

# NORCROSS STATION

(434) 817-7249

FAX (434) 817-7245

\$35 Application fee is non-refundable

Apt.#/Type \_\_\_\_\_

Move-in Date \_\_\_\_\_

Reservation Fee \_\_\_\_\_

Rental Amount \_\_\_\_\_

Application Fee \_\_\_\_\_

*Please tell us about yourself and your family*

Your last name	Initial	Your first name	Date of Birth	Social Security Number
Spouse's last name	Initial	Spouse's first name	Date of Birth	Social Security Number
Home Telephone	Applicant's Work Phone		Spouse's Work Phone	E-mail Address
Additional Occupants _____ _____	Contact Information		Date of Birth	Relationship _____ _____

*Please tell us about your recent addresses*

Present Address	City	State	Zip Code	How long at this address? Years:          Months:
Circle One: RENT OWN LIVE W/ PARENTS OTHER	Name of Apartment Community or Mortgage Company		Their Phone	Monthly Payment \$

Previous Address	City	State	Zip Code	How long at this address? Years:          Months:
Circle One: RENT OWN LIVE W/ PARENTS OTHER	Name of Apartment Community or Mortgage Company		Their Phone	Monthly Payment \$

*Please provide your employment and income information*

Your present employer	Employer's Address	City	State/Zip Code	Employer's Phone
Present Position	Date Started	Your Salary	Monthly Bonus/Tips	Contact Person
Previous Employer	Employer's Address	City	State/Zip Code	Employer's Phone
Previous Position	Dates You Worked There	Your income while there	Monthly Bonus/Tips	Contact Person
Spouse's Employer	Employer's Address	City	State/Zip Code	Employer's Phone
Present Position	Date Started	Your Salary	Monthly Bonus/Tips	Contact Person
Spouse's Previous Employer	Employer's Address	City	State/Zip Code	Employer's Phone
Previous Position	Dates Worked There	Income while there	Monthly Bonus/Tips	Contact Person
Have you any additional income you would like us to consider? (Note: Income from alimony or child support need not be listed if you don't wish it to be considered.)				

*Please provide the following miscellaneous information*

In Case of Emergency or Death Contact	Complete Address	Phone	Relationship to You
Auto Make	Color	Model/Year	Tag# /State Registered

The undersigned warrant and represent the information contained in this application to be true and correct. All persons or firms may freely give requested information concerning the undersigned, and I/we waive all rights of action for any consequence resulting therefrom. I/we agree that any deposit paid prior to occupancy shall be a RESERVATION FEE and it will ensure my/our intent to lease the apartment if approved. If my/our application is approved, the RESERVATION FEE shall be applied toward the SECURITY DEPOSIT. If applicant fails to execute a rental agreement or refuses to occupy the premises on the agreed upon date, the RESERVATION FEE shall be retained as liquidated damages. The RESERVATION FEE will be refunded ONLY IF application is declined, OR if the apartment cannot be made available for occupancy by the agreed move-in date. Any deposit eligible for refund may take up to 30 days for processing.

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

\_\_\_\_\_  
Spouse Signature/Date



## Norcross Station Statement of Rental Policy

Welcome to Norcross Station. All residents are required to complete a rental application and each applicant must meet the qualifications outlined below. Please be advised that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents currently residing at Norcross Station have met these requirements. Our ability to verify whether these criteria have been met is limited to the information we receive from the various credit reporting services used.

Please read and complete the rental application in its entirety. Any omission or incorrect information may lead to the delay of application processing or refusal of your application.

