

# FOREST SQUARE

Apartment Homes

3202, 3204, 3206 Midlothian Tpk,

Richmond, VA 23224

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## Rental Application

Unit # \_\_\_\_\_ Move-In Date \_\_\_\_\_  
Unit Size \_\_\_\_\_ Sec. Dep. \$ \_\_\_\_\_  
App. Fee \_\_\_\_\_ Other \_\_\_\_\_  
Pro-rate: \_\_\_\_\_ Pet \_\_\_\_\_

ver: 11/14/2016

### (Application fee \$30 per adult 18 or older)

Each adult (18 or older) must fill out a separate application. Today's date: \_\_\_\_\_

Occupancy date desired: \_\_\_\_\_ Rental Price Range: \_\_\_\_\_ Type/size desired: \_\_\_\_\_

Rental address desired or shown: \_\_\_\_\_

How did you hear about this home or apartment? \_\_\_\_\_

### Applicant's Personal Information

First name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's license/ID number/state: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternative phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Any other names you've used in the past: \_\_\_\_\_

Additional Occupants (List every occupant's name, birth date, and their relationship to applicant.)

Name Date of Birth Relationship

Name	Date of Birth	Relationship

How long do you plan on living in the next rental home that meets your needs? (1, 3 or 5 years) \_\_\_\_\_

Do you have renter's insurance? \_\_\_ Any liquid filled furniture? \_\_\_ Have you ever broken a lease? \_\_\_

Ever refused to pay for any reason? \_\_\_ Ever evicted or asked to leave? \_\_\_ Ever filed for bankruptcy? \_\_\_

Ever been convicted of a crime? \_\_\_ Do you give us permission to do a criminal background check? \_\_\_

Currently have any utilities in your name? \_\_\_\_\_

Do you have any pets? \_\_\_ (yes or no) and if so what: \_\_\_\_\_

Is there anything to prevent you from placing utilities in your name? \_\_\_ Do any occupants smoke? \_\_\_

### Residence History

Present address: \_\_\_\_\_

Dates lived at this address? \_\_\_\_\_ Monthly Rent? \_\_\_\_\_

Name of present landlord: \_\_\_\_\_ Phone \_\_\_\_\_

Address of present landlord: \_\_\_\_\_

Reason for moving: \_\_\_\_\_ Is your rent current? \_\_\_\_\_

Number of late payments at this address? \_\_\_\_\_ Security deposit currently held by landlord? \_\_\_\_\_

Have you had any reoccurring problems with your current home or landlord? \_\_\_\_\_

Previous address: \_\_\_\_\_

Previous landlord: \_\_\_\_\_ Previous landlord's phone: \_\_\_\_\_

Dates at this address: \_\_\_\_\_ Reason for moving? \_\_\_\_\_ Monthly Rent? \_\_\_\_\_

Was your full security deposit returned? \_\_\_\_\_ Amount of security \_\_\_\_\_ # of late payments? \_\_\_\_\_

## Income / Employment History

Applicant's current employment status: Full-time: \_\_\_\_\_ Part-time (less than 32 hrs.): \_\_\_\_\_ Student: \_\_\_\_\_  
Retired: \_\_\_\_\_ Self-employed: \_\_\_\_\_ Unemployed: \_\_\_\_\_ Other: \_\_\_\_\_

**Applicant employed by:** \_\_\_\_\_ Supervisor's name: \_\_\_\_\_  
Phone \_\_\_\_\_ Average weekly hours: \_\_\_\_\_ How long at that place of employment? \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Monthly/Biweekly/Weekly (Circle one) Income:\$ \_\_\_\_\_

**Also employed by:** \_\_\_\_\_ Supervisor's name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Monthly/Biweekly/Weekly (Circle one) Income:\$ \_\_\_\_\_  
Phone \_\_\_\_\_ Average weekly hours: \_\_\_\_\_ How long at that place of employment? \_\_\_\_\_

**Emergency Contact:** In the event of some emergency that would prevent you from paying rent when due, is there a relative, person, or agency that could assist you with rent payments?

Emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Additional Income:** (verifiable sources of income that you'd like considered, please list income and source).

Additional source: \_\_\_\_\_ Amount: \_\_\_\_\_  
\$ \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
How long have you been receiving this income? \_\_\_\_\_ How long do you expect income to continue? \_\_\_\_\_

## Credit History / Assets

Number of vehicles? \_\_\_\_\_ Any business vehicles, RV, campers, boats or motorcycles? \_\_\_\_\_

Vehicle 1 (make/model/color): \_\_\_\_\_ Vehicle 2 \_\_\_\_\_

Please note, only cars on application are authorized to be on premises. Do you have a car payment? \$ \_\_\_\_\_

List any other major monthly expenses and approximate amount? \_\_\_\_\_

Name of bank and branch: \_\_\_\_\_ Do you have a checking acct? \_\_\_\_\_ Savings? \_\_\_\_\_

Would you be interested in paying rent each month by credit card? If so what type card? \_\_\_\_\_

Part of our verification process is to request a credit report. Is there anything negative we may find when we run a credit or criminal background check? \_\_\_\_\_

## Personal /Professional References

Name of nearest living relative: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Thank you** for completing an application to rent from us. A fee of \$30 is charged on all applicants for the purpose of verifying information furnished. This fee is nonrefundable. By signing below, applicant represents all information is true, complete.

Receipt of \$\_\_\_\_\_ for a NON-REFUNDABLE application fee (\$30 per applicant) is hereby acknowledged as is \$\_\_\_\_\_ for a deposit to hold the apartment.

NOTE:

1. Applicant may withdraw this application within 48 hours after making application and deposit will be returned.
2. If applicant is not approved, deposit will be returned.
3. The Deposit placed to hold an apartment will be applied to damages if the applicant fails to sign a lease and begin paying rent by the agreed upon lease inception (“move-in”) date.
4. An apartment is guaranteed subject to a deposit being paid and current resident, if one, moving out as scheduled.

I authorize Landlord or his agent to obtain information it deems necessary to process the application to lease now and for lease renewal in the future for continual tenancy or for collection purposes should it become necessary, including: credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information; and release Landlord, its employees and agents from all liability for any damage whatsoever incurred in furnishing or obtaining such information. I certify that the information furnished by me on this application is true and correct to the best of my knowledge, and if any information is found to be false, Landlord has no obligation to rent to me. Landlord may terminate any agreement entered into under false pretense.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\* NOTE : Our mailing address is:**

**Midlothian Square, LLC**

**P.O. Box 8497**

**Richmond, VA 23226**