

## Tell Us About Yourself (use additional sheets if necessary)

**PLEASE LIST YOUR FULL NAME AS IT APPEARS ON YOUR PHOTO ID** - Your photo ID must be presented at time of application and again at move-in.

FIRST NAME		MIDDLE NAME		LAST NAME	
SOCIAL SECURITY # OR INDIVIDUAL TAXPAYER ID #		DRIVERS LICENSE OR OTHER GOVERNMENT ISSUED PHOTO ID #		TYPE OF ID	STATE OR GOVERNMENT THAT ISSUED THE ID
DATE OF BIRTH		OTHER NAMES USED IN LAST 10 YEARS		EMAIL ADDRESS (Required)*	
PRESENT ADDRESS			COUNTY		WORK TELEPHONE #
CITY	STATE	ZIP	HOME TELEPHONE #		MOBILE TELEPHONE #

LIST ALL OTHER PERSONS, INCLUDING SPOUSES, TO OCCUPY THE PREMISES, INCLUDING DATE OF BIRTH (if 18 years or older, must fill out application as an applicant)

NAME	DATE OF BIRTH	NAME	DATE OF BIRTH	NAME	DATE OF BIRTH	NAME	DATE OF BIRTH
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PRESENT ADDRESS IS (Check one): ☐ OWNED HOME ☐ RENTED HOME ☐ RENTED APARTMENT ☐ FAMILY HOME ☐ STUDENT HOUSING ☐ OTHER:

IF RENTING or OWNED: PRESENT LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

ADDRESS OF PRESENT LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

CITY	STATE	ZIP	TELEPHONE #
HOW LONG?	MONTHLY PAYMENT	ANTICIPATED MOVE-OUT DATE:	REASON FOR LEAVING:

PREVIOUS ADDRESS (IF LESS THAN THREE YEARS AT PRESENT ADDRESS)

CITY	STATE	ZIP	TELEPHONE #
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PREVIOUS ADDRESS IS (Check one): ☐ OWNED HOME ☐ RENTED HOME ☐ RENTED APARTMENT ☐ FAMILY HOME ☐ STUDENT HOUSING ☐ OTHER:

IF RENTING or OWNED: PREVIOUS LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

ADDRESS OF PREVIOUS LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

COUNTY WHERE RESIDENCE LOCATED

CITY	STATE	ZIP	TELEPHONE #
HOW LONG?	MONTHLY PAYMENT	MOVE-OUT DATE:	REASON FOR LEAVING:

HAVE YOU LIVED IN AN **EQUITY RESIDENTIAL** COMMUNITY BEFORE? ☐ YES ☐ NO

IF YES, WHICH ONE (Include city and/or state)?

FROM: TO:

## Employment

EMPLOYER (COMPANY NAME)		HOW LONG?	MONTHLY GROSS INCOME	
ADDRESS	CITY	STATE	ZIP	
JOB TITLE	SUPERVISOR'S NAME		SUPERVISOR'S TELEPHONE #	
OTHER SOURCE(S) OF VERIFIABLE INCOME	WHEN RECEIVED	AMOUNT	MONTHLY INCOME FROM OTHER SOURCES	

FORMER EMPLOYER (IF LESS THAN THREE YEARS AT CURRENT JOB)

HOW LONG?

ADDRESS	CITY	STATE	ZIP
JOB TITLE	SUPERVISOR'S NAME		SUPERVISOR'S TELEPHONE #

## Motor Vehicles (including cars, trucks, boats, motorcycles - if permitted at property):

MAKE/MODEL	YEAR	COLOR	LICENSE PLATE #	STATE
1.				
2.				
3.				

## Animals (animals require our consent)

TYPE	BREED	WEIGHT	NAME	LICENSE/TAG #
1.				
2.				

## Person to Notify in Case of Emergency, Death or Incapacity\*\* (cannot be someone who intends to reside in the premises)

NAME	RELATIONSHIP	PRIMARY TELEPHONE #	ALTERNATE TELEPHONE #	
ADDRESS		CITY	STATE	ZIP

Will you or any of your occupants require special assistance in case of an emergency, including evacuation of the building or community? ☐ Yes ☐ No

If so, identify the person and the type of special assistance required:

## Criminal Background Information

Do you (or any of the potential occupants in the apartment) have charges pending against you (or them) for any criminal offense?	Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No      Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you (or any of the potential occupants in the apartment) been convicted of any criminal offense; or entered a plea of "guilty" or "no contest" to any criminal offense; or had any criminal matter disposed of in a manner other than by acquittal or a finding of "not guilty"?	Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No      Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to any of the above questions, give details and dates, including the county and state in which the incident occurred:	

