



Thank you for choosing to apply for housing at Central Virginia Housing.

The enclosed documents need to be signed/filled out where highlighted and returned with the following information:

- \$30 application fee per adult 18 years of age and older (Money order or cashier's check only, made payable to Central Virginia Housing or CVHC)
- Last 4-6 paystubs
- Verification letters for any other type of income you receive in the household (i.e., Child Support, Alimony, Social Security, SSI, Disability, VA benefits, etc...)
- Copy of a photo ID for all household members that are 18 years of age or older
- Copy of social security cards for all household members
- Copy of birth certificates for all household members under the age of 18 years old.

These items can be dropped off in our drop box located at 2300 Charles Street OR, an appointment can be made to sit down and go over the application with the property manager by calling or texting 540-604-1659.

**No application will be run without the above referenced information, especially the application fee.**

*If this is a waiting list application, please note that once a unit becomes available for you and you accept it, you will have to provide updated information on all income sources to prove you are still income qualified. In the meantime, we may email or call you every 20-60 days to update your file with any changes and to be sure you still would like to be kept on the waiting list.*

If you have any questions, please feel free to contact me at 540-604-9943, ext. 215# or via email at [msnyder-davis@centralvahousing.org](mailto:msnyder-davis@centralvahousing.org).

Respectfully,

Maggie Snyder-Davis, CAM, TCS  
Property Manager  
CVH & Colonial Heights Apartments

---

**Fredericksburg Office**

2300 Charles Street  
Fredericksburg, VA 22401  
Phone: 540-604-9943  
Fax: 540-604-9949



[www.centralvahousing.org](http://www.centralvahousing.org)

**Remington Office**

203 James Madison Street  
Remington, VA 22734  
Phone: 540-604-9943 X227  
Fax: 540-439-8690



**Central Virginia Housing Coalition**  
2300 Charles Street  
Fredericksburg, VA 22401  
Phone: (540) 604-9943 Fax: (540) 604-9949



## **RENTAL APPLICATION POLICIES AND PROCEDURES**

Thank you for your interest in Central Virginia Housing Coalition (CVHC) and Colonial Heights Partnership 2006, L.P. (Colonial Heights Apartments) rental properties.

If interested in renting from the Coalition, you will need to fill out our rental application. There is a \$30.00 per adult, non-refundable application fee for CVHC properties and a \$25.00 per adult application fee for Colonial Heights Apartments, that must be paid before your rental application is processed. All applicants must be a minimum of 18 years of age or a legally emancipated minor to apply. Applicants are required to sign the rental application, giving Central Virginia Housing Coalition permission to run a credit and criminal history background check on all legal adults applying. Your completed application will be held strictly confidential.

There is a five (5) to ten (10) business day turnaround time for Central Virginia Housing Coalition to process the application. The Property Manager will notify you by phone and/or letter with the decision of the application. If approved, the Property Manager will contact you for further move-in instructions.

Before filling out the application, please read the following *Rental Application Policies and Procedures* along with our *Tenant Selection Plan* if applying for Colonial Height Apartments. If you have any questions, please contact the Property Manager directly at (540)604-9943 x 215#.

### **Identity Requirements**

All applicants are required to show proof of identity and social security number. Please provide a state issued photo ID or Driver's License and social security card. Applications will not be processed without the required identity records.

### **Income Requirements**

Your total monthly income is one of the most essential items on your application. CVHC's policy is: The applicant's household income must be at least two (2) times the amount of monthly rent, except for households leasing under the Housing Choice Voucher Program or a similar local program. We will accept all sources of income to include part-time jobs, child support, workman's compensation, social security or disability income, etc. For those applying for Colonial Heights Apartments, the maximum household income shall be at or below 50% of HUD Area Median Income guidelines. Applicant selection for Colonial Heights Apartments is based upon restrictions and regulations of various local, state, federal and private funding sources.

### **Landlord Verification**

We will contact your current and previous Landlords to check your record of rent payments for the past three years, your care of the property and whether you have fulfilled your leasing agreement. You can be denied if any landlord reports late payments, damages to their property and/or any public disturbance. Your application can also be denied if you have ever been evicted from any property. If the applicant does not have any previous rental history, they can provide three (3) letters of reference from anyone other than a relative stating that they feel the applicant can manage the obligations associated with renting an apartment or house.

### **Employment Verification**

CVHC will contact the applicant's current employer to verify monthly income, length of employment and job stability. We require the applicants bring in the most recent 4 – 6 consecutive pay check stubs. The applicant should be able to demonstrate a satisfactory history of at least 6 months of steady work history. We may call other references concerning additional income. If you are self-employed, we require copies of your income tax forms.

### **Credit Investigation**

CVHC will contact a national credit reporting agency to review the personal credit history for all adults (those 18 years of age and older) listed on the application. Your application may be refused if your credit report shows history of bankruptcy, unpaid judgments, liens, repossessions, repeated late payments, or unpaid utility bills. CVHC will also run a civil records check using the court case database.

