

**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**  
**ST ANDREWS APARTMENTS**  
525 Dartmoor Drive  
Newport News, Virginia 23608  
Toll Free Telephone: 1-877-244-3907

St Andrews Apartments does not discriminate against any prospective resident or employee because of their race, creed, age, religion, sex, familial status, or disability. ALL LINES MUST BE COMPLETED FOR APPLICATION TO BE PROCESSED

Any misrepresented, misleading, incorrect or untrue statement discovered at any time will result in application rejection or lease termination.

**Application Fee: \$32 per Application**

**Security Deposit: Is based on credit worthiness/not to exceed the equivalent of two months rent but not less than \$300**

Apartment Desired (Circle): 1 Bedroom 2 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 \_\_\_\_\_

**FOR ALL APPLICANTS: Monthly Payments and Balances for the Following:**

<u>Obligation Type</u>	<u>Monthly Payment</u>	<u>Balance</u>	<u>Name</u>	<u>Acct. No.</u>
Alimony	\$ _____	\$ _____	_____	_____
Child Support	\$ _____	\$ _____	_____	_____

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

<u>Income Source</u>	<u>Monthly Income</u>	<u>Book Value or Balance</u>
Stock/Bond Dividends	\$ _____	\$ _____
Interest Income (All Sources)	\$ _____	\$ _____
Pension _____	\$ _____	\$ _____
Social Security and/or SSI	\$ _____	Not Applicable
Alimony	\$ _____	Not Applicable
Child Support	\$ _____	Not Applicable
AFDC/Government Assistance	\$ _____	Not Applicable
Unemployment Compensation	\$ _____	Not Applicable

List value of all Assets, including Stocks, Bonds, Trusts, Pensions Contributions, IRA's, Keogh Accounts and Certificates of Deposits: \$ \_\_\_\_\_. Do you own a home or other real estate? \_\_\_\_\_

**Children (Under 18):**

Name \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_  
Name \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_  
Name \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_

**Emergency Contact (Nearest Relative):**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

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: \_\_\_\_\_

**All Signatories to this application understand and agree to the following:**

1. **I hereby authorize St. Andrews 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 St. Andrews 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.
2. **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.
3. **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.
4. **Proof of renter's insurance with a minimum of \$100,000.00 General Liability is required prior to occupancy, naming Rose Hall Associates Two T/A St. Andrews Apartment as additional certificate holder. Refer to Resident Guide for additional requirements.**
5. **Subletting** is never permitted. Only those residents who have specifically executed a lease agreement with **St. Andrews Apartments** are permitted occupancy. Residency by others is grounds for immediate termination of the lease agreement and forfeiture of security deposit.
6. All apartments are to be kept clean, safe and quiet. Management reserves the right with prior notice to make an inspection of any apartment.
7. **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).
8. **Recreational and commercial vehicles** are prohibited on the premises; motorcycles are allowed by conditional permit only.
9. The application fee of \$32.00 is non-refundable and shall be paid by cash, credit/debit card or money order payable to: **St. Andrews Apartments**.
10. **This application** along with all supporting documentation will expire ninety (90) days from the date this application is signed. If you are on a waiting list, we will re-verify all information provided at no additional charge to applicant.
11. **Is anyone in your household a smoker?** \_\_\_\_\_yes \_\_\_\_\_no
12. **St Andrews Apartments has established a NO-SMOKING policy** for designated apartments and all common areas to include but not be limited to; front and back entrances of hallways and laundry rooms to all buildings, the fitness center, the community room, all garden seating areas, the rental office and the pool area.
13. **St Andrews Apartments has provided smoking areas with containers** for proper disposal of smoking materials in several locations throughout the property, check with management for locations.

How did you hear about **St. Andrews Apartments**? \_\_\_\_\_

**PRIVACY PROTECTION ACT**

As provided by the Virginia Privacy Protection Act of 1976, 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. 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. 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 Virginia Privacy 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.

Valid Photo Identification must be presented prior to final approval of this application.

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