

King & Queen Apartments, LLC
732 Scotland Street, Williamsburg, VA 23185

Professionally Managed by:



Howard Hanna William E. Wood Property Management
5208 Monticello Avenue, Williamsburg, VA 23188
Tel: (757) 220-0000 | Fax: (757) 941-0666

DATE RECEIVED

DATE APPROVED

Application Fee

Applicant/Tenant must complete this application and return it, along with the \$45 Application Fee *in certified funds* (either cashier's check or money order) made payable to "Howard Hanna William E. Wood and <Your Name>" (personal checks and cash are not accepted) and deliver to:

Howard Hanna William E. Wood Property Management
5208 Monticello Avenue, Williamsburg, VA 23188

Rev. 3/16



APPLICATION FOR TENANCY

To be completed by each applicant separately

\$45 NON-REFUNDABLE APPLICATION FEE, PER APPLICANT, IS REQUIRED

****ALL APPLICATION FEES AND APPLICATION DEPOSITS MUST BE PAID SEPERATELY****

Information provided must be TRUE, ACCURATE and COMPLETE for Management to consider this application.

Apt. # Requested ____ / Apt. Size Requested ____ / Floor Requested ____ / Requested Lease Start Date ____ (NOTE: Requests not guaranteed.)

1. APPLICANT/TENANT INFORMATION:

NAME: _____ ROOMMATE/CO-APPLICANT NAME: _____

Date of Birth: _____ Soc. Sec. No.: _____ Driver's License #: _____ State: _____

Cell Phone #: _____ Work #: _____ Other Phone/Contact # _____

Email: _____ Student? Yes ☐ No ☐ If so, what year do you graduate? _____

Have you ever rented/leased/subleased before? Yes ☐ No ☐

Present Address (or CS Box/W&M P.O. Box if never rented) _____ City _____ State _____ Zip _____

How long have you lived at present address? _____ Present Landlord (if applicable) _____ Company (if applicable) _____

Management Company's/Landlord's: Address _____ City _____ State _____ Phone _____

Prior Address (if rented) _____ City _____ State _____ Zip _____

Home Address (if student) _____ City _____ State _____ Zip _____

2. PERSONAL REFERENCES:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

3. PERSONS TO NOTIFY IN CASE OF AN EMERGENCY:

1. _____ Address _____ City _____ State _____ Phone _____

2. _____ Address _____ City _____ State _____ Phone _____

4. BANK INFORMATION:

Bank Name: _____ Checking Acct. #(not credit card number): _____

5. OTHER INFORMATION:

Do you plan to have a vehicle?: Yes ____ No ____ If so (year/make/model) _____ State _____ Lic# _____

PLEASE NOTE: All vehicles are required to have a valid parking decal. Only one vehicle is allowed per unit. Student residents are encouraged to acquire an off-campus parking decal for William & Mary parking facilities.

6. RENTAL AND CREDIT HISTORY:

a. Reason for leaving current residence: _____

b. Have you ever been rejected for tenancy? Yes ____ No ____ If Yes, please explain: _____

c. Been served an eviction notice or been asked to vacate a property where you were renting? Yes ____ No ____ If Yes, please explain: _____

d. Willfully or intentionally refused to pay rent when due? Yes ____ No ____ If Yes, please explain: _____

7. INSURANCE DISCLOSURE: Neither Owner nor Agent is responsible for damages to Applicant/Tenant's personal property. Applicant/Tenant shall be responsible for insurance coverage (commonly referred to as "Renter's Insurance") for Applicant/Tenant's personal property, for liability as an occupant of the premises and is required to provide proof of Renter's Insurance prior to occupancy. By signing this application, the Applicant/Tenant agrees to obtain said insurance, provide a certificate of insurance (copy of Renter's Insurance declaration page) to Agent, shall add Agent as additional insured party to Applicant's insurance and to maintain a Renter's Insurance policy for the duration of occupancy on the Premises.

8. LEAD BASED PAINT DISCLOSURE: The United States Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) have determined that properties built prior to 1978 may contain lead-based paint which can cause serious health problems. The Property was built prior to 1978. Since the Property was built prior to 1978, then Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards shall be completed and executed by the Landlord and Applicant/Tenant and incorporated into the Lease.

