

Orchard Glen Apartments Rental Application Form

Please complete all fields below to submit your online rental application.

Address to:
"Mail" application

P.O. Box 236
Oakton, VA 22124

OFFICE OURS:

Mon-Fri: 10:00 a.m. to 5:30 p.m.

Sat: 10:00 a.m. to 4:45 p.m.

Fax # to fax application: 703-335-5372

Address of Community : 7606 Orchid Ct.
Manassas, VA 20109

Each occupant over 18 years of age must submit a separate application

Application fee is \$50.00 per applicant

All information entered into the following form is safe and secure for your protection

- The * symbol denotes required field. All other fields are optional, however, please be as thorough as possible when completing the application.
- Please bring these items with you when visiting our apartment community the first time:
 - A valid Driver's License and
 - A social Security card. If you do not have a social security card available, then bring some other ID verifiable document like a Passport or birth certificate.
- Applicant understands the apartment is to be used only as residential residence. It is understood that if the address/apartment applied for is:
 - Presently occupied; occupancy under the Residential Lease Agreement of this specific apartment is contingent upon the said apartment being vacated by the present resident
 - Or if the apartment noted above is not able to be provided by Management "ready to move-in, per the community standards".
 - In either circumstance I.E 1) or 2) above a substantially like apartment, except for location within the community, may be substituted (in the event a presently occupied apartment is not vacated, or the apartment is not "ready").
- All personal property placed in said apartment shall be at applicant/resident's sole risk; the Residential Lease Agreement requires the Resident to have Renters Insurance.
- It is understood that this application will not be accepted for processing by Management unless it is accompanied by the application/credit check fee, which must be paid with cash or equivalent.

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APPLICANT INFORMATION

*First Name: _____

*Middle or Middle Initial: _____

*Last Name: _____

*Date of Birth: _____

*Marital Status: _____

*Drivers License No: _____

*State Issued _____

*Social Security Number: _____

*Your Home Phone: _____

*Your Work Phone: _____

*Email Address: _____

*Type of Apt. Desired: _____

*Date Needed: _____

*Are you a U.S. Citizen? _____

**THE FOLLOWING INFORMATION MUST BE PROVIDED FOR A MINIMUM OF THE
PRIOR 5 YEARS**

*Current Address: _____

*City: _____

*State: _____

*Denotes required field

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*Zip: _____

*There: From:_____ To:_____

*Rent/Month: _____

*Landlord Name: _____

*Landlord Phone: _____

*Name of Apts/Community: _____

*Reason for Moving: _____

1st Previous Address _____

Apt #: _____

City: _____

State: _____

Zip: _____

There: From:_____ To:_____

Rent/Month: _____

Landlord Name: _____

Landlord Phone: _____

Name of Apts/Community: _____

Reason for Moving: _____

2nd Previous Address _____

*Denotes required field

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Apt #: _____

City: _____

State: _____

Zip: _____

There: From:_____ To:_____

Rent/Month: _____

Landlord Name: _____

Landlord Phone: _____

Name of Apts/Community: _____

Reason for Moving: _____

3rd Previous Address _____

Apt #: _____

City: _____

State: _____

Zip: _____

There: From:_____ To:_____

Rent/Month: _____

Landlord Name: _____

Landlord Phone: _____

Name of Apts/Community: _____

*Denotes required field

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Reason for Moving: _____

APPLICANT WORK HISTORY

***Present Employer:** _____

*Address: _____

*City: _____

*State: _____

*Zip: _____

*Phone: _____

*Your Position: _____

*Salary: _____

There: _____ From:_____ To:_____

Previous Employer: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Your Position: _____

Salary: _____

*Denotes required field

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There: _____ From: _____ To: _____

Other Income: _____ Per Year

Source: _____
(Provide verification documents)