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### Rental Policies

- Equal Housing:** Norcross Station is an equal opportunity rental community. We do not discriminate on the basis of race, color religion, sex, handicap, familial status or national origin.
- Availability:** Availability is based on the actual availability of specific apartments.
- Income:** Individual applicants must furnish verifiable proof of a monthly income equal to or exceeding 3 times the monthly rent. Verification may be required in writing and will not be accepted from a biased source. Income from tips will only be considered if a previous year W-2 form is provided. Income must have been effective for at least one year, with the exception of graduating college students.
- Resident History:** All applicants must have favorable and verifiable rental history for at least the past twelve months. Current and previous residential references must be from a licensed rental community or real estate company report showing prompt payment, no noise or property damage complaints, sufficient notice to vacate and all accounts settled. Negative rental history obtained from any source will be cause for refusal. We will not accept anyone with an eviction which has not been paid and settled in full. If no rental history is established, your application may still be considered for acceptance with higher deposits or other requirements as deemed necessary by management.
- Credit Check:** A complete investigation of the credit history of each applicant will be made. Applicants with more than two accounts which have been forwarded for collection or charged off may not be approved. Applicants with unpaid collection accounts from apartment communities or landlords will not be accepted. Applicants with a credit rating of R4 or higher may be considered for acceptance with higher deposits or other requirements as deemed necessary by management, except those instances noted above. Any applicant with a rating of R8 or higher will not be approved. Medical collections will not be considered as negative credit history for any applicant. We will accept applicants who have filed bankruptcy if the bankruptcy is two or more years old and the applicant can provide proof of satisfactory credit since the discharge.
- Criminal History:** Any applicant or adult occupant who has been convicted of or has pending felony, serious misdemeanor or possession of drugs charges will be declined immediately at such time as the management is aware of the conviction. Any person with an arrest waiting trial for a serious felony, serious misdemeanor or possession of drugs will not be approved until charges have been dismissed. This requirement does not constitute a guarantee or representation that residents or guests residing at Norcross Station have not been convicted of a felony or serious misdemeanor.
- Guarantors:** Guarantors will not be accepted as compensation for bad credit history. Guarantors must be immediate relatives or legal guardians. Guarantors must complete a rental application and submit the required application fees. Guarantors must sign the signature page of Lease Agreement.
- Application Fee/  
Security Deposit** An application fee of \$35 per person is required prior to processing. Application fees are not refundable under any circumstance. Security deposits are \$300.00 with \$100.00 non refundable. Application fees or deposit checks which do not clear the bank are considered grounds for denial of the rental application. Rent must be paid in full prior to move in. Payments must be made by check or money order only-no cash is accepted at any time.
- Age:** The minimum age for all leaseholders is 18 years of age.
- Occupancy:** The maximum number of occupants in a one bedroom apartment is 2 people. The maximum number of occupants in a two bedroom apartment is 4 people. Persons 12 months of age or younger are not considered to be an occupant for occupancy standards. Occupancy shall be limited to the persons listed on the rental application. No other person may occupy the apartment without prior written permission from Management. No persons 18 years or older may occupy the apartment without entering the lease agreement.
- Late/NSF Fees:** A 10% late fee is required for any rent not paid on or before the fifth day of the month. There is an additional \$100 fee for any check that does not clear the bank.
- Pets:** To the extent permitted by applicable law, no animals are allowed in Norcross Station without prior written consent of Landlord.
- Cars:** One parking space per apartment is allotted. Additional spaces may be rented. Vehicles must be of acceptable appearance as determined by Management. R.V.s, trailers and vehicles with visible advertising logos are not permitted. All vehicles must have current tags and decals.
- Special Provisions:** 75 % of wood flooring must be covered with carpet and padding, as determined by Management. Due to the fragile nature of Norcross Station's clay tile walls, wall decorations are limited to the gypsum board walls only. Please use small nails or tacks sparingly to hang items on walls. NEVER USE TAPE, LARGE NAILS, GUM, ADHESIVE, TOGGLE BOLTS, ETC. These will deface the wall when removed and you will be charged for any needed repairs. You may not hang anything from the ceiling as it is painted with intumescent paint, a fire retardant which cannot be punctured.

I have read the Rental Policies and understand them fully.

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Applicant

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Applicant

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Date