9. APPLICATION FEE/APPLICATION DEPOSIT: Each Applicant must pay a non-refundable Application Fee in the amount of \$45 at the time this Application is made. In addition, a Holding Fee/Application Deposit in the amount of \$1,000 must accompany this Application. The Application Fee must be in paid in certified funds and made payable to Howard Hanna William E. Wood. The Holding Fee/Application Deposit may be refundable to Applicant/Tenant in accordance with Section 10 of this Application. The Holding Fee/Application Deposit will convert to the Security Deposit on the Effective Date of the Lease Agreement. All parties agree that the Holding Fee/Application Deposit shall, unless agreed to otherwise in writing, be deposited in the Agent's escrow account by the end of the fifth business banking day following the approval of this Application For Tenancy. All Fees and Deposits must be in paid in certified funds.

10. OBLIGATION TO ENTER INTO LEASE AGREEMENT: Upon submission of this Application by Applicant/Tenant, Agent reserves the right to remove the Dwelling Unit from the available rent list. If this Application is approved and Applicant/Tenant fails to rent the Dwelling Unit, Landlord shall be entitled to retain the Holding Fee/Application Deposit paid by Applicant/Tenant. If this Application is denied, the Holding Fee/Application Deposit shall be returned to Applicant/Tenant by first class, postage prepaid, US Mail to the Present Address listed in Section 1 of this Application within five (5) business days of the denial.

11. GUARANTY: If the Lease Agreement will be guaranteed by a third party, a separate Rent Guarantor Application must accompany this Application. Each Guarantor must pay a non-refundable Application Fee in the amount stated in Section 9 of this Application. The Rent Guarantor shall not be required to pay an additional Holding Fee/Application Deposit.

12. APPLICANT INVESTIGATION: Applicant should exercise whatever due diligence Applicant/Tenant deems necessary with respect to information on the Dwelling Unit, including without limitation, mold, lead-based paint, pests or insects, and any sexual offenders registered under Chapter 23 (sec. 19.2-387 et seq.) of Title 19. Information regarding registered sex offenders in Virginia may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674-2000 or www.vsp.state.va.us.

13. AGENCY DISCLOSURE: Agent hereby discloses, pursuant to Section 55-248.12 of the Code of Virginia (1950) as amended, the applicable section of the Virginia Residential Landlord and Tenant Act, and any and all other applicable federal or state regulations, that Howard Hanna William E. Wood is the authorized managing agent for the leased premises. Applicant/Tenant acknowledges the Agent, as required by applicable Virginia law, has made full disclosure of the Agency Relationship. Applicant/Tenant hereby acknowledges that Owner, and/or Licensed Broker or Salesperson employed by or affiliated with Owner, and/or any Manager employed by Owner, are Agents of the Owner of the property. An Owner of the property for lease is a Licensed Virginia Real Estate Broker or Agent.

I certify that the facts set forth in Application are true, accurate and complete to the best of my knowledge and belief. I understand that making any known false statements on this application is grounds for denial, termination of Lease and/or eviction. I consent that the information provided above may be verified, and I further authorize the Agent to make any investigation of my residential history, employment history and credit/financial references. Agent may from time to time verify the information provided in this Application by obtaining information from third parties, including without limitation, Credit Reporting Agencies. Signing this Application constitutes my written authorization of such for the duration of the Lease and any renewals thereof. All such information hereon will be kept confidential.

I agree that the required Application Fee of \$45 received by management on _____ is non-refundable and will not be refunded for any reason. I further agree that my Holding Fee/Application Deposit received by management (\$_____ given on _____) will convert into the Security Deposit at the time of Lease signing, also known as the Effective Date of the Lease. A Deposit may not be applied toward rent; the first month's rent must also be paid before occupying an apartment. If I decide not to sign a Lease and/or move into an apartment after this Application has been accepted, I agree that the Holding Fee/Application Deposit may not be refunded to me. If I feel that my Application has been unfairly denied, I understand that I have the right to call the Agent/Property Manager at (757) 220-0000 to request additional consideration. I understand that this is an Application only, and I acquire no rights in any apartment until: 1. said Application is approved, 2. I pay the required Holding Fee/Application Deposit, and 3. I sign a Lease Agreement. At that time, this Application becomes part of the Lease Agreement.

I have read the terms and conditions of this Application. I understand this is a binding contract separate and apart from the Lease Agreement.

SIGNATURE of Applicant: _____ Date: ____/____/____

Type of ID: _____

Copy of Photo ID: ☐ Yes / ☐ No

BELOW SPACE FOR OFFICIAL USE ONLY AND NOT TO BE FILLED IN BY APPLICANT

The undersigned acknowledges the receipt of the following fees and deposits:

Application fee of \$____ on _____. A Holding Fee/Application Deposit in the amount of \$____, on _____ paid by cashier's check or money order which shall be deposited in the Authorized Agent's escrow account within five (5) days after the Effective Date of the Lease Agreement.

SIGNATURE of Recipient: _____ Date: ____/____/____