



# MERCER PLACE APPLICATION FOR LEASE FORM

*THANK YOU FOR CONSIDERING MERCER PLACE AS YOUR NEW APARTMENT HOME.*

**DATE OF APPLICATION:** \_\_\_\_\_

**NAME OF APPLICANT (1):** \_\_\_\_\_

**NAME OF APPLICANT (2):** \_\_\_\_\_

**OR, NAME OF SPOUSE (2):** \_\_\_\_\_

**LEASE TERM DESIRED:** \_\_\_\_\_

**APPLICATION FEE PAID (non-refundable):** \_\_\_\_\_

**\*HOW DID YOU HEAR ABOUT US?** \_\_\_\_\_

**An Application Deposit/Fee (\$50.00) and Credit/Criminal Records Check Fee (25.00) and is required to reserve an apartment at MERCER PLACE. The Application Deposit/Fee (\$50.00) is not a Security Deposit. The above fees are not paid by the Applicant until, or unless the Applicant is approved to become a Resident at Mercer Place.**

**Our MERCER PLACE community insurance policy does not cover damage by fire, water, or any other cause to a Resident’s personal property (ex: clothes, furniture, electronics, etc.) located in the apartment or anywhere on the community property.**

**Each Resident of MERCER PLACE is responsible for obtaining insurance coverage for their personal property.**

*With your best interest in mind, the following information is necessary in considering your application for Mercer Place.*

# APPLICANT INFORMATION

**(EACH ADULT APPLICANT MUST SUBMIT A SEPARATE APPLICATION UNLESS MARRIED)**

Full Name (First, Middle, Last) \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ DL#/State \_\_\_\_\_

Spouse Full Name (First, Middle, Last) \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ DL#/State \_\_\_\_\_

Other Occupants:

1) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

## RESIDENCY

Current Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Date Moved In \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ per \_\_\_\_\_

Apt Community/Owner \_\_\_\_\_ Mgr/Owner Phone ( ) \_\_\_\_\_

Previous Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ per \_\_\_\_\_

Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_

Apt Community/Owner \_\_\_\_\_ Mgr/Owner Phone ( ) \_\_\_\_\_

## EMPLOYMENT

Applicant's Employer \_\_\_\_\_ Employer Phone ( ) \_\_\_\_\_

Employer's Address \_\_\_\_\_

Occupation \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Employer Phone ( ) \_\_\_\_\_

Employer's Address \_\_\_\_\_

Occupation \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

## VEHICLES (maximum of two (2) per apartment)

Auto Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

Auto Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

## EMERGENCY CONTACT (Person over age 18 to contact in case of emergency - not living with you)

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

Address (Street, City, State, Zip) \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Home or Cell Phone ( ) \_\_\_\_\_

**IMPORTANT TO APPLICANT:**

1- Are you a pet owner? \_\_\_\_\_ Type/Breed? \_\_\_\_\_  
Pet's Weight? \_\_\_\_\_ (Maximum Is 25 lbs.) Pet's Age? \_\_\_\_\_  
*(No animal is allowed on the premises without prior written consent from management.)*

2- Do you have renter's insurance? \_\_\_\_\_ ; Company? \_\_\_\_\_

3- A full month's rent is due at move-in. Prorated rent, if applicable, is due the first day of the following month. Move-ins the 25<sup>th</sup>, or later, require payment of prorated rent as well as the full month's rent.

4- The lease effective date is final. If the applicant fails to move in on that date, rent will still be charged from the lease effective date.

**SELECTION CRITERIA:**

**1. Income:** Income and employment will be verified on each applicant. Annual family incomes levels must meet the minimum requirements established for Mercer Place (i.e., \$42,000.00) and must not exceed a maximum of \$104,800.00 which is 150% of Lancaster County AMI for 2021.

**2. Lancaster County Preference:** Although applications are considered on a first-come, first-serve basis, preference will be given to workforce persons who are employed, or who will be employed, within Lancaster County during the term of the lease agreement. The basis for this preference is that the purpose of Mercer Place is to service the serious shortfall in affordable rental housing for workforce persons within Lancaster County.

**3. Rental History:** Two (2) years of residential history will be verified on each applicant. Applicant's name must have been on the Lease for any reference to be valid. References should reflect the applicant's ability and willingness to comply with Lease terms as well as community policies and guidelines. Lack of rental history is not considered a negative factor.

**4. Credit:** Credit information on each applicant will be obtained through one or more Consumer Reporting Agencies. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the Lease.

**5. Public Records/Criminal Background:** A public records search will be conducted on each adult occupant. Any one or more of the following will result in automatic denial of the application.

