

The Crest

128 Rutledge Drive
Salem, VA 24153
Ph: 540-387-3411
Fax: 540-389-2633

Marketing Associate: _____

Date returned: _____

Time returned: _____ am/pm

App.Fee: _____ ☐ Paid

Deposit: _____ ☐ Paid

Restoration Fee _____ ☐ Paid

MANAGEMENT SERVICES CORPORATION APPLICATION



-OFFICE USE ONLY-

Type of unit desired:	Expected move-in date:	Apartment number assigned:
Monthly rent:	Date lease begins:	Date lease ends:

PERSONAL INFORMATION

Full Legal Name:	Email Address:	Date of Birth:
Social Security No.:	Driver's License No.:	Make of auto and Tag No.:
Home Phone:	Work Phone:	Cell Phone:
Present Address:		
City/State/Zip Code:		
Landlord/Mortgagee Name:	Phone:	
How long have you lived at this address?:	Do you rent? <input type="checkbox"/> Own? <input type="checkbox"/>	Monthly Payment:
Previous Landlord/Mortgagee Name: (If current is less than two years)		

SPOUSE'S INFORMATION

Name:	Email Address:	Date of Birth:
Social Security No.:	Driver's License No.:	Make of Auto and Tag No.:

Do you have any pets? _____ If yes please list breed, weight, and age: _____

Emergency Contact: (Please list the person you would like us to notify in case of an emergency situation):

Name: _____ Their relationship to you: _____

Address/Phone No.: _____

Credit Information: Where do you bank? _____

Address: _____ Checking/Savings/Loan Account #: _____

**Please complete the information below for any other persons that will be occupying the apartment:
(Anyone over the age of 18 must fill out separate application)**

- 1) Name: _____ Age: _____ Relationship: _____
- 2) Name: _____ Age: _____ Relationship: _____
- 3) Name: _____ Age: _____ Relationship: _____
- 4) Name: _____ Age: _____ Relationship: _____

EMPLOYMENT INFORMATION

Present Employer:	Position:	Length of Employment:
Immediate Supervisor:	Phone No.:	Salary: \$ _____ per
City/State/Zip		
Previous Employer (if less than 2 years):	Position:	
Immediate Supervisor:	Phone No.:	Salary: \$ _____
Spouse's present Employer:	Position:	Length of Employment:
Immediate Supervisor:	Phone No.:	Salary: \$ _____
City/State/Zip		
Previous Employer (if less than 2 years):	Position:	
Immediate Supervisor:	Phone No.:	Salary: \$ _____

Continued on Back

Management expressly reserves the right to reject any application on the basis that an applicant has been convicted by a court of competent jurisdiction of the illegal manufacture, distribution, possession or current use of a controlled substance as defined under applicable federal or state law. Management reserves the right to reject any application on the basis that an applicant has a prior record of a criminal conviction(s) that involved a threat to the health or safety of other individuals. Management reserves the right to reject any application on the basis that an applicant poses a clear and present threat of substantial harm to others or to the dwelling, or property, itself. Management reserves the right to request a copy of applicant(s) Criminal History Record at any time during the application process or residency (if application is approved) at Salem Wood Apartments.

I hereby authorize The Crest to request a copy of my Criminal History Record at any time during the application process or my residency at The Crest. Further, I understand and agree that I will reimburse The Crest for the exact cost of requesting Criminal History Record check.

Have you ever been charged with, pleaded guilty to, have been convicted of, and/or do you have any record of any conviction involving harm to persons or to property? Yes _____ No _____
If yes, explain by indicating the date, nature of any charge, and/or of any conviction. Also, please state the location in which this act(s) was committed, the location in which the charge and/or conviction was filed and rendered, and the sentencing issued as a result thereof.

MILITARY INFORMATION (if applicable)

Rank:		Branch:	
Station:	Serial No.:		Commanding Officer:

LEGAL ALIENS – 12/30/02

Non-U.S. citizens who have entered the United States legally are eligible to apply for residence at The Crest. In order to qualify, the individual(s) must provide the necessary documentation to verify their legal status, satisfy the current rental criteria and complete the Non-U.S. citizen supplemental application.

