

Drucker & Falk is proud of its reputation for courteous service, its concerns for the needs of its clients and its adherence to all Federal, state and local laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap.

Each individual age 18 or older who wishes to reside in the apartment will submit a separate Application for Residency and provide a valid social security number and driver's license or government issued photo identification or passport. If an individual does not have a Social Security number, Form I-551 (green card) or Form I-94 plus the corresponding passport and Visa may be used in place of a social security number. Inquiries will be made regarding an applicant's credit history, employment history, public records information and previous rental and housing information. This information will determine if the applicant will be accepted for an apartment at our community.

If any of the provisions of this rental application are found to be unenforceable or void, then you and we agree that such unenforceable provisions shall be disregarded by the court, and the remaining enforceable provisions of this rental application will remain enforceable and binding on both you and us and will be construed to reflect the intent of the parties.

EMPLOYMENT/INCOME: Employment, income and assets will be verified on each applicant. Gross monthly income must meet the minimum requirements and cannot exceed the maximum allowable income for the community for which the application is submitted. Income/employment may be verified by one or more of the following: verified in writing by employer on our form; most recent 4-8 consecutive paystubs; letter of intent from employer (work start date no later than two weeks from lease effective date); or tax return for previous year (self-employed individuals only).

RENTAL HISTORY: Two years of residential history will be verified on each applicant. Applicant must have been a lease holder or mortgagee for any reference to be valid. References should reflect the applicant's ability and willingness to make timely payments as required by the lease and comply with lease terms and community policies and guidelines. An unfavorable rental reference (non-compliance with community policies) or a reference which reports more than 3 late payments and/or returned checks in the most recent 12 month period will result in automatic denial of an application.

CREDIT: The applicant's credit history will be obtained from a national credit reporting agency. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the lease. A lack of credit history may be considered a negative factor. Negative housing credit history will result in automatic denial of an application.

GUARANTOR/ADDITIONAL DEPOSIT: In some instances, the application can only be approved with a guarantor or payment of additional deposit. For guarantors, the guarantor will complete the Apartment Lease Guaranty form and be qualified in the same manner as the applicant with the exception that a different income to rent ratio will be required. Income and credit must be verifiable in the United States.

PUBLIC RECORDS/CRIMINAL BACKGROUND INFORMATION: A public records search will be conducted on each adult occupant. Any one or more of the following will result in automatic denial of the application.

- Felonies and/or misdemeanors involving convictions, probation, deferred adjudication, or pending cases for Weapons, Violence, Crime/Injury to Persons or Sexual Offenses.
- Felonies including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 10 years since completion of sentence.
- Misdemeanors including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 7 year since completion of sentence.

OCCUPANCY GUIDELINES: 2 occupants per bedroom

Family members under 12 months of age at the time of lease signing will not be considered an occupant for purposes of this standard. Should the individual reach the age of 12 months during the lease term, the household will be required upon the expiration of their current lease to either transfer to a larger apartment at the community which meets the guidelines or give notice to vacate at the end of the lease term.

PETS: For those communities that accept pets, prior written approval by management (standard pet agreement) plus payment of any required fees and/or deposits, is necessary before the animal can be brought onto the property (either permanently or temporarily). Consult with your Leasing Professional for any breed or size restrictions or limitation on the number of pets.

RENTER'S INSURANCE: Residents may be required to maintain liability coverage in an amount not less than \$100,000 for the entire period of occupancy. Please be aware that our community insurance policy does not cover damage by fire, water, or any other cause to a resident's personal property (ex: clothes, furniture, electronics, etc.) located in the apartment or anywhere on the community property. Each resident is responsible for obtaining insurance coverage for their personal property.

Providing accurate and up-to-date information during the application process is very important to timely review of the application. Fraudulent information will result in denial of an application.

I have read the information provided above and understand the processing method of my application.

Applicant Signature _____

Date of Application _____

Applicant Signature _____

Date of Application _____



DRUCKER & FALK REAL ESTATE

Thank you for choosing our community for your new home!