### How did you hear about our community?

<input type="checkbox"/> Internet (which site?) _____  <input type="checkbox"/> Drive-By <input type="checkbox"/> Rental Publication (Which One?) _____  <input type="checkbox"/> Locator Service (Which One?) _____	<input type="checkbox"/> Resident (name?) _____  <input type="checkbox"/> Rental Agency (Which One?) _____  <input type="checkbox"/> Other _____
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## PLEASE READ CAREFULLY AND SIGN BELOW

**Correct Information.** You represent that all of the above statements are true and complete. You authorize us to contact any references listed above and to obtain consumer reports, which may include credit, rental payment history and criminal background information about you and any occupants in the premises in order to verify the above information. You further authorize us to obtain subsequent consumer reports to ensure that you continue to satisfy the terms of your tenancy, for the collection and recovery of any financial obligations relating to your tenancy, or for any other permissible purpose. You understand that we may report all positive and negative rental payment history to consumer reporting agencies who track this information for landlords, mortgage companies and other creditors. You and all occupants hereby release from all liability or responsibility all persons and corporations requesting or supplying such information. You acknowledge that false, incomplete or misleading information herein may constitute grounds for rejection of this application, termination of right of occupancy of all residents and occupants under a lease and/or forfeiture of deposits and fees, and may constitute a criminal offense under the laws of this State. This application is preliminary only and does not obligate us to execute a Lease or to deliver possession of the premises to you. You also acknowledge that if any payment to us is returned or otherwise rejected by your financial institution for any reason, we will assess a returned item fee in accordance with local law.

### I have read and agree to the provisions as stated.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Non-Refundable Application Processing Fee required with each Application: \$ \_\_\_\_\_

Total Holding Deposit\*\*\* (Per Apartment, if any): \$ \_\_\_\_\_

Holding Deposit amount paid by this applicant: \$ \_\_\_\_\_

Address of Apartment/Premises being held: \_\_\_\_\_

## OFFICE USE ONLY

Apartment Number \_\_\_\_\_  
 Apartment Size/Description \_\_\_\_\_  
 Anticipated Move-in Date \_\_\_\_\_  
 Lease Start Date \_\_\_\_\_  
 Lease End Date \_\_\_\_\_  
 Quoted Monthly Apartment Rent \_\_\_\_\_

**Property Staff Initials** \_\_\_\_\_

**\* Email Address & Electronic Signatures.** Please provide the email address through which you prefer to receive communications from us. In particular, we may present our lease documents to you for signature electronically. If we do so, you will receive an email with a link to your lease. You can review the lease on your own time and sign it, electronically, anytime prior to your move-in date. Your electronic signature should match the name that is displayed in your lease. After all residents have signed the lease, it will be stored on our secure resident website, My.EquityApartments.com, for you to access at any time. An electronic signature is enforceable and replaces traditional pen and paper signatures. If you will not be able to use this method of signature because you do not have an email address or access to internet, please let us know so we can prepare a paper lease for signature in the office.

**\*\* Authorization for Providing Access in the Event of Emergency, Death or Incapacity.** If your application is approved and you take possession of the apartment/premises, you authorize us, in the event of your death or incapacity, to grant access to the premises and the contents therein to the individual you named above. Once we grant access to such person, he/she may remove all personal property from the premises and dispose of it in accordance with applicable law. You hereby release and discharge us from any liabilities, claims or damages arising out of or in connection with our granting such access to the person you named.

**\*\*\* Holding Deposit Agreement.** You understand that the holding deposit is not a security deposit. By signing this application and paying the holding deposit, you are requesting us to reserve the apartment/premises for you. You understand that the premises will not be taken off the market until such time as you have submitted this fully-completed and signed application, as well as all of the necessary documentation we require in order to approve or deny your application. You further understand that the holding deposit does not obligate us to execute a lease or to deliver possession of the premises to you.

If your application is denied, we will refund the entire holding deposit to you. We may be required to deposit the holding deposit and issue a refund check to you

If we notify you that your application has been approved and you notify us within 24 hours of that notification that you do not want to enter into a lease with us, we will refund the entire holding deposit to you. We may be required to deposit the holding deposit and issue a refund check to you.

