



**BHC Management Company**  
**Market Square I & II Apartments**  
**Ph: (804) 279-0133 | 7300-7310 Taw Street**  
**Market Square III Apartments**  
**Ph: (804) 275-8649 | 7101 Bensley Commons Lane**  
**N. Chesterfield, VA 23237**  
**Senior Housing 55+**

Office Use Only  
 Leasing Agent \_\_\_\_\_

In house      Out house

Time Date Stamp

**APPLICATION FOR RESIDENCY**

**Each Adult Household Member Must Complete a Separate Application Form.**

Market Square I, II, III Apartments are tax credit properties, which means income restrictions apply. Residents must meet the following qualifications:

**Household Size Limits:**      1 Bedroom per 1-2 Persons  
    2 Bedrooms per 1-4 Persons

**Minimum Income :**          2x mthly rent

Income Qualifications:	<u>Household Size</u>	40%	50%	60%
		<u>Maximum</u>	<u>Maximum</u>	<u>Maximum</u>
	1 Person	\$23,320	\$29,150	\$34,980
	2 Person	\$26,640	\$33,300	\$39,960
	3 Person	\$29,960	\$37,450	\$44,940
	4 Person	\$33,280	\$41,600	\$49,920

***Market Square I, II, III - This community does not discriminate based on race, color, creed, religion, sex, national origin, ancestry, age, handicap, or disability of any person, familial status, the use of a guide or support animal because of the physical handicap of the user or because the user is a handler or trainer of support or guide animals or because of the handicap or disability of an individual with whom the person is known to have a relationship or association. Market Square I, II, III strictly adheres to these anti-discrimination laws and the Owner agrees that this property will be listed, shown, leased and managed in accordance with these laws.***

After reviewing the eligibility criteria, you should complete the application form. Please be sure to answer all questions **completely** in order to ensure the most prompt attention! When you are sure that you have answered all questions, return the application form to us. When your completed application form is received at our rental office, you will enter in the Initial Processing Phase. Again, thank you for your interest in our apartments. We look forward to receiving your completed application form.

**Credit Report**

A credit check will be completed. The following items could cause your application to be rejected: any one judgment, other than medical, not remedied; any one credit obligation (single account) which is three (3) months or more delinquent; or any (one) repossession of material or personal property; or any one suit not remedied or pending.

### **Criminal Background Check**

A criminal background check will be required of all household members. Any conviction which reflects acts of violence, or any other conduct or activity which establishes a pattern of violence, that poses a direct threat to the health and safety of other residents will be grounds for the rejection of your application **or** substantial risk that the applicant will endanger the safety and/or well-being of the apartment unit, community or other residents. Management reserves the right to conduct a criminal record check in the State(s) of such applicant's previous residence. However, **BHC Management** cannot guarantee the safety of any resident and is not responsible under any circumstances for conducting a search or obtaining any information regarding the criminal behavior by or arrests or convictions of any resident, occupant, or guest in any apartment community.

### **Current Drug Use or Alcohol Abuse**

Any current use of a controlled substance (without a prescription) will be grounds for rejection of your application. Further, any record that the applicant and/or member of the household has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance will be the grounds for the rejection of your application. Also, any evidence of alcohol abuse, which manifests conduct that poses a direct threat to health or safety of other residents will be grounds for the rejection of your application.

### **Landlord Reference**

A landlord check will also be completed. The following items could cause your application to be rejected: any one instance of leaving a prior residence owing a balance or without giving proper notice; any one eviction from a prior residence; any three (3) late payments of rent within a twelve (12) month period from a current or past residence; or any rental history questionnaire returned wherein the current or past landlord states that the applicant and/or his family or guests were destructive and/or disruptive to the apartment or surrounding areas.

### **Application Processing**

Applicants are required to sign release forms as requested by management, authorizing appropriate third parties to release information regarding the items outlined above. If any applicant fails to sign the release forms, the application will be declined. Management may consider favorable changes in the family's behavior pattern, time lapse since an offense and other mitigating circumstances in evaluating the information obtained and/or provided by the applicant in the screening process to assist in determining the acceptability of an applicant for tenancy.