APARTMENT COMMUNITY _____ MOVE-IN DATE REQUESTED _____
 APARTMENT SIZE REQUESTED _____ MONTHLY RENTAL RATE _____
 LEASE TERM REQUESTED _____ HOW DID YOU HEAR ABOUT US? _____

An Application Deposit may be required to reserve an apartment. Upon approval of the application, all lease holders will immediately sign the Lease Contract. At that time, the Application Deposit will be credited toward any move-in money required by the Lease Contract. Once the application has been approved, applicant's failure to sign the Lease Contract may result in the deposit being retained as liquidated damages and/or to cover expenses incurred. The Application Deposit will be returned if the application is not approved or if the application is withdrawn prior to signing the Lease Contract. Application Fees are non-refundable.

Each applicant will submit a valid social security card and driver's license or government issued photo identification.
 Any applicant without social security number/card may submit Form I-551 or Form I-94.

APPLICANT FULL NAME (First, Middle, Last) _____ Social Security # _____
 Student Yes No Driver's License #/State _____ Date of Birth _____
 Work Phone # _____ Marital Status Single Married Separated Divorced Widowed
 Cell Phone # _____ Email Address _____

SPOUSE FULL NAME (First, Middle, Last) _____ Social Security # _____
 Student Yes No Driver's License #/State _____ Date of Birth _____
 Work Phone # _____ Marital Status Single Married Separated Divorced Widowed
 Cell Phone # _____ Email Address _____

OTHER OCCUPANTS List each person under age 18 who will live in the apartment. All occupants age 18 or older must submit a separate application.

	Name	Relationship	Date of Birth	Social Security #	Student
1	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

EMERGENCY CONTACT (Person over age 18 to contact in case of emergency – someone not living with you)

Name _____ Relationship _____ Cell Phone # _____
 Address (street, city, state, zip) _____ Work Phone # _____

STUDENT STATUS

Under Section 42 of the Internal Revenue Code, certain households with students are ineligible for occupancy at our community. A full time student is defined as an individual enrolled for 5 months during the calendar year. We therefore require all applicants to answer the following questions regarding student status.

Student Status: Are All Persons Listed Above Full-Time Students? Yes No

If Yes, answer the following questions:

- Is the household comprised of a single parent and child, neither of whom is dependent on a third party? Yes No
- Are the applicant's married and file a joint tax return? Yes No
- Does the household receive AFDC or TANF? Yes No
- Is the head of household in a federal or state job-training program? Yes No
- Any of the household members previously were under the care and placement of the foster care program? Yes No
- Are all members of this household expected to enroll as full time students in the next twelve months? Yes No
- Will this student status change within the next 12 months? Yes No

If yes, please explain: _____

If previously a student, list the month/year last enrolled: _____

APPLICANT EMPLOYMENT

Check All Applicable: Full Time Part Time Self Employed Non-Employed Unemployed

Name of Employer _____ Employer's Phone _____
 Employer's Address _____ Employer's Fax _____
 Supervisor Name _____ How Long Employed _____
 Current Wages _____ Per hour week month year (check one)

- Do you expect to earn substantial overtime? Yes No If yes, how much? _____
- Do you have other employment not listed on this application? Yes No
- Do you work for an employer not listed on this application that pays you by cash? Yes No



SPOUSE EMPLOYMENTCheck All Applicable: Full Time Part Time Self Employed Non-Employed Unemployed

Name of Employer _____ Employer's Phone _____
 Employer's Address _____ Employer's Fax _____
 Supervisor Name _____ How Long Employed _____
 Current Wages _____ Per hour week month year (check one)
 Do you expect to earn substantial overtime? Yes No If yes, how much? _____
 Do you have other employment not listed on this application? Yes No
 Do you work for an employer not listed on this application that pays you by cash? Yes No

RESIDENCY (minimum of 2 years history required)

Current Home Phone _____

Current Home Address (street, city, state, zip) _____
 Monthly Rent \$ _____ Move-In Date _____ Move-Out Date _____
 Apt Community/Owner _____ Mgr/Owner Phone _____
 Reason for Moving _____
 Previous Home Address (street, city, state, zip) _____
 Monthly Rent \$ _____ Move-In Date _____ Move-Out Date _____
 Apt Community/Owner _____ Mgr/Owner Phone _____
 Reason for Moving _____
 Have you ever been evicted or asked to terminate a lease? No Yes If yes, explain: _____

