

# 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](mailto:manager.windmillway@gmail.com)

## Rental Application

### Office Use Only:

Unit # \_\_\_\_\_ Move-In Date \_\_\_\_\_

Unit Size \_\_\_\_\_ Sec. Dep. \$ \_\_\_\_\_

App. Fee \_\_\_\_\_ Other \_\_\_\_\_

Pro-rate: \_\_\_\_\_ Pet \_\_\_\_\_

Ver: 05/2024

**Date of Application:** \_\_\_\_\_ Move in date (or range of dates) desired? \_\_\_\_\_

**Full Name (incl. middle)** \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CellPhone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Present Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

How Long \_\_\_\_\_ Rent per Month \$ \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Telephone \_\_\_\_\_

**Previous Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long \_\_\_\_\_ 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 \$350.00 initial non-refundable pet fee plus \$40 per month for the 1<sup>st</sup> 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: \_\_\_\_\_