



Dear Future Resident,

Thank you for viewing our urban style lofts in the heart of Church Hill and the Shockoe Bottom. We look forward to having you as a resident! Being some of the most affordable, spacious and well-maintained apartments, they do not last long. It is recommended that your application be turned in within 24 to 48 hours for the best chance to secure your home. Waiting any longer could result in the apartment being rented by another prospective renter.

**What to Bring Back with the Application:**

- Application Fee \$50.00 (Per Applicant, Non-Refundable).
- Application Deposit \$200.00 (Due with application). To secure the apartment.
- Picture ID or a form of ID
- (2) Current Pay Stubs or Offer Letter from Employer.

**If you have any questions, please feel free to call the Leasing Office  
(855) 969-3331 or e-mail [leasing@rvaapartment.com](mailto:leasing@rvaapartment.com) or [kpitts@rvaapartment.com](mailto:kpitts@rvaapartment.com)**



**RENTAL APPLICATION**



Thank you for viewing our urban style lofts in the heart of Church Hill and the Shockoe Bottom. We look forward to having you as a resident! Before you apply to rent an apartment/home in our community, please take the time to review the screening policy.

Please note that these are our rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. It is the policy of this community to comply with applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, nation origin or handicap.

It is **RVA's Management** to uphold the Fair Housing Laws and not deviate from these policies.

**AVAILABILITY:** Applications for apartments will be accepted on a first come, first serve basis. All information on the application will be complete, accurate and verifiable. All appropriate application fees and deposits must be paid before an application will be accepted and / or processed.

**RENTAL RATES:** Rental rates and Specials are subject to change with out notice.

**INCOME GUIDELINES EXAMPLE:**

| Apt size      | Rental rates   | Minimum Income   | Maximum Occupants |
|---------------|----------------|------------------|-------------------|
| Studio/1 Bath | from \$850.00  | From \$30,600.00 | 2                 |
| 1BR/1 Bath    | from \$950.00  | From \$34,200.00 | 3                 |
| 2BR/2 Bath    | from \$1350.00 | From \$48,600.00 | 5                 |

**Screening Criteria:** An outside consumer reporting agency is used in connection with the verification of applicants' income, credit, rental, and criminal history. In addition, based on their credit history and debt to income ratio, applicants may be required to provide evidence of income and rental history and larger than standard deposit satisfactory to management and as requested by management. The consumer reporting agency considers a number of factors in its determination, including, but not limited to, the following: credit history, criminal history, income, applicant's debt and debt service requirements, debt payment history, eviction history, Social Security fraud history, information about applicants contained in databases of Federal, state, and local law enforcement organizations, and other such relevant information.

**CREDIT:** Good credit history is required for standard acceptance. Applicants with no credit, show credit or marginal credit may be approved with an additional Application Deposit. Information from several credit reporting agencies may be used to determine credit status.

**RENTAL VERIFICATION:** A positive record of prompt monthly payment, sufficient notice given and no damages is expected. Home mortgages can substitute for rental history. If there is no rental history, application maybe approved with additional deposit. Management reserves the right to request a notarized copy of rental history from history from individual landlords and a copy of the original lease document.

**EMPLOYMENT:** Proof of stable and verifiable current employment must be provided. Acceptable methods of proof of income may include: a letter from the employer on company letterhead; the most recent W-2 form; or, for self-employed applicants, a copy of the most recent tax return.

**CRIMINAL BACKGROUND:** A criminal background check will be conducted for each applicant and prospective occupant who is eighteen (18) or older. The applicant or occupant of any person may be denied at any time based on their criminal history, in management's sole discretion. Criminal history for which Management may deny applicant or occupancy include, but are not limited to,

felony conviction OR any conviction, active parole, “adjudication withheld” or “deferred adjudication” resulting from charges related to : terrorism, crimes involving possession, manufacture, or delivery of any controlled substance, marijuana, drug paraphernalia, weapons, fraud or financial crimes, prostitution, sex animal cruelty, OR crimes held against persons or property.

**Guarantor/Co-Signer:** Guarantor must complete a rental application and must fully meet the credit, income, rental and criminal background requirements. Guarantor’s gross monthly income must equal **FOUR (4) times** the monthly rent. Guarantor’s income and employment must be verified. Guarantor’s application must be run separately from the Applicant’s application. Guarantor will be required to have all lease paperwork notarized before applicant can move in.

**APPLICATION DEPOSIT:** An application deposit is required to reserve an apartment. The Application Deposit, or any portion thereof, may be applied by management to satisfy all of or part of the Resident’s obligation. If management rejects the application, Application Deposit will be refunded in full.