BANK INFORMATION

Name of Bank _____ Name of Bank _____
 Checking Acct # _____ Checking Acct # _____
 Amount in Checking \$ _____ Amount in Checking \$ _____
 Savings Acct # _____ Savings Acct # _____
 Amount in Savings \$ _____ Amount in Savings \$ _____

OTHER INCOME

Employment Income Yes No Amount \$ _____
 Military Pay Yes No Amount \$ _____
 Self-Employment Income Yes No Amount \$ _____
 Social Security Benefits Yes No Amount \$ _____
 Disability Income Yes No Amount \$ _____
 Unemployment Income Yes No Amount \$ _____
 Worker's Compensation Yes No Amount \$ _____
 Pension Benefits Yes No Amount \$ _____
 Veteran's Administration Benefits Yes No Amount \$ _____
 Social Service Assistance (AFDC / TANF, ETC.) Yes No Amount \$ _____
 Child Support Yes No Amount \$ _____
 Alimony Yes No Amount \$ _____
 Recurring Monetary Gifts Yes No Amount \$ _____
 Any other income not mentioned on this application (i.e. 2nd job) Yes No Amount \$ _____

ASSET INFORMATION

Checking Account Interest Rate _____ % Yes No Amount \$ _____
 Savings Account Interest Rate _____ % Yes No Amount \$ _____
 Certificates of Deposit Yes No Amount \$ _____
 Stocks or Bonds Yes No Amount \$ _____
 IRA's or other Retirement Funds Yes No Amount \$ _____
 Mutual Funds Yes No Amount \$ _____
 Trust Accounts Yes No Amount \$ _____
 Life Insurance (Whole or Universal only, do not list Term) Yes No Amount \$ _____
 Personal Property Held as an Investment Yes No Amount \$ _____
 Real Estate Yes No Amount \$ _____
 Any Other Assets Not Listed Above Yes No Amount \$ _____
 Have You Disposed of Any Other Assets in the previous 24 months Yes No Amount \$ _____
 If yes, what is the current market value of the asset? Amount \$ _____
 The total combined asset value for this household is \$5000 or less Yes No Amount \$ _____



GOVERNMENT DATA COLLECTION and DISSEMINATION PRACTICES ACT LETTER

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 Drucker & Falk 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 limits eligibility for initial occupancy to family 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 the 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.

The completed "Tenant Income Certification" is electronically transmitted by Drucker & Falk 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. VHDA Form No. MD:202-01/07

VEHICLES

Auto Make/Model _____	Year _____	Color _____	Tag # _____	State _____
Auto Make/Model _____	Year _____	Color _____	Tag # _____	State _____
Auto Make/Model _____	Year _____	Color _____	Tag # _____	State _____

DESCRIPTION OF ANY ANIMAL WHICH MAY BE IN THE APARTMENT – information on additional animals should be listed on reverse. Breed restrictions may apply.

Name _____	Type (cat, dog) _____	Breed _____	Age _____	Weight _____
Color _____	City of License _____	License # _____	Date of Last Rabies Vaccine _____	

Is animal housebroken? No Yes

No animal is allowed on the premises without prior written consent from management.

IMPORTANT TO APPLICANT

Lease effective date the 25th or later requires payment of prorated rent as well as the next full month's rent.

The lease effective date is final. If you fail to move in on that date, rent will still be charged from the lease effective date.

I authorize inquires to be made by all available means to verify the statements above. This would include, but not be limited to, consumer reporting agencies, public records, criminal background checks, current and previous rental references, employment and salary verifications, other income verifications, asset verifications, student status verifications and personal references.

In addition, I understand that the above information is being collected to determine my eligibility for residency. I certify that I have revealed all income received and assets currently held or previously disposed of and that I have no assets other than those listed on this application (other than personal property). I further certify that the statements made in this application are true and complete to the best of my knowledge and belief and I am aware that false statements may be cause for termination of my lease and may be punishable under Federal Law. I am in agreement that management assisted with the completion of this application.

APPLICANT SIGNATURE _____

DATE OF APPLICATION _____

APPLICANT SIGNATURE _____

DATE OF APPLICATION _____

Before submitting, please review your application carefully to verify all questions have been answered.

