

Rental Application

Virginia Rental Office
680 Pemberton Drive
Winchester, VA 22601
Tel: (540) 678-4100
Josie.h@aikensgroup.com

West Virginia Rental Office
19 Tevis Circle
Martinsburg, WV 25404
Tel: (304) 264-8744
Stony.Pointe@aikensgroup.com

Thank you for your application. Please help us to promptly process this application by clearly completing the information in its entirety and returning it to the corresponding Aikens Group office with a non-refundable \$50 per adult application fee. All applicants must be at least 21 years of age.

How did you hear about our properties? ☐ AikensGroup.com ☐ For Rent Sign ☐ Rent.com
☐ ApartmentGuide.com ☐ A Friend ☐ Brochure/Flyer ☐ Apartments.com ☐ Other _____

Date of Application: _____ Move-In Date _____

At what community do you desire to rent: _____

Apartment Size: 1 BR 1 Bath____ 2 BR 1 Bath____ 2 BR 2 Bath____ 3 BR 2 Bath____

Townhouse Size: 2 BR 1½ Bath____ 2 BR 2½ Bath____ 3 BR 2½ Bath____ 3 BR 3½ Bath____

Apartment Floor Preference: 1st Floor____ 2nd Floor____ 3rd Floor____

Will others be occupying apartment on a full or part time basis? This includes occupants of all ages.

Name(s) and Age(s): _____

PERSONAL INFORMATION

Mr. _____ Mrs. _____ Ms. _____ (Please check one)

Applicant's Full Name: _____

Social Security Number: _____ Date of Birth: _____

Telephone Number: Day _____ Cell _____

E-mail address: _____

Current Address: _____
Street City State Zip Code

Spouse's Full Name: _____

Mr. _____ Mrs. _____ Ms. _____ (Please check one)

Social Security Number: _____ Date of Birth: _____

Telephone Number: Day _____ Cell _____

E-mail address: _____

Current Address: _____

RESIDENCE HISTORY

Name of present Landlord/ Mortgage Company: _____

Telephone Number: _____

Permission to contact? Yes _____ No _____ Length of time at present address: _____

Present Rental Rate/Mortgage: _____ Reason for Moving: _____

Previous Landlord: _____ Telephone Number: _____

Length of time at previous address: _____

Reason for Moving: _____

CRIMINAL HISTORY

State whether you have ever been charged with, pleaded guilty to, or been convicted of, any crime other than traffic violations. (Please Circle) YES or NO.

If YES, state the nature of the offense, the date of the offense, the county and state in which you were charged and/or tried, and the date of the trial and sentence given you, if convicted. (Please Circle) YES or NO.

Have you ever been evicted from any rental premises? If YES please explain _____

STUDENT INFORMATION

Present College Level: _____ Name of School _____

Anticipated Graduation Date: _____ Program of Study: _____

EMPLOYMENT INFORMATION

Employment Status: (Please Circle) Full Time Part Time Unemployed Retired

Employer: _____ Date of Hire: _____

Employer's Telephone Number: _____ Supervisor's Name: _____

Current Position: _____

INCOME INFORMATION

Monthly Income from Employment: \$ _____

Additional Income: \$ _____ Source _____

Total Monthly Income: \$ _____

CREDIT REFERENCES

Checking Account, Bank Name: _____ Telephone Number: _____

Branch Address: _____

Other Credit Reference: _____ Telephone Number: _____

APARTMENT COMMUNITIES | COMMERCIAL REAL ESTATE | HOTEL DEVELOPMENT | H&W CONSTRUCTION | CRANE RENTAL

VEHICLE INFORMATION

#1 Year _____ Make/Model _____ Color _____
License Plate: _____ State: _____ Driver License Number _____

#2 Year _____ Make/Model _____ Color _____
License Plate: _____ State: _____ Driver License Number _____

EMERGENCY INFORMATION

In Emergency, Notify: _____ Relationship: _____

Address: _____
Street City State Zip Code

Telephone Number: _____ Email: _____

AUTHORIZATION

We are an equal opportunity housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, gender, disability, familial status or national origin. We also comply with all state and local fair housing laws.

Application process: We evaluate every apartment application in the following manner: You must submit a rental application and answer all questions on that form. There is a \$50 application fee per adult. We will request a credit review on your behalf and will contact the references that you provide. If the information that we receive meets our criteria, we will approve your application. This process takes two business days. We will rent available apartments to applicants in the order that their applications are approved. To secure an address you must pay a reservation fee. **THE RESERVATION FEE WILL NOT BE REFUNDED IF YOU DECIDE NOT TO RENT THE APARTMENT PRIOR TO YOUR MOVE-IN DATE.**

Rental criteria: To qualify for an apartment with the Aikens Group, you must be at least **21 years of age** and meet the following criteria:

- a. **Income:** Your monthly income must be at least four times the monthly rent. If you are a fulltime student, we may require that you have your lease guaranteed by a qualified co-signer. If you are unemployed, you must provide proof of a source of income.
- b. **Rental History:** Rental references must be satisfactory. If you have ever been evicted or sued for a lease violation, your application will not be accepted.
- c. **Credit History:** Your credit must currently be satisfactory. If your credit history contains unpaid debts; we will not accept your application. If you feel that your report contains any inaccuracies, we encourage you to contact the local credit bureau.
- d. **Occupancy:** Aikens Group allows up to four (4) persons per apartment.

Renters Insurance: All tenants must obtain renter's insurance. The insured must maintain a minimum coverage of \$30,000 in personal property, \$10,000 in additional living expenses, and \$100,000 in liability throughout the lease duration. Tenants must supply proof of insurance before the Move-In date and are required to identify the Lessor as an 'Additional Insurer' on the Declaration page. It is required for the insurance company to notify the Property Manager in the event of a cancellation or change in policy status. A copy of the insurance must be kept in the tenant file.



Building Strong Relationships

680 Pemberton Drive
Winchester VA 22601
Aikens Group.com

Pets: No pets of any kind, with the exception of a small fish aquarium, will be allowed.

I certify that I am above legal age and the information in this application is true and correct to the best of my knowledge. I hereby authorize the owner or agent to verify any and all information as may be deemed necessary for approval or rejection of this application.

I authorize the owner to obtain a credit report or access a credit report on my behalf.

I hereby authorize the landlord to use credit reports as a means to gather information in the event of default.

I hereby authorize and agree to receive future communication from the Aikens Group.

I hereby authorize the Aikens Group to request a copy of my criminal history record at any time during the application process or my residency at an Aikens Group property. Further, I understand and agree that I will reimburse the Aikens Group for the exact cost of requesting the criminal history record.

I understand that any misrepresentation on this application, whether intentional, negligent or by simple oversight, shall be considered a material breach of the application and of any lease agreement entered into subsequent hereto, and understand and acknowledge that the application may be rejected and/or the lease agreement may be terminated as a result of any such misrepresentation made herein.

Signed: _____ **Date:** _____

OFFICE USE ONLY

Application Fee Collected By: _____ Date: _____ Check #/Cash: _____

Co-Signer Application Attached: _____ Credit Report Attached: _____

Reservation Fee Paid: _____ Date: _____ Check #: _____

Apartment Address: _____ Move-In Date: _____ Rental Rate: _____

Application Denied By: _____ Date: _____

Reason: _____