



1951 Venable Street ■ Richmond, VA 23223 ■ (804) 643-1131 Office ■ (804) 648-6935 Fax

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## APPLICATION REQUIREMENTS:

When returning an application you must have:

- **SOCIAL SECURITY CARDS OF ALL HOUSEHOLD MEMBERS**
- **PICTURE ID OF ANYONE 18 YEARS OF AGE AND OLDER**
- **BIRTH CERTIFICATES OF ALL HOUSEHOLD MEMBERS UNDER 18**
- **Proof of Income** (Letter from Social Security, last six pay stubs, child support, unemployment, retirement/pension, TANF, etc)
- **\$32.00 application fee (in money order form)** for any person 18 years or older

## RENTAL AMOUNTS

1bdrm=\$579 2bdrm=\$654 3bdrm=\$769 3+den=\$794 4bdrm+2baths=\$854

## MINIMUM INCOME REQUIREMENTS:

1bdrm	2bdrm	3bdrm	3+den	4bdrm+2baths
\$1375	\$1563	\$1875	\$1938	\$2063

## MAXIMUM INCOME RESTRICTIONS:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Person</b>	<b>Person</b>	<b>Person</b>	<b>Person</b>	<b>Person</b>	<b>Person</b>	<b>Person</b>	<b>Person</b>
<b>\$31,380</b>	<b>\$35,820</b>	<b>\$40,320</b>	<b>\$44,760</b>	<b>\$48,360</b>	<b>\$51,960</b>	<b>\$55,560</b>	<b>\$59,100</b>



**Resident Selection Criteria**

**Equal Housing:** Genesis Properties, Inc. does not discriminate on the basis of race, color, religion, sex, national origin, age, familial status or disability.

**Identification:** All prospective residents must provide photo identification and a social security card upon submitting an application. Acceptable forms of photo identification include: a valid driver’s license, valid state issued ID card, military ID card, or a valid passport. For household members under the age of 18, a birth certificate and a social security card must be provided upon submitting the application.

**Occupancy:** An application must be completed and maintained for each applicant 18 years or older who will be living in the apartment. Up to two (2) people per bedroom, regardless of age or sex, are allowed. The only exception would be a baby born during the lease term.

**Qualifying Standards: (All adults (18 or older) must meet the following criteria)**

**Credit and Rental History:** A landlord verification form will be sent to the last verifiable property management company to which the applicant(s) resided. With this report we reserve the right to deny any individual for any one of the following:

1. One credit obligation which is three or more months delinquent
2. A history of vacating premises without required notification, damages, judgments, eviction charges, disturbance of neighbors, destruction of property, criminal activity, and/or unsanitary housekeeping
3. Applicant(s) cannot have an outstanding balance with any Genesis Properties rental office.

**We will waive the credit check if an applicant shows good rental history and good employment history.** This would consist of being at the same job for at least one year or showing that job was changed to better the current situation. Applicants who do not have one year of good rental history & have not been at their job at least one year can still qualify if they pass a credit screening.

**Background:** No felonies in past 10 years & no misdemeanors in past 5 years (excludes traffic violation)

**Income:** Applicants must meet the minimum income requirement. Acceptable income verification required may be proof of salary provided by the employer and/or the last six (6) pay stubs. Self-employed applicants may be required to supply the most recent tax return. Unverifiable income must have a notarized statement of payment and cannot exceed 25% of the applicant’s monthly income.

An applicant declined for unsatisfactory credit is encouraged not obtain a copy of the credit report from the credit-reporting agency, correct any erroneous information that may be on the report, and re-submit the application to Jefferson Townhouses. Incomplete applications will not be processed.

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Co-Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Agent

\_\_\_\_\_

Date

If we are required to pull your credit, your credit check can come back as either accept, accept with conditions, or deny.

If your credit comes back as accept you can either pay the \$750 security deposit or instead of this you can pay a fee of \$131.25. If the application is denied, this fee is refunded to you. However, this fee is not refunded to you upon move out the way that a traditional security deposit is.

If your credit comes back as accept with conditions you can either pay the \$1000 security deposit or instead of this you can pay a fee of \$131.25 plus a security deposit of \$250. The \$131.25 fee is not refundable upon move out, but the \$250 is refundable upon move out.

