

HERITAGE REALTY & INVESTMENTS

FAX: 1-877-827-0440

P. O. Box 16721
Jackson, Mississippi 39236
601 856 2494

Leasing Criteria 2023

Dear Prospective Resident,

Thank you for visiting our Community at Belhaven Riverview Apartments, located at **836 Riverview Drive, Jackson, Mississippi 39202**. We appreciate your consideration of our community and hope you find it to be a pleasant and desirable place to call home.

Attached is an application that must be filled out and returned to us. Upon returning the completed application, you will need to bring it to us with your holding deposit and application fee. The standard holding deposit is \$300.00 and the application fee is \$50.00 per person on lease. If approved, the holding deposit becomes part of the security deposit which amount depends upon the applicant's qualifications. Once approved, you will bring the remainder of the move in costs prior to occupancy.

Once we have your application, holding deposit and application fee, we will be able to give you an answer in approximately 2 business days. If you are disapproved for any reason, we will return your holding deposit. Money orders are required for holding deposit and application fee payable to: **Heritage Realty & Investments, LLC**

Qualifications Criteria:

1. A non-refundable application fee is required when the application is submitted to management. All application fees are non-refundable.
2. Each prospective resident over 18 years of age will need to fill out an application and have a credit and criminal background screening.
3. Applicant must be 21 years or older to apply as a lease holder. If under 21, parent can sign the Lease Agreement with the minor listed as an occupant.
4. Applicant must have a favorable rental history. If applicant owes any previous landlord, applicant must show positive proof it has been paid and cleared.
5. Income must be approximately 3 times the rental rate in gross income per month.
6. Employment verification is required. Proof of income (paycheck stubs, letter of employment, employment contract) may be submitted, Self-employed applicants must supply positive documentation of income such as tax returns.
7. Automatic rejection will be given to anyone with a felony conviction, unpaid housing/rental debt, evictions, or utility balances on credit report.
8. A holding deposit is required to secure a specific unit for rent. If the applicant changes his/her decision about renting with Belhaven Riverview Apartments at any time or for any reason, the security deposit will be forfeited. However, if the applicant is not approved for the unit, the security deposit will be refunded.
9. Prospect must move into reserved unit within 7 days of receipt of security deposit or when unit is ready, otherwise security deposit will be forfeited.
10. **Money Orders ONLY** are acceptable for application fee, security deposit and 1st month rent, made out to **Heritage Realty & Investments, LLC**.

If you have any questions filling out the paperwork, we will assist you. Thank you for the opportunity to be of service regarding your housing needs.

Thank you,

Management

HERITAGE REALTY & INVESTMENTS

P. O. Box 16721
Jackson, Mississippi 39236
Tel: 601-856-2494
Fax: 1-877-827-0440

REQUEST FOR RENTAL/LANDLORD VERIFICATION

To: _____
(Landlord)
Phone: _____

Date & Time: _____

Fax: _____

_____ has applied for residency with our company, and we need to confirm the following information regarding previous rental history. We have received a signature from the applicant at the bottom of this page indicating we have permission to obtain the following information. We appreciate your cooperation in delivering us this information in a timely manner.

Address: _____

Monthly Rental Rate: _____

Dates of Occupancy: _____

Number of late payments: _____

Any NSF's paid or evictions filed? _____

Was a 30-day notice given? _____

Was security deposit refunded? _____

Would you rent to them again? _____

Verified by: _____

Signature of Landlord

Print Name _____ Title _____

Date _____

Applicant's signature to release information

Date

Heritage Realty & Investments

Holding Deposit Agreement

Date_____ Property: 836 Riverview, Jackson, MS 39202

Apartment No. _____

I _____ understand the holding deposit of \$_____ is for the purpose of holding the abovementioned property which will be taken off the market and unavailable to other prospects.

The monthly rental amount will be \$_____.

The agreed move in date is _____.

Rent will be due upon the day of move in when keys are issued.

If the applicant changes his/her mind after 24 hours from this date their deposit **will be forfeited**. After 24 hours this holding deposit will then be considered as a security deposit on the above mentioned property and held until the time the apartment is vacated as specified in the Security Deposit Agreement which will be signed when the applicant moves in.

If, for any reason, the application is not approved by this office the holding deposit will be refunded in full.

Applicant Signature

Date deposit paid

Agent Signature

HERITAGE REALTY & INVESTMENTS

P. O. Box 16721
Jackson, Mississippi 39236
Tel: 601-856-2494

REQUEST FOR EMPLOYMENT VERIFICATION

To: _____

Date & Time: _____

Phone: _____

Fax: _____

_____ has applied for residency with our company, and we need to confirm the following information regarding employment and income. We have received a signature from the applicant at the bottom of this page indicating we have permission to obtain the following information. We appreciate your cooperation in delivering us this information in a timely manner.