### **Rejection Criteria**

An applicant will be rejected for occupancy if it is determined by the management that there is: substantial risk that the applicant will be unable or unwilling to maintain their apartment in the condition which would be required by the lease; substantial risk that the applicant will be unable or unwilling to meet the rental obligation on a consistent monthly basis; or substantial risk that the applicant will endanger the safety and/or wellbeing of the apartment unit, community, or other resident. Applicants rejected due to failure to meet the above listed criteria will be notified in writing of the rejection with criteria explained. Applicants may request in writing a meeting to discuss the rejection within fourteen (14) days of the receipt of the rejection notice.

**Other Information**

1. No pets are allowed except as outlined in our posted Pet Policy.
2. No recreational or commercial vehicles allowed.
3. Waterbeds only in ground floor apartments with proof of waterbed and/or renter's insurance.
4. In order to process an application, it must be fully completed and returned to the Rental Office along with a \$25 application fee. Please, no cash.
5. Security Deposits are non-refundable after 72 hours of making payment on approved applications. Denied applications are subject to receive security deposits back in the same manner in which payment was made.  
BHC Management is not responsible for any changes in application information or cancellations.

**Waiting List**

BHC Management maintains a waiting list for its properties. If there are no vacancies, management will inform you by phone or mail when we have a suitable unit for you. Please make sure your address and phone number is current so we can contact you. You must update your information periodically.

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

Number of Bedroom(s) - Please Circle 1BR 2BR

When do you need to move? \_\_\_\_\_

Do you plan to use a Section 8 Voucher to subsidize your rent? Yes\_\_\_\_ No \_\_\_\_

**1. HOUSEHOLD MEMBERS**

Please list every person who will be living in the apartment, beginning with you. Include all adults & children. *All members under the age of 18 will require a copy of their birth certificate and social security card to process application.*

	Full Name	Age	Date of Birth	Social Security Number
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____
e.	_____	_____	_____	_____
f.	_____	_____	_____	_____

**2. RENTAL HISTORY**

Present Address:

\_\_\_\_\_  
Street City/State/Zip

How Long? \_\_\_\_ Yrs \_\_\_\_ Months Amount of rent? \$ \_\_\_\_\_ per month

Lease Expires? \_\_\_\_\_

Home Phone: ( ) \_\_\_\_ - \_\_\_\_ Cell: ( ) \_\_\_\_ - \_\_\_\_

Work Phone: ( ) \_\_\_\_ - \_\_\_\_

Email address: \_\_\_\_\_

Reason for Moving? \_\_\_\_\_

\_\_\_\_\_  
Landlord: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_ - \_\_\_\_

Have you ever been evicted from an apartment or any rental housing? \_\_\_\_\_

Please Explain: \_\_\_\_\_

Previous Address:

\_\_\_\_\_  
Street City/State/Zip How long?

**3. EMPLOYMENT** In order for you to be considered for tenancy, we must calculate all income received for each person in the unit. Please fill in the following information about yourself. If you are unemployed, write "NONE" in the employer space.

***1<sup>st</sup> Member***

Gross Monthly Income \$ \_\_\_\_\_ How long employed? \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer Address:

\_\_\_\_\_  
Street City/State/Zip

Employer Phone: ( ) \_\_\_\_ - \_\_\_\_ Employer Fax: ( ) \_\_\_\_ - \_\_\_\_

Position? \_\_\_\_\_

Previous Employer: \_\_\_\_\_ How long employed? \_\_\_\_\_

Do you receive Child Support, AFDC, Social Security, Disability or any other type of income?  
Please list.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**2<sup>nd</sup> Member**

Gross Monthly Income \$ \_\_\_\_\_ How long employed? \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer Address:

\_\_\_\_\_ Street \_\_\_\_\_ City/State/Zip

Employer Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Employer Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Position? \_\_\_\_\_

Previous Employer: \_\_\_\_\_ How long employed? \_\_\_\_\_

Do you receive Child Support, AFDC, Social Security, Disability or any other type of income?  
Please list.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**Other Members**

Gross Monthly Income \$ \_\_\_\_\_ How long employed? \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer Address:

\_\_\_\_\_ Street \_\_\_\_\_ City/State/Zip

Employer Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Employer Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Position? \_\_\_\_\_

Previous Employer: \_\_\_\_\_ How long employed? \_\_\_\_\_

Do you receive Child Support, AFDC, Social Security, Disability or any other type of income?  
Please list.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Are you or anyone in your household a full-time student? Yes \_\_\_\_ No \_\_\_\_  
Who? \_\_\_\_\_