***You have the option to choose if you would rather pay the traditional security deposit or if you would rather go with the Sure Deposit program.***

	<b>Security Deposit</b>	<b>Sure Deposit Program</b>
<b>Accept</b>	\$750 (refundable upon move out)	\$131.25 (nonrefundable upon move out)
<b>Accept w/ conditions</b>	\$1000 (refundable upon move out)	\$131.25 (nonrefundable upon move out), plus \$250 security deposit (refundable upon move out)



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## RENTAL APPLICATION (Please PRINT)

Marital Status:  Single  Married  Divorced  Widowed  Separated

Referred by: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_

Telephone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Current Residence (check one)  Own  Rent  Other

Current Address: \_\_\_\_\_ How Long \_\_\_\_\_  
(city, state, zip)

Current Landlord: \_\_\_\_\_ Landlord Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Rent \$ \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Previous Residence \_\_\_\_\_ How Long \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Phone# \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for Leaving

\_\_\_\_\_

Have you ever been evicted? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full-Time Student Yes \_\_\_\_\_ No \_\_\_\_\_ / Part-Time Student Yes \_\_\_\_\_ No \_\_\_\_\_

Do You Have Pets? Yes \_\_\_\_\_ No \_\_\_\_\_ Please Specify \_\_\_\_\_

Are all household members U.S. Citizens? ( ) YES ( ) NO

Are any changes in household composition anticipated in the next 12 months? ( ) YES ( ) NO

If yes, please explain: \_\_\_\_\_

**Employment Information**

Applicant's Employer: \_\_\_\_\_ Phone # \_\_\_\_\_ How Long: \_\_\_\_\_

Position \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Additional Income Explain: \_\_\_\_\_ Phone # \_\_\_\_\_ How Long: \_\_\_\_\_

Position \_\_\_\_\_ Salary: \$ \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time: \_\_\_\_\_

Checking Account: \_\_\_\_\_ Saving Account \_\_\_\_\_ Institution: \_\_\_\_\_

**Co-Applicant:** \_\_\_\_\_ Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_

Telephone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Current Residence (check one) \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_ Other \_\_\_\_\_

Current Address: \_\_\_\_\_ How Long \_\_\_\_\_  
(city, state, zip)

Current Landlord: \_\_\_\_\_ Landlord Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Rent \$ \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Previous Residence \_\_\_\_\_ How Long \_\_\_\_\_  
(city, state, zip)

Previous Landlord: \_\_\_\_\_ Phone# \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Have you ever been evicted? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain:

\_\_\_\_\_  
\_\_\_\_\_

**Full-Time Student** Yes \_\_\_\_\_ No \_\_\_\_\_ / **Part-Time Student** Yes \_\_\_\_\_ No \_\_\_\_\_

**Do You Have Pets?** Yes \_\_\_\_\_ No \_\_\_\_\_ Please Specify \_\_\_\_\_

**Are all household members U.S. Citizens?** ( ) YES ( ) NO

**Are any changes in household composition anticipated in the next 12 months?** ( ) YES ( ) NO

**If yes, please explain:** \_\_\_\_\_

\_\_\_\_\_

**Employment/Income Information for Co-Applicant**

Applicant's Employer: \_\_\_\_\_ Phone # \_\_\_\_\_ How Long: \_\_\_\_\_

Position \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Additional Income Explain: \_\_\_\_\_ Phone# \_\_\_\_\_ How Long: \_\_\_\_\_

Position \_\_\_\_\_ Salary\$ \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time: \_\_\_\_\_

**List below, all information for each additional household member occupying the unit:**

Full Name	Relationship	DOB	SS#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**List three family or local references:**

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Employment/Income Information**

**Does anyone in the household now receive or expect to receive any income from this list below (check all)**

Type of Income	(Circle)	Amount Receiving	Per Month	Household Received Receiving Income
<input type="checkbox"/> Income from Self-Owned Business	Yes or No	_____	_____	_____
<input type="checkbox"/> Temporary/Seasonal/Other Employment	Yes or No	_____	_____	_____
<input type="checkbox"/> Unemployment/Worker's Compensation	Yes or No	_____	_____	_____
<input type="checkbox"/> Severance Pay	Yes or No	_____	_____	_____
<input type="checkbox"/> Child Support	Yes or No	_____	_____	_____
<input type="checkbox"/> Alimony	Yes or No	_____	_____	_____
<input type="checkbox"/> Public Assistance (TANF/AFDC)	Yes or No	_____	_____	_____
<input type="checkbox"/> Social Security/SSI/Disability	Yes or No	_____	_____	_____
<input type="checkbox"/> Retirement/Pension Benefits	Yes or No	_____	_____	_____
<input type="checkbox"/> Payments from Insurance Policies	Yes or No	_____	_____	_____
<input type="checkbox"/> Rental Income for Real Estate	Yes or No	_____	_____	_____

