

# MANAGEMENT SERVICES CORPORATION

## Resident Application

Paid fee _____
Check Cash CC _____
ID Copied _____
Checked by _____

Apt. Number \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_

How did you hear about MSC? \_\_\_\_\_

Management Services Corporation is a Licensed Real Estate Broker in the Commonwealth Of Virginia. Management Services Corporation and its employees work for the owners of the rental properties, which they manage. Many of the employees are Licensed Virginia Real Estate Salespersons and Brokers. Employees of an owner's property are not required to have a Virginia Real Estate Person's License. Any licensed Real Estate Sales Person or Broker will present to you a business card representing his/her status as a Real Estate Sales Person or Broker. Management Services Corporation and the owners that Management Services represent conduct business in accordance with the Federal Fair Housing Laws. It is illegal to discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin and Elderliness.

Si usted no comprende ingles, es necesario que obtenga alguien que le traduzca esta noticia para usted. Muchas gracias.

FULL LEGAL NAME _____	SOCIAL SECURITY NO. _____
Home Phone Number _____	Cell Phone Number _____
DATE OF BIRTH _____	E-MAIL ADDRESS _____
<p><b>*ARE YOU A U.S. CITIZEN? (Circle) Yes or No</b></p> <p><b>*IF NOT, PLEASE FILL OUT THE NON-U.S. CITIZEN FORM</b></p>	
Other Persons Who Will Occupy Apartment: (Separate applications required for non-dependant occupants over 18) Anyone 18 years of age or older must sign the lease agreement. <b>READ NOTE #10 FOR INFORMATION WHEN ADDING ROOMMATES</b>	
Name _____	Age _____ Relationship _____
Name _____	Age _____ Relationship _____
Name _____	Age _____ Relationship _____

Have you ever/currently lived with MSC?  Yes  No If yes, Where? \_\_\_\_\_  
 What is/was your lease dates? \_\_\_\_\_

PLEASE CHECK ONE OF THE FOLLOWING BOXES BELOW REGARDING STUDENT STATUS:  
 **I AM NOT A STUDENT**     **I AM A FULL TIME STUDENT:** (certain MSC properties have undergraduate restrictions, see a leasing agent for specific criteria.)

University/College: \_\_\_\_\_ Program \_\_\_\_\_

Your UPCOMING year: 1st 2nd 3rd 4th Grad      Graduating Year \_\_\_\_\_

<b>RESIDENCE (S) FOR THE PAST 12 MONTHS:</b>			
Current Address _____			
Street _____	City _____	State _____	Zip _____
Move-In Date. _____	Move-Out Date. _____	Rent? _____	Own? _____ Monthly Payment \$ _____
Landlord/Mortgagor Reference _____		Phone _____	
Previous/Permanent Address _____			
Street _____	City _____	State _____	Zip _____
Move-In Date. _____	Move-Out Date. _____	Rent? _____	Own? _____ Monthly Payment \$ _____
Landlord/Mortgagor Reference _____		Phone _____	

**EMPLOYMENT/INCOME:**

Presently Employed By _____	How long _____
Business Address _____	
Street _____	City _____ State _____ Zip _____
Position _____	Salary \$ _____ /wk/ mo/yr    Supervisor Name and Title _____
Phone Number _____	
Other Income: Amount \$ _____ Per _____ Source _____	

**PETS:** Do you have a pet(s) that you plan to bring to your apartment?  Yes  No  
 (Please note: No pets of any kind are permitted in the leased premises without prior written approval. Please refer to the Policies and Procedures Handbook specific to the leased apartment for policies particular to that property. CERTAIN BREED RESTRICTIONS APPLY.)

**CRIMINAL HISTORY:** Have you have ever pleaded guilty to, or been convicted of, any crime other than traffic violations?  Yes  No  
 If yes, state the nature of the offense, the date of the offense, the county and state in which you were charged and/or tried, and the date of the trial and sentence given you, if convicted.

Please note: There is an \$10 fee for a criminal background check. A criminal background check is required for all applicants applying for The Woods, Linden Lane, Woodridge, Woodlane, and Brandywine.

**IN CASE OF EMERGENCY**

Local Contact:

Name	Address	
City	State	Zip
Phone (with area code)	Relationship	
Email Address		

Closest Relative:

Must reside in the USA.

Name	Address	
City	State	Zip
Phone (with area code)	Relationship	
Email Address		

Would you like this person to receive an electronic copy of your lease?  <input type="checkbox"/> YES <input type="checkbox"/> NO
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**IMPORTANT TO APPLICANT:**

- Rental rates are subject to change without notice pending full lease execution.
- A non-refundable \$45 application fee is hereby accepted to cover the expenses incurred in verifying the information furnished by applicant on the application. For The Woods, Linden Lane, Woodslodge, Woodridge, Woodlane, and Brandywine the fee is \$45 to cover the additional criminal background check. Inquiries are made to obtain information regarding applicant's credit history, rental and/or mortgage history, and student or employment status.
- I certify that I am above legal age and the above information is true and correct to the best of my knowledge. I hereby authorize owner or agent to verify any and all information as may be deemed necessary for approval or rejection of this application. I understand that any lease agreement made on the basis of the above information may be terminated at any time at owner/agent's option if the information is found to be false.
- I do hereby authorize Management Services Corporation to make oral and/or written disclosure of my Tenant records prior to, during, or subsequent to the Landlord-Tenant relationship to third parties who contact the management seeking verification of such information in the ordinary course of business for legitimate purposes as so determined by the management.
- The Lease Agreement was entered into based upon the representations of Tenant(s) contained in Rental Application. If any of those representations are found to be misleading, incorrect or untrue, Landlord may immediately terminate this Lease Agreement and notify Tenant(s) to vacate the Premises.
- A COPY OF THE CRITERIA USED TO DETERMINE AN APPLICANT'S ELIGIBILITY TO RENT ("RENTAL CRITERIA") IS AVAILABLE UPON REQUEST.
- Resident expressly authorizes Landlord or Landlord's Agent (including collection agency) to obtain Tenants consumer credit report, which the Landlord or it's agent may use if attempting to collect past due rents payments, late fees or other charges from Tenant, both during the term of this lease and thereafter
- EXECUTION OF THIS AGREEMENT: In lieu of an original signature to this agreement, landlord will accept valid and legitimate electronic and/or facsimile signature of the resident. In so doing, resident hereby acknowledges his/her endorsement and acceptance of this agreement, and he/she waives any challenge to validity of this agreement based on resident's endorsement by electronic and/or facsimile signature.
- No pets of any kind are permitted on the premises without prior, written approval.
- Rent will increase by \$25 for any additional resident over the number of bedrooms in the apartment at Woodrow Apartments. This only applies to 2 and 3 bedroom apartments.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