If you notify you that your application has been approved and you do not notify us within 24 hours of that notification that you do not want to enter into a lease with us, your entire holding deposit will be forfeited. We both agree that your election to not enter into a lease with us, without providing the above mentioned notice within 24 hours of your approval notification, will cause us to incur costs that are difficult and impractical to fix. Such costs include, without limitation, lost rent on the premises, as well as marketing, advertising, office overhead and other costs incurred by us in preparing the premises for rental to other potential tenants. We both agree that the forfeiture of the holding deposit, in such instance, is not a penalty, but represents a fair and reasonable estimate of the costs that we will incur as a result of your failure to timely enter into a lease for the premises.

If your application is approved and you enter into a lease with us, the holding deposit will be applied, at our discretion, to one of the following: (i) any security deposit required under the lease; (ii) any rental amount required under the lease; or (iii) any other fees and charges required under the lease. If there is inconsistency between the terms of this application and the signed lease, the terms of the lease will control.

## ACKNOWLEDGEMENT FORM

### Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards and/or Pending Government Actions

ADDRESS OF PROPERTY, INCLUDING UNIT # IF ANY:

#### Lessee's Acknowledgement

I confirm that I have received a completed Lead Disclosure Form for the property address specified above, and that I received it on (insert date): \_\_\_\_\_

Applicant's initials \_\_\_\_\_

I confirm that I have received the pamphlet, *Tenant Rights Under the District's Lead Law*, and that I received it on (insert date): \_\_\_\_\_

Applicant's initials \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

#### Agent's Acknowledgement

☒ I have informed the property owner of the property owner's obligations under 42 U.S.C. 4852d, and I am aware of my responsibility to ensure compliance.

  
\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Date

**LEAD BASED PAINT NOTIFICATION**  
**(Archstone Van Ness)**

Pursuant to the District of Columbia "Lead-hazard Prevention and Elimination Act of 2008," as amended, and D.C. Official Code 8-231.01, we are required to disclose the presence of any lead-based paint that may exist at the Community to all prospective tenants.

We have performed a Lead-Based Paint Inspection and, in accordance with guidance from the EPA and HUD, we are providing you with the below summary of the results for lead-based paint at the Community.

The Lead-Based Paint Inspection report is available in the Management Office and a copy of the report can be provided to you at no cost, upon written request.

**LEAD-BASED PAINT CONTAINING COMPONENTS**

<u>Area</u>	<u>Room Equivalent</u>	<u>Substrate</u>	<u>Component</u>
Building Common Area	Garage	Metal	Room Equivalent Entrance, Door
Building Common Area	Garage	Metal	Room Equivalent Entrance, Jamb

**PAINT-LEAD HAZARDS**

<u>Area</u>	<u>Room Equivalent</u>	<u>Feature</u>	<u>Substrate</u>	<u>Component</u>
None Known				

**DUST-LEAD HAZARDS**

<u>Area</u>	<u>Room Equivalent</u>	<u>Feature</u>	<u>Substrate</u>	<u>Component</u>
None Known				

**SOIL-LEAD HAZARDS**

<u>Area</u>	<u>Room Equivalent</u>	<u>Feature</u>	<u>Substrate</u>	<u>Component</u>
None Known				

## **TENANT RIGHTS UNDER THE DISTRICT'S LEAD LAW**

(for tenants in rental housing built before 1978)

As a tenant in the District of Columbia, you are entitled to live in a property that is free of lead-based paint hazards, including in common areas, such as halls and laundry rooms. A lead-based paint hazard exists if peeling, chipping, or otherwise deteriorating paint conditions are present. A lead-based paint hazard can also exist if there are tiny lead particles mixed into household dust, or into bare soil in a yard at the property. Rights that you have as a tenant under any other District of Columbia law are not affected in any way by your rights under this Lead Law.

### **YOUR RIGHTS BEFORE SIGNING A LEASE**

Before you sign any lease to rent in the District of Columbia, your landlord must give you a Lead-Based Paint Hazard Disclosure Form, and if a member of your household is a child who is less than six (6) years old, or a pregnant woman, the landlord must also give you a Clearance Report that is dated no more than twelve (12) months before your move-in date. A Clearance Report is a document that states that your home has been checked for lead-based paint hazards, and that none were found.

### **YOUR RIGHTS UNDER THE LEAD LAW AFTER YOU MOVE IN**

If a member of your household or someone who regularly visits you is either a child who is less than six (6) years old or a pregnant woman, you may ask your landlord, in writing, to give you a Clearance Report. The landlord then has 30 days to give you a Clearance Report that is no more than twelve (12) months old. A Clearance Report is a document that states that your home has been checked for lead-based paint hazards, and that none were found.