### **Criminal Records Check**

CVHC will run a national and federal criminal records check. If the applicant does have a criminal history, they should discuss their history prior to filling out the application. Criminal history is considered case by case. The applicant can be refused acceptance if convicted for violent behavior, drug activity or sex crimes. Those applying for Colonial Heights Apartments will be subject to stricter guidelines. Please review the *Tenant Selection Plan* for more information. CVHC reserves the right to permit an applicant with some said charges if they are being counseled through a local Department of Social Services or another approved Re-Entry organization.

### **No Pet Policy**

No pets (with the exception of a medical need service or support animal) of any kind are permitted in CVHC's rental homes.

### **Housing Limits**

Due to the small size of our rental units, there is a limit to the number of people that can occupy each unit. Our general rule is no more than two (2) people can occupy a single bedroom. We rent to individuals and families, but only one family may occupy a single unit. We define *family* as two or more persons related by blood, adoption or marriage, living and cooking together as a single unit or a group of no more than three (3) unrelated persons living together as a single unit.

### **Key Check Policy**

No one will be given a key to any unit to view the property without being approved through our application process. Potential applicants may contact the Property Manager to view properties prior to the application process.

### **Holding Deposit**

To hold a unit, the applicant will be required to pay a \$200.00 holding deposit to show good faith of the intent to occupy a rental. The unit will be held for the applicant for 14 days after receipt of the deposit. A lease signing must take place by the expiration of the 14<sup>th</sup> day. If the applicant enters into a rental/lease agreement, the holding deposit will be credited toward the security deposit. The fee is fully refundable within 72 hours of receipt. Should the applicant decide not to enter into a rental/lease agreement within this time frame, CVHC will refund the holding deposit within 15 business days to the Applicant. Should the applicant decide not to enter into a rental agreement after 72 hours of receipt, he/she will forfeit the holding fee to Central Virginia Housing Coalition as "lost rental damages" to cover the lost opportunity to rent the premises.

## **Security Deposit**

Applicants will be required to pay a security deposit at the time of lease execution in the amount of one (1) month rent. Under special circumstances, management may require a higher security deposit but not greater than the amount of two (2) month's rent. Security deposits are held at a local banking institute in an interest-bearing escrow account.

## **Other Tenant Expectations**

Upon approval for tenancy, all tenants will need to meet the following expectations:

- **Utilities:** All tenants will be required to have utilities for the rental unit transferred into the applicant's name on the day of move-in. Depending on the unit being rented; utilities can range from only electric, to all the utilities which may include gas, water, sewage and trash. Please confirm with the Property Manager at time of application for the utility expectation for the unit of interest.
- **Renter's Insurance:** All tenants, excluding those renting at Colonial Heights Apartments, must obtain a renter's insurance policy effective for the day of move-in through the duration of tenancy. Policies must have a minimum of \$100,000 liability and Central Virginia Housing Coalition must be listed as the additionally insured. Colonial Heights Apartments does not require a tenant to carry a renter's insurance policy, but it is highly recommended.
- **Landscaping:** Depending on the unit being rented, tenants may be required to take care of all landscaping needs at the property on a regular basis. This includes grass cutting, weed eating, bush and hedge trimming, tree limb trimming, gutter cleaning, etc. Please confirm with the Property Manager at time of application for the landscaping maintenance requirements for the unit of interest.
- **Lease Renewal Procedure:** During your rental stay with CVHC, we will renew your lease annually. During the lease renewal process, the following will be required:
  - **Pre-Renewal Home Inspection** – This will ensure that the home/apartment are being cared for appropriately.
  - **Request for current income documents** – This will be the most important factor in your lease renewal. If you do not financially requalify, you will be issued a non-renewal notice to vacate the unit at the end of your current lease term.

For full lease requirements, the applicant may request a sample copy of CVHC/Colonial Heights Apartment's lease. Please contact the Property Manager for details.

## **Fair Housing Notice**

CVHC is pledged to uphold the U.S. Department of Housing and Urban Development's policy for the achievement of Equal Housing Opportunity. We support an affirmative marketing program in which there are no barriers to obtaining housing because of race, color, national origin, sex, disability, familial status (families with children under age 18), "elderliness" (age 55 and older), source of funds, sexual orientation, gender identity, and military status.

## **Agency Disclosure**

Central Virginia Housing Coalition is a non-profit organization that provides affordable rental units for low to moderate income families and individuals. The Property Manager and CVHC Management must first and foremost consider what is in the best interest of the organization. Rental units are offered to the best qualified applicant and are not necessarily on a "first come, first serve basis". We reserve the right to reject any application if it does not meet our policies and procedures.