If Military – Rank and I.D. #: _____

Length of Service: _____

OTHER OCCUPANTS

Other Occupant 1

First Name: _____

Middle or Middle Initial: _____

Last Name: _____

Age: _____

Relationship: _____

Other Occupant 2

First Name: _____

Middle or Middle Initial: _____

Last Name: _____

Age: _____

Relationship: _____

Other Occupant 3

*Denotes required field

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First Name: _____

Middle or Middle Initial: _____

Last Name: _____

Age: _____

Relationship: _____

Other Occupant 4

First Name: _____

Middle or Middle Initial: _____

Last Name: _____

Age: _____

Relationship: _____

OTHER INFORMATION

NO Motorcycles, vans (except personal vans), trucks (except personal pick-up trucks), campers, trailers, boats, commercial vehicles of any type, panel or company vehicles shall be parked at the community. **NO** private or commercial vehicle with lettering of any type (except with lettering on the two front doors) will be allowed to park at the community.

Vehicle Information 1

Make: _____

Model: _____

Year: _____

Color: _____

*Denotes required field

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State: _____

License Plate Number: _____

Vehicle Information 2

Make: _____

Model: _____

Year: _____

Color: _____

State: _____

License Plate Number: _____

PET INFORMATION

Will You Have a Pet(s): Yes _____ No _____ **(No Dogs Allowed)**

Describe: _____

WATERBED INFORMATION

Will You Have a Waterbed: Yes _____ No _____
(If yes, waterbed insurance is required)

REFERENCE INFORMATION

***Personal Reference 1**

*Name: _____

*Denotes required field

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*Address: _____

*Phone: _____

Personal Reference 2

*Name: _____

*Address: _____

*Phone: _____

EMERGENCY INFORMATION

Contact Name: _____

Relationship: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

MISCELLANIOUS INFORMATION

Has Applicant Ever
Filed for Bankruptcy: _____

Date Filed: _____

Date Granted: _____

State: _____

*Denotes required field

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Has Applicant, or Any Occupant listed above ever:	YES	NO
Been evicted or asked to move out?	_____	_____
Broken a rental agreement or lease/contract?	_____	_____
Declared Bankruptcy?	_____	_____
Been sued for nonpayment of rent?	_____	_____
Been sued for damage to rental property?	_____	_____
Been convicted of a felony?	_____	_____
Received deferred adjudication for a felony?	_____	_____

Applicant acknowledges that Management acceptance of Applicant as a resident at the Community is conditional upon: (i) Management approval of this Application; and (ii) receipt of an executed Residential Lease Agreement from Applicant. In the event any of these conditions have not been met, Management shall have no obligation to lease to Applicant.

Before signing this Application, Applicant should READ a copy of the Residential Lease Agreement (“Agreement”), Rules and Regulations, and all Addendum's to the Agreement, which are part of the Agreement. The Agreement describes Applicant’s responsibilities and obligations as a Resident and provides certain remedies to the Management if Applicant should breach the Residential Lease Agreement. Among other things, the Residential Lease Agreement and Rules and Regulations contain provisions prohibiting noise disturbances, and requiring the payment of certain expenses if Applicant breaches the Residential Lease Agreement. A copy of the Residential Lease Agreement, Rules and Regulations, and Addendum's are available for Applicant’s inspection; please ask if you have any questions.

All Residents are jointly and severally liable for performance under the terms and conditions of the Residential Lease Agreement, including, but not limited to, the timely payment of rent.

APPLICATION FEE/CREDIT CHECK FEE

Applicant hereby pays to Management, an application/Credit Check Fee of \$50. The Application/Credit Check Fee is **NON -REFUNDABLE**. A Credit Check is only valid for 24 days from the date of the Credit Check; a delay by the Applicant, after the time period in the previous sentence, shall subject the Applicant to a new Credit Check and Application/Credit Check Fee.

APPLICANT’S REQUIREMENT TO PROVIDE APPLICATION PROCESSING INFORMATION

If all information required to process your Application is not provided to Management within 24 hours of your Application being initially received by Management, the Application will be canceled for the particular apartment unit written on the Application or assigned to this Application. If the information is received after 24 hour period but not less than 72 hours

*Denotes required field

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after the application time, the Application will be processed on whatever apartment is currently available.