Title of Position:

Date of Hire:

Date of Termination:

Pay Rate or Salary:

Fulltime Status:

Verified by:

X _____
Employer Signature Title

Print Name Title

X _____
Applicant's signature to release information

Date

HERITAGE REALTY & INVESTMENTS,, LLC

RENTAL APPLICATION

TEL. (601) 856-2494 FAX 1-877-827-0440 Email: admin@belhavenriverviewapartments.com

Date: _____ Desired occupancy date _____

Property Name/Address: Belhaven Riverview Apartments
836 Riverview Drive
Jackson, MS 39202

Desired apt. size: 1bed____ 2bed____ Lease term: _____(1 year minimum)

POSITIVE IDENTIFICATION IS REQUIRED (Attach to application)

Full Name of Applicant: _____

Phone Number: _____ Email: _____

Male ☐ Female ☐ Social Security # _____ Date of Birth: _____

Driver's license number _____ State _____ Number living with you _____

Present Address: _____

Street City State Zip
Own ☐ Rent ☐ From _____ To _____ Monthly Payment _____

Landlord/Mortgage holder _____ Phone Number: _____

Landlord/Mortgage holder address: _____

Reason for moving _____

Previous Address: _____

Street City State Zip
Phone number _____ Own ☐ Rent ☐ From _____ To _____ Monthly Payment _____

Landlord/Mortgage holder _____ Phone Number: _____

Landlord/Mortgage holder address: _____

Reason for moving _____

Applicant's CURRENT employer: _____

Phone Number _____ Length of employment _____ Position: _____

Employer's Address: _____

Street City State Zip
Monthly income \$ _____ Supervisor's name: _____ Phone Number _____

Tenant initial: _____

Applicant's PREVIOUS employer: _____

Phone Number _____ Length of employment _____ Position: _____

Employer's Address: _____

Street _____ City _____ State _____ Zip _____
Monthly income \$ _____ Supervisor's name: _____ Phone Number _____

Spouse/roommate's name _____ Phone: _____

Male [] Female [] Social Security # _____ email: _____

Date of birth _____ Driver's license number _____ State _____

Spouse/roommate's employer _____

Phone Number _____ Length of employment _____ Position: _____

Employer's Address: _____

Street _____ City _____ State _____ Zip _____
Monthly income \$ _____ Supervisor's name: _____ Phone Number _____

Nearest relative not living with you: _____

Address: _____

Street _____ City _____ State _____ Zip _____
Relationship _____ Phone number _____

In case of emergency, notify: _____

Address: _____

Street _____ City _____ State _____ Zip _____
Relationship _____ Phone number _____

Additional Occupants:

Name _____ **Relationship** _____

Male [] Female [] Social Security # _____

Date of birth _____ Driver's license number _____ State _____

Name _____ **Relationship** _____

Male [] Female [] Social Security # _____

Date of birth _____ Driver's license number _____ State _____

Name _____ **Relationship** _____

Male [] Female [] Social Security # _____

Date of birth _____ Driver's license number _____ State _____

Tenant initial: _____

Vehicles to be parked on premise by applicant, spouse or children (list cars, trucks or motorcycles): (Note: Only 1 reserved space available)

1. Type _____ Make _____ Model _____ Year _____ Color _____
License number _____ State _____

2. Type _____ Make _____ Model _____ Year _____ Color _____
License number _____ State _____

Do you have a pet? Yes [] No [] Type _____ Weight _____

Have you or your spouse/roommate ever been sued for non-payment of rent or damages to property? Explain if "Yes." _____

Have you or your spouse/roommate ever broken a lease or been evicted from an apartment? Explain if "Yes" _____

Have you or your spouse/roommate ever been arrested for violating any law? Explain if "Yes." _____

Active credit references (If Mastercard or Visa, state bank issued from and location.

1. _____ City _____ State _____
Account number _____

2. _____ City _____ State _____
Account number _____

Personal reference: Name _____ Tel. _____

Personal reference: Name _____ Tel. _____

Personal reference: Name _____ Tel. _____

I (we) certify that the above information is true and correct, to the best of my (our) knowledge. I (we) understand that you will retain this application whether or not it is approved. You are authorized to check my credit, employment, character, general reputation, and if deemed necessary, conduct a criminal investigation. I (we) further certify that I (we) am (are) an adult(s) and understand the importance of accurate information. I (we) further understand that approval of this application is based all or in part on the information contained herein. Should this application be approved and a lease contract executed, I (we) understand that this application is made a part of the lease and if later, it is determined that any information provided herein was incorrect, said incorrect information shall be grounds for termination of the lease contract.

I (we) understand I (we) acquire no rights in an apartment until (1) this application is approved and accepted; (2) a lease is signed by all parties and I (we) make the required security deposit; (3) I (we) pay all rent due in advance before occupancy; and (4) occupancy is given and accepted.

Tenant initial: _____

I (we) agree to pay a non-refundable application fee of \$50 before this application will be processed. If there are no apartments available or if the application is turned down, the fee will not be returned. Paying the application fee in no way guarantees me (us) an apartment.

A security deposit of \$_____ is hereby made and, if accepted, I (we) agree to sign the lease delivered to me (us). In the event I (we) fail to sign the lease after being accepted, the security deposit is thereby forfeited. If the application is disapproved, the security deposit shall be refunded to the applicant(s).

PLEASE ALLOW A MINIMUM OF TWO DAYS TO PROCESS APPLICATION

_____ Applicant	_____ Applicant
Date _____	Date _____

DO NOT WRITE BELOW THIS LINE

_____ Approved _____ By _____			
Unit number _____	Rent _____	Term _____	Begins _____
Not Approved _____ By _____			
Reason _____			