A visa is proof that a prospect has legally entered the U.S. Check the expiration date to see if the date falls within the lease term. If the visa is expired (or will expire shortly) ask for documentation that the prospect has requested a visa extension. Every non-U.S. citizen who is legally in the United States for an extended period of time has been issued an alien registration number. Obtain this number at the time of application.

Are you and co-applicant citizens of the United States? Yes _____ No _____
(If the answer is no, please fill out the Non-U.S. Citizen Supplemental Application)

- 1) Price subject to change without notice pending full lease execution.
- 2) An application fee is hereby made in the amount of \$ _____. I understand and acknowledge that if this application is not accepted, or if I cancel in writing within 72 hours of acceptance, all monies less a \$ _____ application fee will be returned, in accordance with the Virginia Residential Landlord and Tenant Act, Section 55-248.6:1 In all other cases, any monies paid (including restoration fees) will be forfeited to cover expenses and /or loss of rent incurred by Landlord for my failure to occupy the premises or cancel within 72 hours of application approval.
- 3) Upon the signing of this application, payment of fees, and subsequent approval of applicant(s) request(s) that the type of rental unit described be removed from those units available for rental. Applicant(s) understand(s) that this application for rental, if approved, becomes part of the lease agreement, even in the event a lease is not signed.
- 4) I/We certifies that I/We are above legal age and that the above information is true and correct to the best of my/our knowledge. I/We hereby authorize owner or agent to verify any and all information as may be deemed necessary for approval or rejection of this application. I/We understand that any lease agreement made on the basis of the above information may be terminated at any time at owner/agent’s option if the information provided herein is found to be false.

A copy of the criteria used to determine an applicant’s eligibility to rent (“The Crest Rental Criteria”) is available upon request.

The Lease Agreement was entered into based upon the representations of Resident(s) contained in the Rental Application. If any of those representatives are found to be misleading, incorrect or untrue, Landlord may immediately terminate this Lease Agreement and notify Resident(s) to vacate the Premises.

Signature:	Spouse’s Signature:	Date:
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THIS APPLICATION ☐ APPROVED ☐ NOT APPROVED
BY _____

If not approved, specify reasons(s) _____
Applicant Notified By (Name) _____ Date and Time Notified _____
Notified By: ☐ Letter ☐ Telephone ☐ Fax ☐ In Person

GOVERNMENT DATA COLLECTION AND DISSEMINATION PRACTICES ACT LETTER

MARKET RATE DEVELOPMENTS

Dear (Mr/Mrs/Ms) _____

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 _____ 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.

The completed "Tenant Income Certification" is electronically transmitted 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.

Sincerely,

Management

Received (Date) _____

By: _____

EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY RESIDENT

*This form must be mailed or faxed to the applicant's/resident's employer by on-site personnel.
The resident cannot "hand-carry" this form to his/her employer.*

TO: (Name & address of Employer)

☐ 1st Request _____

☐ 2nd Request _____

Fax #: _____

Attn: _____

RE:

Applicant/Resident Name

Social Security Number

Unit # (if assigned)

I hereby authorize release of my employment information.

Signature of Applicant/Resident

Date

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Project Owner/Management Agent

Return Form To:

THIS SECTION TO BE COMPLETED BY EMPLOYER

Please use **GROSS** amounts and do not leave any sections blank; enter zero "0" if hours or amounts are not applicable.

Employee Name: _____ Job Title: _____

Presently Employed: Yes _____ No _____ Date First Employed _____ Last Day of Employment _____

Current Wages/Salary: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other

Number of regular hours per week: _____

Overtime Rate: \$ _____ per hour Number of overtime hours per week: _____

Shift Differential Rate: \$ _____ per hour Number of shift differential hours per week: _____

Commissions, bonuses, tips, other: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly

Does the employee participate in a 401(K) Retirement Account? ☐ YES ☐ NO Can employee access the account? ☐ YES ☐ NO

What is the total amount in the 401(K) that is accessible to the employee without terminating or retiring? \$ _____

List any anticipated change in the employee's rate of pay within the next 12 months: _____; Effective date: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Additional remarks: _____

Employer's Signature

Employer's Printed Name

Date

Employer [Company] Name and Address

Phone #

Fax #

E-mail

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

REV. 4/07; 3/09; 1/10; 8/11; 12/11

EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY RESIDENT

This form must be mailed or faxed to the applicant's/resident's employer by on-site personnel.
The resident cannot "hand-carry" this form to his/her employer.