If you see paint that is chipping or peeling, you should notify your landlord about the condition. It is against the law to have peeling, chipping, or other deteriorating paint in any home built before 1978. If your landlord doesn't repair the paint or in repairing the paint, doesn't do the work safely, then you can call the District Department of the Environment (DDOE) at 202-535-1934 to make a complaint. A lead specialist will follow up and contact you to discuss the situation and determine if a DDOE lead inspection is appropriate.

If the DC Government finds a lead-based paint hazard in your home, DDOE will order your landlord to eliminate the hazard and will follow up to make sure the repair work gets done according to DC lead regulations.

### **Your other rights under the District's Lead Law include:**

#### **A. Protection against retaliation by your landlord**

Your landlord may not evict or otherwise punish you just because you have used any of the rights discussed in this notice.

#### **B. Conditions for entrance to your unit by landlord or by landlord's hired help**

Once you move into your rental unit, as a tenant, you must allow access to your home at reasonable times. The landlord must give you advance notice in writing, at least 48 hours before the landlord wants to enter for work related to lead-based paint hazards. This advance notice must:

- Describe the work that will be done in your unit, including where in your home the work will take place.
- Explain how the landlord proposes to separate the work area(s) from the rest of the unit, to eliminate the possibility of dust or debris spreading outside the work area(s); and
- State when the work may begin and when it is expected to end.

#### **C. Refusal to let the landlord into your unit**

If after you get the landlord's advance notice, you refuse to let the landlord or his/her hired help into your home to do lead-related work or conduct a lead inspection, the landlord may no longer be required to perform the lead-based paint hazard activity. If you do

not have a valid reason for refusing to let the landlord into your home to take care of a lead problem, and the landlord can show that you did not allow access to the unit after receiving at least seven (7) days notice, the landlord will not be in violation of the District's lead law, unless:

- You had a reasonable basis for saying, "do not enter" (for example, if the person the landlord has chosen to do the work is not properly certified to do this kind of work); or
- You provided a reasonable alternative that would enable the landlord to gain access (for example, you do not want to let the landlord in at 7 AM but would allow access at 9 AM), and the landlord refused to comply with your reasonable conditions.

If you refuse access to your home, access may be granted by the Superior Court through use of a warrant.

#### **D. Requirement for lead-safe work practices**

Workers removing lead hazards from the unit must follow "lead-safe work practices" and so must anyone who does maintenance, repair, or renovation work that involves drilling, sawing, or otherwise disturbing paint. These are work performance standards that are regulated by the Government.

#### **E. Access to Lead Reports**

You have a right to review and photocopy any reports that your landlord has, relating to lead conditions about the building you live in. Property owners must make these reports accessible to tenants and to tenants' agents, at reasonable hours and at a location reasonably close to the property.

#### **F. Temporary moves**

Due to the seriousness of any identified lead-based paint hazards that may be found in your home, the DC Government may require that you temporarily move, to protect any child under six years of age or a pregnant woman living in your household from possible exposure to lead. The cost of the temporary move will be paid for by the landlord. The temporary move would last until all lead-based paint hazards are taken care of in your home, and you've had a reasonable amount of time to move back to your home. The Government must give you an "Order to Relocate" notice within five (5) days of the date before the work to remove the lead begins.

### **YOUR RIGHTS REGARDING TEMPORARY MOVES, IF REQUIRED DURING WORK ON YOUR UNIT**

If the DC Government requires you to move in order to protect you or members of your household from the effects of exposure to lead-based paint hazards, you have the following rights:

- You have the right to a 14-day written notice that indicates when you are being asked to temporarily move, unless you agree to move sooner or the District Government decides that shorter notice is necessary because of health-threatening emergency conditions in your unit.
- You have the right to be temporarily relocated into a comparable, safe unit in the same building where you live, if one is available. If no units are available, the landlord must make all reasonable efforts to move you to a safe place in the same school district or ward that your unit is located in, and near public transportation if possible.
- You have the right to make your own arrangements for a temporary home, instead of moving to the one your landlord chooses for you. Your landlord still has to pay for reasonable relocation expenses.
- You have the right to move back home from the temporary location as soon as the lead hazard elimination work is done, without an increase in rent or any other changes to the lease.
- You have the right to receive a copy of the Clearance Report before returning to your unit, to document that the lead-based paint hazards and underlying conditions that contributed to them have in fact been eliminated from your unit.

If you have any questions about your rights, please call the Office of the Tenant Advocate, at (202) 719-6560.