

**Household Eligibility**

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

Income Source	Monthly Income	Book/Face Value or Balance
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:**

- I hereby authorize Maplewood 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 Maplewood 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.**
- 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.
- 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.
- Renter's insurance is required for persons with waterbeds (allowed on first floor only).
- Subletting is never permitted. Only those residents who have specifically executed a lease agreement with **Maplewood Apartments** are permitted occupancy. Residency by others is grounds for immediate termination of the lease agreement and forfeiture of security deposit.
- All apartments are to be kept clean, safe and quiet. Management reserves the right with prior notice to make an inspection of any apartment.
- 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).**
- Recreational and commercial vehicles are prohibited on the premises; motorcycles are allowed by conditional permit only.
- The application fee of \$32.00 per Married Couple or per each Single Person is non-refundable and shall be paid by money order payable to: **Maplewood Apartments.**

How did you hear about **Maplewood 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 Governor's Pointe 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.

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