Pets are accepted conditionally. Do you have a pet that you intend on moving into the apartment with you? If so, please describe:

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***Please keep in mind that pets are not allowed without written consent from Landlord and conditions must be met.***

4. Have you or any other household member ever been convicted of a felony? Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain:

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Have you or any other household member been convicted of a misdemeanor involving violence, drug related criminal activity or crime of moral turpitude? Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain: \_\_\_\_\_

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**5. VEHICLE**

Make/Model of car: \_\_\_\_\_ Year: \_\_\_\_\_

Plate # and State: \_\_\_\_\_

Color: \_\_\_\_\_ Will they be parked on the property? Yes \_\_\_\_ No \_\_\_\_

Second vehicle: \_\_\_\_\_ Year: \_\_\_\_\_

Plate # and State: \_\_\_\_\_

Color: \_\_\_\_\_ Will they be parked on the property? Yes \_\_\_\_ No \_\_\_\_

***Due to limited parking, a maximum of two vehicles are allowed per household, and no boats, recreational vehicles, or commercial vehicles will be permitted to park on the property.***

**6. CREDIT**

List credit references (Bank loans, finance companies, department stores, etc.)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**Name and address of your bank**

Checking: Name and address of bank \_\_\_\_\_

Account # \_\_\_\_\_ Interest Rate \_\_\_\_\_

Estimated six -month average \$ \_\_\_\_\_

Checking: Name and address of bank \_\_\_\_\_

Account # \_\_\_\_\_ Interest Rate \_\_\_\_\_

Estimated six -month average \$ \_\_\_\_\_

Savings: Name and address of bank \_\_\_\_\_

Account # \_\_\_\_\_ Interest Rate \_\_\_\_\_

Current Balance \$ \_\_\_\_\_

Savings: Name and address of bank \_\_\_\_\_

Account # \_\_\_\_\_ Interest Rate \_\_\_\_\_

Current Balance \$ \_\_\_\_\_

Have you disposed of any assets (personal property, real estate, vehicles) in the last two years?

Yes \_\_\_ No \_\_\_

If yes, please list:

a. \_\_\_\_\_

b. \_\_\_\_\_

Do you have any stocks, bonds, CD's, IRA's 401k's, money market accounts, etc?

Yes \_\_\_ No \_\_\_

If yes, please list:

a. \_\_\_\_\_

b. \_\_\_\_\_

Please answer each of the following questions:

	<b>Yes</b>	<b>No</b>	<b>Amount</b>
Do you own a home or other real estate?	_____	_____	_____
Do you rent your home to anyone?	_____	_____	_____
Are you employed full-time, part-time or seasonally?	_____	_____	_____
Do you expect to work for any period during the next 12 months?	_____	_____	_____
Do you work for someone who pays you in cash?	_____	_____	_____
Are you on leave of absence from work due to lay-off, medical, maternity or military leave?	_____	_____	_____
Do you now receive or expect to receive unemployment benefits?	_____	_____	_____
Does anyone in your household now receive or expect to receive child support?	_____	_____	_____
If yes, please state the name: _____	_____	_____	_____
Is any member of your household entitled to child support that he/she is not now receiving?	_____	_____	_____
If yes, please state the name: _____	_____	_____	_____
Do you now receive or expect to receive alimony payments?	_____	_____	_____
Are you entitled to alimony payments that you are not now receiving?	_____	_____	_____
Do you receive or expect to receive welfare assistance?	_____	_____	_____
Do you receive or expect to receive Social Security benefits?	_____	_____	_____
Do you expect to receive income from a pension or an annuity?	_____	_____	_____
Do you receive regular cash contributions from individuals not living in the unit or from agencies?	_____	_____	_____



**7. EMERGENCY CONTACTS** (*Must complete with full address and phone number*)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I/We understand that our deposit will become the Security Deposit when the application is approved. (The deposit is **only** refunded if the application is **denied**.)

As required by the Virginia Residential Landlord and Tenant Act, anyone who is required to provide personal information about him/her must be legally informed whether he/she is required to provide such information or whether he/she may refuse to supply the information requested.

