



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

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

- \$25 application fee per adult 18 years of age and older (Money order or cashier's check only, made payable to Central Virginia Housing or CVH)
- Last 4-6 paystubs or offer letter from any employment that is pending a start date.
- 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 a member of the property management department by calling (540) 604-9943, or emailing, at cvhpm@centralvahousing.org.

No application will be run without the above required information or 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 our office at (540) 604-9943, or via email, at cvhpm@centralvahousing.org.

Respectfully,

The Property Management Team
Central Virginia Housing

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



www.centralvahousing.org

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

RENTAL APPLICATION POLICIES AND PROCEDURES

Thank you for your interest in housing with Central Virginia Housing.

If interested in renting from Central Virginia Housing, you will need to fill out our rental application. There is a per adult, non-refundable application fee of \$25. This application fee must be paid before your rental application is processed in the form of a cashier's check or money order made payable to the location/property that you are applying for, see property names/locations below:

- Central Virginia Housing – Fredericksburg Portfolio
- Colonial Heights Apartments – Fredericksburg
- Angelwood at Caroline – Bowling Green
- Angelwood I, II and Angel Court – King George

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, along with a Tenant Release and Consent form, giving Central Virginia Housing 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 for Central Virginia Housing to process the application. A Property Management team member will notify you by phone, letter, or email with the decision of the initial screening of your application, and what the next steps in the process will be. Once your application is fully approved, we will contact you for further move-in instructions.

Before filling out the application packet, please read the following Rental Application Policies and Procedures along with our Tenant Selection Plan if applying for Colonial Heights, Angelwood at Caroline or Angelwood King George locations. If you have any questions, please contact our office at (540)604-9943, or via email, at cvhpm@centralvahousing.org.

Identity Requirements

All applicants are required to show proof of identity and a social security number. Please provide a current, unexpired state issued photo ID, Driver's License, or Passport for all individuals 18 years or older, social security cards for all household members, and birth certificates for all household members under the age of 18 years. Applications will not be processed without the required identity records.

Income Requirements

2300 Charles Street
Fredericksburg, VA 22401
Phone: 540-604-9943
Fax: 540-604-9949
www.centralvahousing.org



Your total monthly income is one of the most essential items on your application. CVH'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, Angelwood at Caroline, and Angelwood properties in King George, there is a maximum household income per the number of people in the household. For more information on income maximums, please see the Tenant Selection Plan within your application packet.

Landlord Verification

During our screening process, 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. Your application could be denied if any landlord reports late payments, damages to their property and/or any public disturbance. Your application could 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 a lease contract to rent an apartment or house.

Employment Verification

CVH will contact the applicant's current employer to verify monthly/annual income, and length of employment and job stability. We will require applicants to provide the most recent 4 – 6 consecutive paycheck 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 will require copies of your income tax forms for the last 2 consecutive years.

Credit Investigation

CVH will 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. CVH will also run a civil records check using the court case database.

Criminal Records Check

CVH will run a national and federal criminal records check. If the applicant does have a criminal history, please place the information on the application where requested, and discuss their history prior to filling out the application with our Property Management Department. Criminal history is considered case by case. The applicant could be refused acceptance if convicted for violent behavior, drug activity or sex crimes. CVH 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 documented service or support animals) of any kind are permitted in CVH's rental homes or apartments.

Housing Limits

Due to health and safety regulations, 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 (i.e. 1-bedroom – 2 occupants, 2-bedroom – 4 occupants, etc.). 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 initial application process. Potential applicants may contact the Property Management Department to schedule a date and time to view available properties prior to the application process, should they be available to view at that time.

Holding Deposit

Once your application has passed the screening process, they will be offered an available unit. To hold the unit offered, the applicant will be required to pay a \$200.00 holding deposit to show good faith of the intent to occupy the rental unit, and sign the Holding Fee Agreement form. This holding fee will be put towards your security deposit at move-in. If the applicant enters into a rental/lease agreement, the holding deposit will be credited toward the security deposit at move-in, and must be provided in the form of a Cashier's Check or money order made payable to the property that you have been offered a unit at. 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, CVH 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, they will forfeit the holding fee to Central Virginia Housing 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) months' rent. Under special circumstances, management may require a higher security deposit that is not greater than the amount of two (2) months' rent. Security deposits are held at a local banking institute.

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 electricity to all the utilities which may include gas, water, sewage and trash. Please confirm with the Property Management Department at the time of application for the utility expectation for the unit of interest. An account number will be required at lease signing to confirm transfer of services.

- Renter's Insurance: All tenants of Central Virginia Housing properties 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 must be listed as the additionally insured. For Colonial Heights, Angelwood at Caroline, and the Angelwood King George properties, Renter's Insurance is not *required* but is strongly advised. Those without Renter's Insurance will be asked to sign a waiver at move in.

- 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, brush and hedge trimming, tree limb trimming, gutter cleaning, etc. Please confirm with the Property Management Department at the time of application for the landscaping maintenance requirements for the unit of interest.

- Lease Renewal Procedure: During your rental stay with CVH, we will renew your lease annually. You will be informed 90-120 days prior to your lease expiration of the new rent offer with the renewal form to return to our office to begin the process.

Fair Housing Notice

CVH is pledged to uphold the U.S. Department of Housing and Urban Development’s policy for the achievement of Equal Housing Opportunity for all. 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 is a non-profit organization that provides affordable rental units for low to moderate income families and individuals. The Property Manager and CVH 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 served 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.

Understanding and acceptance of Rental Application Policy and Procedures:

| | |
|--------------------------------------|---------------|
| _____ Applicant’s Signature | _____ Date |
| _____ Co-Applicant’s Signature | _____ Date |
| _____ Other Applicant’s Signature | _____ Date |



Central Virginia Housing Initial Rental 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 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: _____

Address: _____
Unit #: _____

TENANT RELEASE AND CONSENT

I/We _____ the undersigned hereby authorize all persons or companies in the categories listed below to release information regarding employment, income and/or assets for purposes of verifying information on my/our apartment rental application. I/We authorize release of information without liability to the owner/manager of the apartment community/Organization listed below and/or the State and Local Agencies/Department's service provider.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, student status, employment, income assets, medical, or child care allowances. I/We understand that this authorization cannot be used to obtain information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information include, but are not limited to:

- | | | |
|-------------------------------|--------------------------------|--------------------------|
| Past and Present Employers | Welfare Agencies | Veterans Administrations |
| Support and Alimony Providers | Educational Institutions | Retirement Systems |
| State Unemployment Agencies | Social Security Administration | Medical and Child Care |
| Banks and other Financial | Previous Landlords (including | Providers |
| Institutions | Public Housing Agencies) | |

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and **will stay in effect for a year and one month** from the date signed. I/We understand I/We have a right to review this file and correct any information that is incorrect. **Everyone 18 years of age and older must sign this form.**

SIGNATURES

| | | |
|---|---|-----------------------|
| _____ Signature of Applicant / Resident | _____ Printed Applicant / Resident Name | _____ Date |
| _____ Signature of Co-Applicant / Resident | _____ Printed Co-Applicant / Resident Name | _____ Date |
| _____ Signature of Adult Member | _____ Printed Adult Member Name | _____ Date |
| _____ Signature of Adult Member | _____ Printed Adult Member Name | _____ Date |
| _____ Signature of Adult Member | _____ Printed Adult Member Name | _____ Date |
| _____ Apartment Community Name | _____ Contact | _____ Phone Number |

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.