- Felonies and/or misdemeanors including convictions, probation, deferred adjudication, or pending cases for Violence, Injury to Persons or Sexual Offenses.
- Felonies including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 10 years since completion of sentence.
- Misdemeanors including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 7 years since completion of sentence.

**6. Occupancy Standards:** Occupancy limit of two (2) adults and two (2) children (under 18 years of age) has been established by Mercer Place and must not be exceeded.

**7. Eligibility Recertification/Update (VHDA Requirement):** Under the terms of the **Virginia Housing Development Authority (VHDA)** mortgage loan on Mercer Place, the management of Mercer Place must require all applicants to sign VHDA Form No. MD225 – Conv. by which the applicant agrees required to provide income recertification information at

the request of the management of Mercer Place, or VHDA. This information will be used to recertify the eligibility of residents to ensure that their family income does not exceed a maximum of the 150% of Area Mean Income (AMI) for Lancaster County as set by VHDA on an annual basis (i.e., currently the maximum family income is \$104,800.00 based on the 2021 AMI). This recertification process will usually be required after three (3) years of occupancy, but may be required on an annual basis at the discretion of the management of Mercer Place, or VHDA.

**SIGNATURE OF ALL ADULTS TO APPEAR ON LEASE:**

**I CERTIFY THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INQUIRIES TO BE MADE BY ALL AVAILABLE MEANS TO VERIFY THE STATEMENTS ABOVE. THIS WOULD INCLUDE, BUT NOT BE LIMITED TO, CONSUMER REPORTING AGENCIES, PUBLIC RECORDS, CRIMINAL BACKGROUND CHECK, CURRENT AND PREVIOUS RENTAL REFERENCES, EMPLOYERS AND PERSONAL REFERENCES.**

***FALSIFICATION OF INFORMATION WILL RESULT IN DENIAL OF THE APPLICATION OR TERMINATION OF THE RENTAL AGREEMENT.***

1 APPLICANT SIGNATURE: \_\_\_\_\_

CELL PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_; E-MAIL ADDRESS: \_\_\_\_\_

2 APPLICANT (2), OR SPOUSE SIGNATURE: \_\_\_\_\_

CELL PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_; E-MAIL ADDRESS(S): \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Apt. Assigned:** \_\_\_\_\_ **(Address)**

**Monthly Rent:** \$ \_\_\_\_\_; **Monthly S/W & Trash Fee:** \$ \_\_\_\_\_ **Monthly Pet Fee:** \$ \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_; Date of Deposit: \_\_\_\_\_; Pet Deposit: \$ \_\_\_\_\_; Date: \_\_\_\_\_

**APPLICATION VERIFICATION CHECKLIST:**

**Every applicant must provide a valid SS# and driver's license or government issued (federal, state, local) photo ID or passport.**

Match the photo ID to applicant. Photocopy the photo ID and attach to the application. If any applicant is not able to provide a SS#, that person is probably a non-US citizen. In this situation, there are four (4) other government issued ID cards (listed below) that can be used to confirm identity.

There are no other acceptable forms of ID. Photocopy the ID used in place of the SS# and attach to the application.

Form I-551 (Green Card)  Form I-688  I-688A  Form I-94

Confirmation by: (employee signature)

**COMMUNITY STANDARDS & REQUIREMENTS:**

Initial after completion. (Attach documentation where required)

Rental/Pet Reference Received  Public Records/Criminal Report Received

Credit Report Received  Employment/Income Verification Received

**APPLICATION APPROVED:**  (Please check, if applicable)

- Approved with additional deposit of \$ \_\_\_\_\_
- Co-signer/Guarantor required Approved by: \_\_\_\_\_
- Date Applicant notified: \_\_\_\_\_; Notified by: \_\_\_\_\_

**APPLICATION DECLINED:**  (Check, if applicable, and attach office copy of denial letter)

**Reason(s) for Denial:** (Check below all that apply)

- Unfavorable Credit Report     Unfavorable Rental Reference
- Insufficient Income (less than \$34,000.00), or Income Exceeds Maximum Allowed (i.e., \$101,723.00)
- Exceeds Occupancy Standards (i.e., More than two Adults, or More than two Adults and two Children)
- Inaccurate Information Submitted
- Other (specify) \_\_\_\_\_

How was Holding Fee /Application Deposit returned? \_\_\_\_\_; Returned by: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Holding Fee/Application Fee: \_\_\_\_\_

Deposit Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Mercer Place Management: \_\_\_\_\_ Date: \_\_\_\_\_