**Privacy Act Statement**

The information on this form is being collected by an organization representing VHDA to determine an applicant's eligibility and the recommended unit size. It will be used to provide the basis for managing the program covered by this form, for protecting the State's financial interest, and for verifying the accuracy of the information furnished. The information may be released to appropriate Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions. Failure to provide any information will result in the delay or rejection of your application and approval.

**STATEMENTS BY ALL ADULT HOUSEHOLD MEMBERS**

1. We certify that all information given in this application and any addenda thereto is true, complete and accurate. We understand that if any of this information is false, misleading or incomplete, management may decline our application or, if move-in has occurred, terminate our Rental Agreement.
2. We authorize **Market Square I, II, III & II Apartments** to make any and all inquires to verify this information either directly or through information exchanged now or later with rental, credit screening services, or criminal screening services, and to contact previous and current landlord or other sources for credit and verification confirmation, which may be released to appropriate Federal, State, or local agencies.
3. If our application is approved, and move-in occurs, we certify that only those persons listed in this application will occupy the apartment, that they will maintain no other place of

residence, and that there are no other persons for whom we have, or expect to have, responsibility to provide housing.

4. We agree to notify management in writing immediately regarding any changes in household address, telephone numbers, income, and household composition.
5. We have read and understand the information in this application, in particular the information contained in the Instructions for Head of Household; and we agree to comply with such information.
6. We have been notified that the Resident Selection Criteria which summarizes the procedures for processing applications is posted in the management office.
7. We understand that if this application is placed on a Waiting List, we may request sample copies of the Rental Agreement and House Rules. If this application is approved, and move-in occurs, we certify that we will accept and comply with all conditions of occupancy as set forth therein, including specifically all conditions regarding pets, damages and Security Deposits.
8. We authorize management to obtain one or more “consumer reports” as defined in the Fair Credit Reporting Act, 15 U.S.C. Section 1681a(d), seeking information on our credit worthiness, credit Standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

### **FAIR CREDIT REPORTING ACT**

**THIS IS TO INFORM YOU THAT AS PART OF OUR PROCEDURE FOR PROCESSING YOUR APPLICATION, AN INVESTIGATIVE REPORT MAY BE MADE WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH THIRD PARTIES – SUCH AS FAMILY MEMBERS, BUSINESS ASSOCIATES, FINANCIAL SOURCES, FRIENDS, NEIGHBORS OR OTHERS WHO ARE ACQUAINTED WITH YOU. THIS INQUIREY INCLUDES INFORMATION AS TO YOUR CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, MODE OF LIVING, INCOME AND CREDIT BACKGROUND AND ALSO POLICE RECORDS. ALL INFORMATION YOU OR OTHERS GIVE US WILL BE HELD IN STRICT CONFIDENCE.**

**WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, NATIONAL ORIGIN, COLOR, CREED, AGE, SEX, HANDICAP, OR FAMILIAL STATUS.**

**BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE AND COMPLETE AND AUTHORIZE THE OWNER/MANAGER TO VERIFY THIS INFORMATION THROUGH ANY SOURCE THAT IT DEEMS APPROPRIATE. ANY FALSE STATEMENTS ON THIS APPLICATION WILL BE GROUNDS FOR REJECTION OF YOUR APPLICATION.**

**I/WE HAVE READ AND UNDERSTAND THE ABOVE.**

\_\_\_\_\_  
Date                      Applicant's Name (PRINT)                      Applicant's Signature

\_\_\_\_\_  
Date                      Applicant's Name (PRINT)                      Applicant's Signature

\_\_\_\_\_  
Date                      Applicant's Name (PRINT)                      Applicant's Signature

**DO NOT WRITE BELOW THIS LINE – MANAGEMENT USE ONLY**

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APPLICATION DISPOSITION:

Approved \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Date    Signature    Title

Disapproved \_\_\_\_\_

Disapproved by: \_\_\_\_\_

\_\_\_\_\_  
Date    Signature    Title

Reason(s) for Disapproval: \_\_\_\_\_

Applicant Notified in Writing on:  
\_\_\_\_\_

Applicant Appealed Decision on: \_\_\_\_\_ (Written notification attached).

Applicant Appeal Reviewed by: \_\_\_\_\_

\_\_\_\_\_  
Date    Signature    Title

Appeal Decision:                      Date Approved \_\_\_\_\_                      Date Denied \_\_\_\_\_

Applicant Notified in Writing on:  
\_\_\_\_\_