

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: 1/2025

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 _____ **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 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 _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Where did you hear about us? Circle

Referral Property Zillow Apartments.com Rent.com Drive by Facebook / Other:
Website Instagram

If referral, who? _____

There is a \$40 for a NON-REFUNDABLE application fee per applicant.

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

NOTE:

1. Once accepted, 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.
2. An apartment is guaranteed subject to a holding deposit being paid and a 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: _____