

Mill Trace Village Rental Application

7160 Ellerson Mill Circle Mechanicsville, VA 23111 (804) 746-8866 Fax: (804) 746-7420

All Information Contained Herein Will Remain Confidential. Please Print All Information.

Applicants Full Name: _____

Birth Date _____ Social Security No. _____ Driver's License No. _____
Marital Status: Married _____ Single _____ Divorced _____ Widowed _____ Separated _____
Home Phone _____ Work Phone _____ Pager/Mobile _____

Current Address _____ Dates from: _____ to: _____
City _____ State _____ Zip _____
Landlord/Mortgage Co. _____ Monthly Rent \$ _____
Address _____ Phone _____
City _____ State _____ Zip _____

Previous Address _____ Dates from: _____ to: _____
City _____ State _____ Zip _____
Landlord/Mortgage Co. _____ Monthly Rent \$ _____
Address _____ Phone _____
City _____ State _____ Zip _____

Co-Applicants Name: _____

Birth Date _____ Social Security No. _____ Drivers License No. _____
Marital Status: Married _____ Single _____ Divorced _____ Widowed _____ Separated _____
Home Phone _____ Work Phone _____ Pager/Mobile _____

Current Address _____ Dates from: _____ to: _____
City _____ State _____ Zip _____
Landlord/Mortgage Co. _____ Monthly Rent \$ _____
Address _____ Phone _____
City _____ State _____ Zip _____

Previous Address _____ Dates from: _____ to: _____
City _____ State _____ Zip _____
Landlord/Mortgage Co. _____ Monthly Rent \$ _____
Address _____ Phone _____
City _____ State _____ Zip _____

List all others who will occupy the apartment:

| Full Name | Relationship | Date of Birth | Social Security No. |
|-----------|--------------|----------------|---------------------|
| _____ | _____ | ____/____/____ | _____ |
| _____ | _____ | ____/____/____ | _____ |
| _____ | _____ | ____/____/____ | _____ |
| _____ | _____ | ____/____/____ | _____ |

Pet Information: Will you have a pet? _____ Describe pet(s) including breed, height, weight _____

Do you have renter's insurance? _____ (please make arrangements for Renter's Insurance policy prior to executing a lease agreement).

How did you hear about our community? _____

Have you or co-applicant ever: Been sued for non-payment of rent? Yes No

Been evicted or asked to move out? Yes No Broken a lease agreement? Yes No

Been sued for damages to rental property? Yes No Declared Bankruptcy? Yes No

Checking Account: Bank _____ Account Number _____

Savings Account: Bank _____ Account Number _____

Emergency Contacts: Full Name, Address, City, State, Zip and Phone

General Emergency: _____

In the Event of Death: _____

Applicant Employment Information:

Current Employer : _____ Hire Date _____

Address (street,city,zip) _____

Position _____ Supervisor _____ Phone # _____ Monthly Salary _____

Previous Employer : _____ Hire Date _____

Address (street,city,zip) _____

Position _____ Supervisor _____ Phone # _____ Monthly Salary _____

Source and amount of additional income: _____

Co-Applicant Employment Information:

Current Employer : _____ Hire Date _____

Address (street,city,zip) _____

Position _____ Supervisor _____ Phone # _____ Monthly Salary _____

Previous Employer : _____ Hire Date _____

Address (street,city,zip) _____

Position _____ Supervisor _____ Phone # _____ Monthly Salary _____

Source and amount of additional income: _____

Automobile, Motorcycle

& Recreational Vehicle Information:

| Type | Year | Make/Model | License Number |
|-------|-------|------------|----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Application Deposit \$ _____ (Total of Application Fees and Refundable Security Deposit).

Upon move-in, the application deposit paid to secure above referenced apartment will be allocated as follows: **Application fee of \$50.00 each per leaseholder(s) and occupant(s) age 18 or older and a Refundable Security Deposit of \$300.00. Additional Deposits/Fees Due on or before lease execution:**

Non-refundable Pet Fee \$ _____ Other \$ _____

Apartment Address: _____

Monthly Rent: _____ Lease Term: _____ Move-In Date: _____

Apt. Type: 1 Bedroom _____ 2 Bedroom _____ 3 Bedroom _____

Application Deposit has been paid by applicant(s) and occupant(s) for the purpose of securing an apartment, processing this application, obtaining a credit report and a criminal background report and to verify any other information stated herein. I understand that if this application is approved and applicant fails to move in for any reason, the security deposit paid will be applied to any damages that Owner incurs as a result of the cancellation, which includes, but is not limited to, lost rent on apartment being held for applicant. I also understand that if this application is not approved for any reason, the \$300.00 will be returned to applicant. The Application Fee of \$50.00 each will be retained as a processing charge.

I hereby state and represent that the information provided by me in this application is complete and accurate. I authorize you to verify any and all information contained in this application and to inquire into my credit, character, criminal background, and general reputation and mode of living. I release all concerned from any liability in connection with any information they give. I acknowledge and agree that, in the event I enter into a lease with the Owner, that the Owner may cancel the lease agreement in the event any of the information provided by me in this application is materially inaccurate or incomplete. I understand that the Rules and Regulations are adopted for the benefit of all Residents and proper operation of the property, and I agree that residency will be subjected to them. Deposit and application fee has been paid by applicant(s) for the purpose of processing this application, obtaining a credit report and a criminal background report and to verify any other information stated herein.

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____

Management Representative _____ Date _____



Mill Trace Village Apartments and R.C. Evans Management Group, Inc., are an Equal Housing Opportunity Community.

Mill Trace Village Apartments has maximum household income limits in agreement with our mortgage holder, Virginia Housing Development Authority. The gross annual income of all adults (leaseholder(s) and occupant(s) 18 or older in the household may not exceed \$110,850.00 annually. All household income will be verified, in writing, by third party means such as an Employment Verification Form, tax returns or a minimum of two paycheck stubs.