- Veteran's Administration Benefits      Yes or No      \_\_\_\_\_
- Military Reserve/National Guard      Yes or No      \_\_\_\_\_
- Caretaking of Children or Elderly      Yes or No      \_\_\_\_\_
- Income on Behalf of Minor Children      Yes or No      \_\_\_\_\_
- Educational Grants/ Scholarship      Yes or No      \_\_\_\_\_
- Primary Checking (avg.6 mo. bal.)      Yes or No      \_\_\_\_\_
- Secondary Checking (avg. 6 mo. bal)      Yes or No      \_\_\_\_\_
- Saving Account      Yes or No      \_\_\_\_\_
- IRA/401 K Accounts (if accessible)      Yes or No      \_\_\_\_\_
- Stocks/Bonds      Yes or No      \_\_\_\_\_
- Treasury Bills      Yes or No      \_\_\_\_\_
- Money Market Funds      Yes or No      \_\_\_\_\_
- Certificate of Deposit      Yes or No      \_\_\_\_\_
- Rental Property      Yes or No      \_\_\_\_\_
- Real Estate/Mortgages/Land Contracts      Yes or No      \_\_\_\_\_
- Safe Deposit Box      Yes or No      \_\_\_\_\_
- Deeds or Trust      Yes or No      \_\_\_\_\_
- Annuities      Yes or No      \_\_\_\_\_
- Whole/Universal Life Insurance Policies      Yes or No      \_\_\_\_\_
- Other Financial Assts      Yes or No      \_\_\_\_\_

Have any household member disposal of any assets for less that fair market value during the past two years?    Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, list market value at time of disposal \_\_\_\_\_ and the amount received: \$ \_\_\_\_\_

Applicant(s) authorize landlord or Agent to verify the foregoing information and to make credit and reference inquiries deemed necessary. Applicant(s) also authorize the release of information contained on this Application or sought by such inquiries. In making this Application, it is understood that an investigative consumer report and criminal report may be prepared whereby information is obtained through personal interviews. This inquiry includes information as to the character, general reputation, and mode of living of Applicant(s). The parties confirm that in connection with the transaction contemplated by this lease, GENESIS PROPERTIES INC. and its Agents have and are acting as, on behalf of the Landlord or as Landlord's Agent. I/We certify that the information provided herein is true and accurate to the best of my/our knowledge and fully understand and agree that any information found to be untrue could result in the refusal by Landlord/Realtor to lease to me/us and the forfeiture of any Security Deposit paid with this application. It is further understood that should a property be leased to me based on information discovered to be untrue, Landlord/Realtor maintains the right to terminate my/our lease and to hold Lessee responsible for any damage to the property and to avail himself of all rights and remedies too which he may be entitled either at law or in equity, and to recover reasonable attorney's fees and costs as allowed by law.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Co-Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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*“Renewing the Neighborhood... One Door at a Time!”*

### **Privacy Protection Act Disclosure**

As provided by the Virginia Privacy Act of 1976, anyone who is requested to provide information about himself/herself must be informed whether he/she is legally required to provide such information or whether he/she may refuse to supply the information requested. As an applicant for housing, he/she is required to provide certain information that will enable Jefferson Townhomes to complete Virginia Housing Form No. MD 320, “Confirmation of Resident Eligibility.”

The information requested will be used to determine 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 sized dwelling 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 the development shown above.

Copies of completed “Confirmation of Resident Eligibility” are sent by this office to the Virginia Housing Development Authority, 601 South Belvedere Street, Richmond, Virginia 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 are to the safeguards of the Virginia Privacy Protection Act.

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

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

\_\_\_\_\_  
Authorized Agent Date \_\_\_\_\_  
Jefferson Townhouses

Once again, we thank you for applying with Genesis Properties!



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### **Authorization for Release and Consent**

Purpose: Jefferson Townhouses may use this authorization and the information obtained with it to administer and enforce rules and policies related to the rental of property owned and/or managed by the above named organization.

Authorization: I authorize the above named organization to obtain information about me or my family that is pertinent to the rental of property owned and/or managed by Genesis Properties.

Inquires may be made about:

Child Care Expenses	Handicapped Assistance Expenses
Credit History	Identity and Martial Status
Criminal Activity	Medical Expenses
Family Composition	Social Security Numbers
Employment/Income/Pension/Assets	Residences and Rental History
Federal/State/Tribal/Local Benefits	

Individuals/Organizations that may release information may include:

Banks and Financial Institutions	Utility Companies
Courts	Welfare Agencies
Law Enforcement Agencies	Providers of: Alimony
Credit Bureaus	Child Care
Previous and Present Employers	Child Support
Landlords	Credit
Schools and Colleges	Handicapped Assistance
U.S. Social Security Administration	Medical Care
U.S Department of Veteran's Affairs	Pensions/Annuities

I agree that the above-named organization may conduct computer matching programs with other governmental agencies including federal, state, tribal or local agencies. The governmental agencies include the U.S Office of Personnel Management, the U.S Social Security Administration, the U.S Department of Defense, the U.S. Postal Service, the State Employment Security Agencies, and the State Welfare & Food Stamp Agencies. The match will be used to verify information supplied by the family.

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Printed Full Name

Date

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Signature

Date