



102 Americana Drive Suite 99
 Newport News Va 23606
 757-595-5072 – office
 757-595-0050 - fax

Office Use Only:	
Date:	_____
Agent:	_____
Unit:	_____
Rent:	_____

Residential Rental Application

TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information.

PLEASE TELL US ABOUT YOURSELF

Applicant _____ Phone () _____ Email _____

Date of Birth _____ S.S. # _____ Driver's License # & State _____

Co-Applicant/ _____ Phone () _____ Email _____
 (or Co-Signer)

Date of Birth _____ S.S. # _____ Driver's License # & State _____

Names of All Other Occupants	Relationship to Applicant(s)	Date of Birth

Do You Have a Pet? Yes No If Yes, What Kind? _____ Weight _____

PLEASE GIVE US YOUR RESIDENCE HISTORY FOR THE PAST 2 YEARS

Current Address _____ City _____ State _____ Zip _____

Landlord Name _____ Phone #: _____ Month/Year Moved In _____

Do you: Own Rent (Monthly Amt _____) Live with Family (Monthly Rent _____) Other _____

Co-Applicant Address _____ City _____ State _____ Zip _____
 (or Co-signer)

Landlord Name/Phone _____ Phone #: _____ Month/Year Moved In _____

Do you: Own Rent (Monthly Amt _____) Live with Family (Monthly Rent _____) Other _____

Previous Address (Applicant/Co-Applicant) _____ Monthly Rent _____

Landlord Name/Phone _____ Month/Year - Moved In _____ Moved Out _____

PLEASE GIVE US YOUR INCOME INFORMATION

Employment/Income	Applicant	Co-Applicant (Co-Signer)
Position		
Employer		
Business Address		
Business Telephone #		
Avg. Weekly Earnings		
Length of Employment		
Source of Other Income		
Previous Employer		
Business Phone		
Length of Employment		
Avg. Weekly Earnings		

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PLEASE ANSWER THE FOLLOWING OTHER QUESTIONS

Applicant's Vehicle - Make _____ Year _____ Model _____ Color _____ License _____

Co-Applicant's Vehicle - Make _____ Year _____ Model _____ Color _____ License _____

Do you have renter's insurance? YES NO (Although not required, we strongly recommend that renter's insurance be obtained before move-in. It can be obtained inexpensively from your insurance agent.)

PLEASE GIVE US EMERGENCY CONTACT INFORMATION

In the event of an emergency, I/We hereby authorize the following person(s) to be contacted or to have access to my/our apartment:

Name _____ Relationship _____ Address _____

Home Phone () _____ Work Phone () _____ Cell Phone () _____

Name _____ Relationship _____ Address _____

Home Phone () _____ Work Phone () _____ Cell Phone () _____

PLEASE ACKNOWLEDGE OUR APPLICATION POLICY

I/We hereby acknowledge and understand that the application fee is non-refundable. An initial deposit is required to reserve an apartment. Once an application is approved and an apartment reserved, no deposit or other monies will be refunded. In the event the application is denied, the deposit will be refunded to the applicant less the non-refundable application fee(s). By signing the application below, you acknowledge that you have read and understand this application policy.

PLEASE GIVE US AUTHORIZATION TO PROCESS YOUR APPLICATION

PLEASE READ CAREFULLY BEFORE SIGNING

In considering this application from you, Management will rely heavily on the information which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warranty the accuracy of the information. You authorize **Oyster Point Place Apartments** to obtain a consumer credit report and make credit, employment, and rental inquiries for the purpose of approving this application and relieve them from any claims or liability which may result from such inquiries. I/We understand that this application will be denied if any of the above information is found to be false.

Applicant

Date

Co-Applicant (or Co-Signer)

Date

PLEASE REFER A FRIEND

Do you know of anybody else looking for an apartment? Please provide their name, address and phone number, and you may qualify for our resident referral program.

Name _____ Address _____ Phone () _____

Rental Policies

In order to provide the best possible living conditions for our residents, the following policies are used at *Oyster Point Place Apartments*.

Occupancy – The maximum number of occupants is as follows:

- 2 persons in a one-bedroom
- 4 persons in a two-bedroom

All occupants over the age of 18 years of age **MUST** complete an application and be listed as a leaseholder.

Credit, Financial Stability, & Residence History - All residents must qualify with a history of sound credit, financial stability, and acceptable residence history.

Income - A verifiable, consistent monthly gross income **must** be at least three (3) times the monthly rent. The applicant must have six (6) months employment at their current job or twelve (12) months employment at their previous job.

Roommates/Co-Residents - In the event that there are multiple applicants who reside in the same apartment, the information on all applicants will be combined during the approval process. The overall application will be considered in its entirety.

Pets are permitted at *Oyster Point Place Apartments*! We will gladly provide you with a copy of our property's Pet Policy for your review upon request. Certain vicious breed are prohibited such as Pit Bulls, Rottweiler's, Dobermans, German Shepherds, Chows, and any mixed breed dog with identifiable characteristics specific to one of these breeds. A one-time, non-refundable pet fee of **\$ 200** is charged for any pets under 40 lbs (combined weight) and a non-refundable pet fee of \$400 is charged for any pets under 80 lbs (combined weight) – with a 2 pet maximum limit. There are no additional monthly pet rents.

The *Oyster Point Place Apartments* is an Equal Housing Opportunity Provider and does not discriminate with regard to race, color, religion, ancestry, age, sex, national origin, familial status, sexual orientation, handicap or disability.

Application Process & Deposits

Application Fee: **\$40 per applicant**

Co-Signer Fee: **\$40 (if not family)**

Deposit Fee: **\$150**

Standard Security Deposit: **\$150**

All application fees and deposits should be in the form of certified check or money order.

After an application is approved and an apartment is reserved with a deposit, no deposit or other monies will be refunded. In the event an application is denied, the application deposit will be refunded to the applicant less the application fee noted above.