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☐ 2nd Request _____

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Employer's Signature

Employer's Printed Name

Date

Employer [Company] Name and Address

Phone #

Fax #

E-mail

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ASSET QUESTIONNAIRE

Household Name: _____ Unit No. _____

Check All That Apply:

Source	(a) Cash Value	(b) Interest Rate	(a*b) Annual Income
[] Savings Accounts	\$ _____	_____	\$ _____
[] Checking Accounts	\$ _____	_____	\$ _____
[] Cash on Hand	\$ _____	_____	\$ _____
[] Certificates of Deposit	\$ _____	_____	\$ _____
[] Safety Deposit Box	\$ _____	_____	\$ _____
[] Money Market Funds	\$ _____	_____	\$ _____
[] IRA/ Keogh Accounts	\$ _____	_____	\$ _____
[] 401K Accounts	\$ _____	_____	\$ _____
[] Real Estate Equity	\$ _____	_____	\$ _____
[] Trust Funds	\$ _____	_____	\$ _____
[] Lump Sum Payments	\$ _____	_____	\$ _____
[] Land Contracts	\$ _____	_____	\$ _____
[] Capital Investments	\$ _____	_____	\$ _____
[] Life Insurance (not term)	\$ _____	_____	\$ _____
[] Retirement/Pension Funds	\$ _____	_____	\$ _____
[] Personal Property (investment)	\$ _____	_____	\$ _____
[] Life Insurance Policies	\$ _____	_____	\$ _____
[] Other: _____	\$ _____	_____	\$ _____

☐ I/We do not have any assets at this time.

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant/Tenant	Date
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Applicant/Tenant	Date
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EHO

THE CREST AT LONGWOOD APARTMENTS RENTAL CRITERIA

Management Services Corporation strongly supports the applicable Federal and State Fair Housing laws in both spirit and actual practice. All policies set forth below are to be strictly adhered to without regard to race, color, religion, sex, national origin, handicap or familial status. All prospects are to be treated in the same manner when marketing an apartment or rental property. Guidelines for acceptance of a lease agreement for all applicants are outlined below:

Note: Anyone 18 years or older who will be living in the apartment must complete an application and qualify according to the guidelines set herein. A minor who turns 18 during occupancy will be required to complete an application at lease renewal, but will not be subject to the qualifying guidelines. However, if the qualifying resident (s) is removed from the lease agreement, the existing occupants will be subject to re-qualification guidelines as outlined below.

I. RENTAL SCORING

The Crest at Longwood relies upon "Rental Scores" to estimate the relative financial risk of leasing an apartment to you. The Crest at Longwood uses the screening company CoreLogic to screen all applicants. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant application information, and help speed the application approval process.

Any applicant with a score of 370 and above are approved and any applicant with a score of 320-369 are conditionally approved which requires the applicant to pay an additional deposit equivalent to one full month rent.

How is my rental score determined?

Rental scoring systems assign points to certain factors identified as having statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics like – race, color, sex, familial status, handicap, national origin, or religion – as factors.

Where can I have my score explained?

Should your application be denied based upon your rental score, you can learn which factors most negatively influenced your score by contacting the consumer reporting agency listed below. Additionally, you can obtain a free copy of your consumer report, if you make the request to the consumer reporting agency within 60 days of the denial.

CoreLogic SafeRent, Inc.
ATTN: Consumer Relations Department
7300 Rockville, MD 20850-5223
Ph. (888) 333-2413

I. INCOME

Due to the VHDA requirements an applicant's income cannot exceed \$94,800 per year. Applicant must furnish a paystub to verify that they do not make more than \$94,800 per year.

II. CRIMINAL HISTORY

Any applicant, including applications submitted by a spouse or by any person(s) over the age of 18 intending to move into an existing household, may be rejected for the following:

- a. Management expressly reserves the right to deny any application on the basis that a court of competent jurisdiction has convicted an applicant of distribution (or possession) of a controlled substance as defined under applicable federal or state law.
- b. Management expressly reserves the right to deny any application on the basis that an applicant has a prior record of a criminal conviction(s) that involved harm to persons or to property, which would constitute a clear and present threat to health, or safety of other individuals.