APPLICATION DEPOSIT/SECURITY DEPOSIT

In the event this Application is approved and accepted by Management, Applicant **agrees to deposit** with Management, the standard Application Deposit required by Management by a bank cashier's check or certified check acceptable to Management within 24 hours of verbal notification to Applicant of the Application acceptance. Applicant understands that if it does not deposit the Application Deposit **within 24 hours** of verbal notification, the apartment Applicant has selected will not be reserved for Applicant and this Application will be deemed withdrawn.

If the Applicant is required to pay an additional Application Deposit in order to qualify for occupancy, the Application shall be deemed conditionally accepted prior to payment of such additional Application Deposit and the failure to pay the additional Application Deposit within 5 (five) days of Management's verbal notification to Applicant that standard application deposit is due will entitle Management to retain the originally paid Application Deposit, even if the Application is subsequently rejected by the Applicant's failure to pay the required additional Application Deposit. The Application Deposit is not considered a security deposit under this Application or applicable law. The Application Deposit will either be: (i) credited to the required security deposit pursuant to a Residential Lease Agreement executed by applicant; (ii) refunded to applicant as provided herein; (iii) retained by Management as liquidated damages as provided herein; or (iv) retained as stated above in this paragraph.

Application Deposit Credited to Security Deposit

The Application Deposit shall be credited towards the security deposit identified in the Residential Lease Agreement. Applicant agrees to execute the Residential Lease Agreement when and on the date requested by Management. At such time as the Residential Lease Agreement is executed by Applicant/Resident the Application Deposit shall be credited towards the security deposit identified on the Residential Lease Agreement.

Application Deposit and Administrative Fee Retained by Management

Applicant understands that if; (i) the Application is withdrawn, for any reason, after signing this Application; or (ii) the Application is accepted, by Management, but Applicant does not sign a Residential Lease Agreement as and when required by Management, or (iii) the Applicant has provided false or misleading information within this Application, or (iv) the Applicant after executing the Residential Lease Agreement refuses to occupy the Premises on the agreed upon date; all further obligation to lease the Apartment/Premises to Applicant shall be terminated; and the Application Deposit/Security Deposit will be held until Management can determine if it has incurred any expenses or rent loss due to the cancellation. Those expense or loss costs will be deducted from the Application Deposit/Security Deposit and the Rent and the balance, if any, will be refunded. Applicant agrees that the cancellation expenses and loss costs are difficult to ascertain, therefore the liquidated damages cost shall be the Application Deposit/Security Deposit plus one (1) months rent for the apartment Applicant agreed to occupy.

APPLICATION PROCESSING

*Denotes required field

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I acknowledge that this Application is subject to the review and approval of Management and I understand Management has the sole discretion to determine if it will lease this apartment. I authorize Management to whom this Application is made, and any credit bureau or investigative agency employed by Management, to investigate the information, the references listed in this Application, or other data obtained from me or from any other person pertaining to my credit, finances, personal responsibility, character, general reputation, personal characteristics, and mode of living, and I release from any liability and waive any right of action for any consequence to all concerned in connection with any information they give. I certify that all of the above statements in this Application are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect this Application unfavorably. Management reserves the right to automatically reject this Application or to later cancel the Residential Lease Agreement at any time during the term of Residential Lease Agreement if said statement(s) herein are found to be not true, incorrect, false, or misleading. I am hereby advised that I have the right, under the Fair Credit Reporting Act, Section 606 (B) to make a written request of Management's credit investigative company within a reasonable time for a complete and accurate disclosure of the nature and scope of the investigation. Applicant hereby authorizes Management to obtain and hereby instructs any credit reporting agency designated by Management to furnish a credit report under The Fair Credit Reporting Act to Management, to use such consumer credit report in reviewing this application for residency and in attempting to collect any amount due and owing under this Application and the Residential Lease Agreement hereafter executed by applicant pursuant to the application.

I hereby acknowledge having read this application and agree to all provisions as stated

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

*Denotes required field