

WINDMILL WAY

Apartment Homes

7240-7271 Elm Tree Terrace, Mechanicsville,
VA 23111

Mail address: P.O. BOX 8497

Richmond, VA 23226

(804) 340-2828 fax) 804-823-5656

email: manager.windmillway@gmail.com

Rental Application

Office Use Only:

Unit # _____ Move-In Date _____

Unit Size _____ Sec. Dep. \$ _____

App. Fee _____ Other _____

Pro-rate: _____ Pet _____

Ver: 12/2021

Date of Application: _____ Move in date (or range of dates) desired? _____

Full Name (incl. middle) _____

Date of Birth _____ Social Security # _____ - _____ - _____

Cell Phone: _____ Home Phone: _____

Email: _____

Present Address _____ City _____ State _____ Zip _____

(PHYSICAL ADDRESS, NO P.O. BOX PLEASE)

How Long _____ Telephone # _____ Rent per Month \$ _____

Name of Landlord _____ Telephone _____

Previous Address _____ City _____ State _____ Zip _____

How Long _____ Telephone # _____ Rent per Month \$ _____

Name of Landlord _____ Telephone _____

Current Employer _____ Address _____

Telephone # _____ Position _____ How Long? _____

Supervisor's Name _____ Gross Monthly Income \$ _____

(We will need a copy of your most recent pay stub and/or a completed income verification form)

Previous Employer _____ Address _____

Telephone # _____ Position _____ How Long? _____

Supervisor's Name _____ Gross Monthly Income \$ _____

Automobile Make _____ Model _____ Year _____ Color _____

License _____ Registered To _____ Monthly Payment \$ _____

Other Income \$ _____ Source _____

Other Income \$ _____ Source _____

Name and relationship of all persons to be occupying apartment (including children and their ages):

1. Name _____ Age _____ Relationship _____

2. Name _____ Age _____ Relationship _____

3. Name _____ Age _____ Relationship _____

4. Name _____ Age _____ Relationship _____

Pets: Yes _____ No _____ Type, _____ Breed, _____ Description:

(There is a \$300.00 initial non-refundable pet fee plus \$40 per month for the 1st pet and a \$150 non-refundable pet fee plus \$20 per month for an additional pet. Two (2) pet Maximum. (Management reserves the right to deny any pet it deems undesirable)

Have you ever been convicted of a felony? _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or foreclosed upon? _____

In case of Emergency contact _____ Relationship _____

Address _____ Telephone _____

Personal References (please give three)

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

Receipt of \$ _____ for a NON-REFUNDABLE application fee (\$40 per applicant) is hereby acknowledged as is \$ _____ for a deposit to hold the apartment. Deposits MUST be paid separately from all other payments.

There is a one-time \$199 administrative fee due at move-in.

NOTE:

1. Applicant may withdraw this application within 48 hours after making application and deposit will be returned.
2. If applicant is not approved, deposit will be returned.
3. The Deposit placed to hold an apartment will be applied to liquidated damages if the applicant fails to sign a lease and begin paying rent by the agreed upon lease inception ("move-in") date.
4. An apartment is guaranteed subject to a deposit being paid and current resident, if one, moving out as scheduled.

I authorize Landlord or his agent to obtain information they deem necessary in the processing of my application, including: credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information; and release Landlord, its employees and agents from all liability for any damage whatsoever incurred in furnishing or obtaining such information. I certify that the information furnished by me on this application is true and correct to the best of my knowledge, and if any information is found to be false, Landlord has no obligation to rent to me. Landlord may terminate any agreement entered into under false pretense.

Printed Name: _____

Signature: _____

Date: _____