*Applicant acknowledges that Owner’s acceptance of Applicant as a resident at the property is conditional upon (1.) Owner’s approval of this Application: (2.) receipt of an executed Apartment Lease Agreement from Applicant. In the event any of the conditions have not been met, Owner shall no obligation to lease to Applicant.*

*The application deposit is not considered a security deposit under this Application of applicable law. The application Deposit will either be: (1.) credited to the required security deposit pursuant to an Apartment Lease Agreement executed by Applicant; (2.) refunded to Applicant as provided herein; or (3.) retained by Owner as liquidated damages as provided herein.*

*Application Deposit Credited to Security Deposit*

*In the event that this Application is approved by owner and Applicant meets all other conditions of occupancy, executes an Apartment Lease Agreement with Owner as and when required by owner, the Application Deposit shall be credited towards the security deposit identified in the lease.*

*Application Deposit: If this Application is denied, the Application Deposit will be refunded to Applicant.*

*Application Deposit Retained by Owner*

*Owner shall be entitled to retain the Application Deposit as Liquidated damages; in which case, all further obligations to lease the premises to Applicant shall be terminated if (1.) the application is withdrawn, for any reason, after signing the Application; or (2.) the application is accepted, but Applicant does not sign an Apartment Lease Agreement as and when required by owner; (3) if the Applicant has provided false or misleading information within this application. For the purposes of this provision, if the applicant is required to pay an additional Applicant Deposit or provide a Guarantor in order to qualify for occupancy, the Application shall be deemed conditionally accepted prior to the Application Deposit or application from a Guarantor and the failure to pay the additional application Deposit or present a qualified Guarantor will entitle owner to retain the originally paid Application Deposit or inability to present a qualified Guarantor. Failure to provide documents necessary for approval including income verification documentation or rental history which results in denied status will entitle the owner to retain the application deposit as liquidated damages.*

**ACKNOWLEDGEMENT:** I have read, understand, and accept the above as qualifying standards and rental policies of the Community. Further, by signing below, I authorize a credit report(s) and criminal history records being offered, prepared and delivered in connection with application or tenancy at this community.

I/We authorize RVA Apartment to investigate my/our credit qualifications and hereby release, in any manner all of the information obtained by you. I/We further release all persons, agencies or firms from any liabilities resulting from providing such information. I/We declare under penalty of perjury that the information listed in this application is true & correct.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Applicant Information**

|                   |        |                 |                          |           |         |
|-------------------|--------|-----------------|--------------------------|-----------|---------|
| Name:             |        | Email:          |                          | DL#:      |         |
| Date of birth:    |        | SSN:            |                          | Phone:    |         |
| Current address:  |        |                 | Landlord Phone:          |           |         |
|                   |        |                 | ZIP Code:                |           |         |
| Own               | Rent   | (Please circle) | Monthly payment or rent: |           | From To |
| Previous address: |        |                 |                          |           |         |
| City:             |        | State:          |                          | ZIP Code: |         |
| Owned             | Rented | (Please circle) | Monthly payment or rent: |           | From To |

**Employment Information**

|                   |  |        |         |                 |                |
|-------------------|--|--------|---------|-----------------|----------------|
| Current employer: |  |        | Phone:  |                 |                |
| Employer address: |  |        | From To |                 |                |
| City:             |  | State: |         | ZIP Code:       |                |
| Position:         |  | Hourly | Salary  | (Please circle) | Annual income: |

**Emergency Contact**

***I authorize this person to access my apartment in the event of an emergency. This person is also authorized to access my apartment in the event of an untimely death and remove my personal belongings.***

|   |  |        |               |           |        |
|---|--|--------|---------------|-----------|--------|
| Name of a person not residing with you: |  |        | Relationship: |           |        |
| Address:                                |  |        |               |           |        |
| City:                                   |  | State: |               | ZIP Code: | Phone: |

**Co-applicant Information, if applicant**

|                   |        |                 |                          |           |         |
|-------------------|--------|-----------------|--------------------------|-----------|---------|
| Name:             |        | Email:          |                          | DL#:      |         |
| Date of birth:    |        | SSN:            |                          | Phone:    |         |
| Current address:  |        |                 |                          |           |         |
| City:             |        | State:          |                          | ZIP Code: |         |
| Own               | Rent   | (Please circle) | Monthly payment or rent: |           | From To |
| Previous address: |        |                 |                          |           |         |
| City:             |        | State:          |                          | ZIP Code: |         |
| Owned             | Rented | (Please circle) | Monthly payment or rent: |           | From To |

**Co-applicant Employment Information**

|                   |  |        |         |                 |                |
|-------------------|--|--------|---------|-----------------|----------------|
| Current employer: |  |        | Phone:  |                 |                |
| Employer address: |  |        | From To |                 |                |
| City:             |  | State: |         | ZIP Code:       |                |
| Position:         |  | Hourly | Salary  | (Please circle) | Annual income: |

**Other Information:**

|   |  |                   |  |
|---|--|-------------------|--|
| Arrested/Convicted of any offense involving drugs?      |  | Filed bankruptcy? |  |
| Convicted of a felony offense? (If yes, please explain) |  |                   |  |
| Been evicted? (If yes, please explain)                  |  |                   |  |

**I/We authorize RVA Apartment to investigate my/our credit qualifications and hereby release, in any manner all of the information obtained by you. I/We further release all persons, agencies or firms from any liabilities resulting from providing such information. I/We declare under penalty of perjury that the information listed in this application is true & correct.**

|                            |  |       |  |
|----------------------------|--|-------|--|
| Signature of applicant:    |  | Date: |  |
| Signature of management:   |  | Date: |  |
| Signature of co-applicant: |  | Date: |  |