III. CORPORATE LEASE AGREEMENTS

Listed below you will find a list of all required information and qualifying guidelines necessary for a corporate lease:

- a. Corporation must supply at least three (3) credit references and be in good standing with all creditors.
- b. Lease agreement must be signed by a corporate officer, or a Letter of Responsibility signed by a corporate officer that authorizes a company representative to sign a lease agreement.
- c. Each individual occupying the apartment will be listed on the lease as an occupant.
- d. An application must be completed for all persons occupying the apartment. There is no application fee as we will not run credit.

IV. NON-US CITIZENS

Non-U.S. Citizens who have entered the United States legally are eligible to apply for residence with Management Services Corporation. In order to qualify, the individual (s) must provide the necessary documentation to verify their legal status, complete the Non-U.S. Citizen supplemental application, and satisfy the rental criteria as listed above.

To establish an applicants' legal status, The Crest at Longwood requires all non-US citizens to provide either:

- One of the documents in the first bulleted list below; or
- One of the documents in the second bulleted list and one of the documents in the third bulleted list.

List 1 – Any one of the following:

- Unexpired U.S. passport;
- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization;
- Permanent Resident Card of Alien Registration Receipt Card (Form I-551);
- Unexpired Temporary Resident Card (Form I-688);
- Unexpired Employment Authorization Card (Form I-688A); or
- Unexpired Employment Authorization Document issued by U.S. Citizenship & Immigration Service (USCIS) (Form I-766 or I-688B).

List 2 – Or any one of the following documents that establish identity:

- Driver's license or ID card issued by a state or outlying possession of the United States if it contains a photograph or information such as name, date of birth, sex, height, eye color, and address;
- ID card issued by federal, state, or local government agencies, if it contains a photograph or information such as name, date of birth, sex, height, eye color, and address;
- School ID with a photograph;
- Voter Registration Card;
- U.S. Military Card or Draft record;
- Military dependent's ID card;
- U.S. Coast Guard Merchant Mariner Card;
- Native American tribal document; or
- Canadian driver's license.

List 3 – Plus, any one of the following documents that establish employment eligibility:

- U.S. Social Security Card (other than a card stating it is not valid for employment);
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350);
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States, bearing an official seal;
- U.S. Citizen ID card (Form I-197);
- ID card for use of a resident citizen in the United States (Form I-179); or
- Unexpired employment authorization document issued by the Department of Homeland Security (other than those listed above, for which only one form is needed).

Applicants must provide listed documents as outlined above to show eligibility covering their original lease term. Upon renewal, residents will be responsible for providing the documents showing legal status continues during requested renewal term. If updated documents showing legal status are not turned into The Crest at Longwood prior to renewal, resident(s) will be ineligible to renew at the end of the lease contract.

Name Deletion. Name deletion is the removal of a person from a lease agreement with the permission of all parties concerned. The remaining resident(s) on the lease must re-qualify under our current criteria if we originally combined the income of all applicants.

Name Addition. Name addition is the adding of a person to a lease agreement with the permission of all parties concerned. The applicant will follow the criteria outlined above. To qualify for the full rental amount, the new applicant's income will be combined with the current resident's income. A roommate applicant with a score of **320** and above is considered approved. Applicants who qualify with combined income will be required to re-qualify in the event that one of the leaseholders wishes to remove themselves from the lease agreement. The current resident will be required to complete a new application, unless they have lived with us for less more than 6 months.

OCCUPANCY STANDARD

The below referenced Occupancy Standard is in effect. With regard to an "infant," the infant shall not be counted in the total number of persons to be occupying the subject apartment unit. As used in this Rental Criteria, "infant" shall be defined as and shall include any child up to the age of twelve (12) months.

OCCUPANCY STANDARDS:

One Bedroom Apartments – 2 people maximum

Two Bedroom Apartments: Maximum – 4 people maximum

Three Bedroom Apartments – 6 people maximum

Updated 10/29/2012