**Discovery of false information provided by the applicant will disqualify an applicant from achieving residency with Central Virginia Housing Coalition and/or Colonial Heights Apartments.**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Co-Applicant's Signature*

\_\_\_\_\_  
*Date*

# Central Virginia Housing Coalition Rental Housing Application

Date of Application: \_\_\_\_\_

Applying for: 1 bedroom    2 bedroom    3 bedroom    When: \_\_\_\_\_

Full Legal Name (Exactly as it appears on Driver's License or Govt. ID Card)

\_\_\_\_\_  
Date of Birth                      Social Security Number                      Driver's License/ID #                      State

\_\_\_\_\_  
Phone Number                      Email Address  
Gender: Male / Female                      Marital Status: Single    Married    Widowed    Separated

## Residence

Current Address: \_\_\_\_\_  
   Street # and name                      Apt #                      City, State, Zip

Landlord Name: \_\_\_\_\_                      Landlord phone #: \_\_\_\_\_

Dates Lived at current address: \_\_\_\_\_ to \_\_\_\_\_                      Current Rent Amount: \$ \_\_\_\_\_

Previous Address: \_\_\_\_\_  
   Street # and name                      Apt #                      City, State, zip

Landlord Name: \_\_\_\_\_                      Landlord phone #: \_\_\_\_\_

Dates Lived at Previous address: \_\_\_\_\_ to \_\_\_\_\_                      Previous Rent Amount: \$ \_\_\_\_\_

## Other Occupants

\_\_\_\_\_  
Full Legal Name                      Relationship  
\_\_\_\_\_  
Date of Birth                      Social Security Number                      Govt. Issued ID Number                      State  
Address: \_\_\_\_\_  
   Street # and name                      Apt #                      City, State, Zip

\_\_\_\_\_  
Full Legal Name                      Relationship  
\_\_\_\_\_  
Date of Birth                      Social Security Number                      Govt. Issued ID Number                      State  
Address: \_\_\_\_\_  
   Street # and name                      Apt #                      City, State, Zip

\_\_\_\_\_  
Full Legal Name                      Relationship  
\_\_\_\_\_  
Date of Birth                      Social Security Number                      Govt. Issued ID Number                      State  
Address: \_\_\_\_\_  
   Street # and name                      Apt #                      City, State, Zip

**Employment**

Employer: \_\_\_\_\_ Employer Address: \_\_\_\_\_  
Date of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Employer Phone Number: \_\_\_\_\_ Employer Email: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Annual Income: \$ \_\_\_\_\_

Other Income Source: \_\_\_\_\_  
Annual Amount of other income: \$ \_\_\_\_\_

**Other Information**

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Vehicle Information:**

Make/Model of vehicle: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Color: \_\_\_\_\_  
Make/Model of vehicle: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Color: \_\_\_\_\_  
Make/Model of vehicle: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Color: \_\_\_\_\_

**Rental/Criminal History:**

*(Check only if applicable)*

Have you or any occupant listed in this Application ever:

- Been evicted or asked to move out?
- Moved out of a dwelling before the end of the lease term without the owner's consent?
- Declared bankruptcy?
- Been sued for rent?
- Been sued for property damage?
- Been convicted ( or received an alternative for of adjudication equivalent to conviction) of a felony or misdemeanor involving a controlled substance, violence to another person, or destruction of property, or a sex crime?

Please indicate the year, location, and type of each felony or misdemeanor conviction involving controlled substance, violence to another person, destruction of property, or a sex crime. We may need to discuss more facts before making a decision.

**Referral Information:**

*How did you find us:*

- Online Search (Website: \_\_\_\_\_)
- Referral from a person: \_\_\_\_\_
- Social Media (Which one: \_\_\_\_\_)
- Community Partner (Name of Organization: \_\_\_\_\_)
- Other (Please list: \_\_\_\_\_)

**Acknowledgement:**

You declare that all of your statements in the Application are true, accurate and complete. You authorize us to verify the same. If you fail to answer any question(s) or if you provide us with false information, we may reject the application, and/or terminate your tenancy and your right to occupy, and we may pursue all other rights and remedies available to us under applicable Virginia law. Giving false information is a serious offense, In any lawsuit relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the non-prevailing party. In accordance with applicable Virginia and Federal law, we may furnish information to consumer reporting agencies and to any other rental housing owners regarding your tenancy.

\_\_\_\_\_ *Applicant Signature*

\_\_\_\_\_ *Date*

***For Office Use Only:***

**Application received:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Property Manager Signature:** \_\_\_\_\_

**Credit/Criminal background checked:** \_\_\_\_\_

**Verifications Obtained:** \_\_\_\_\_

**Rental Verification Obtained:** \_\_\_\_\_

**ID & Social Security Card Obtained:** \_\_\_\_\_

**Application Fees Received:** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

**Approval/Denial Letter sent:** \_\_\_\_\_

**File Completed:** \_\_\_\_\_





# Central Virginia Housing Coalition

## Authorization

### Release of information

I authorize an investigation of my:

1. Credit
2. Tenant History
3. Criminal Background
4. Employment

This information is collected for the purpose of leasing a house or apartment home from Central Virginia Housing Coalition.

_____ Name (Please Print)	_____ Signature	_____ Date
_____ Name (Please Print)	_____ Signature	_____ Date
_____ Name (Please Print)	_____ Signature	_____ Date

2300 Charles Street  
Fredericksburg, VA 22401  
PH: (540) 604-9943 / Fax: (540) 604-9949

