

The Melrose

Welcome

We are pleased you have chosen to make Melrose your new home.

Please provide your **\$40.00 application fee per adult (18 years & older)** in money orders, and **\$500.00 initial security deposit is due once approved** in money orders. Please provide 4 of your most recent and consecutive paystubs as proof of income and a valid government issued photo I.D.

Application process will begin when you return your application. Please allow 1 to 3 days for processing and approval. If you have any additional questions about the process, we will be more than happy to assist you.

Thank you,

The Staff of Melrose Apartments

Office 703-221-3111

Email: MelroseLease@christianrelief.org

18194 Purvis Drive

Triangle, VA 22172



RENTAL APPLICATION

We are pleased you have chosen to make Melrose your new home.

How did you hear about our community: ☐ For Rent ☐ the Apartment Guide ☐ Apartments.com ☐ Craigslist
☐ Other/Referral _____

HOUSEHOLD COMPOSITION

Please list all the people that will occupy the apartment below. Use a separate application for each adult.

	Full Name	DL or ID #	Relationship	Date of Birth	Social Security Number/ Tax ID
1					
2					
3					
4					
5					
6					

Applicant Email Address: _____ Applicant Phone Number: _____

Current Residence of Applicant:

Address _____ Apt. No. _____ City/State _____ Zip Code _____

How long _____ Years _____ Mos. Name of Landlord _____ Landlord Phone (_____) _____

Current amount of rent paid \$ _____

Previous Address (if Current Address is less than 5 years):

Address _____ Apt. No. _____ City/State _____ Zip Code _____

How long _____ Years _____ Mos. Name of Landlord _____ Landlord Phone (_____) _____

Person to contact in case of emergency:

Name: _____ Address _____ Hm # _____

Name: _____ Address _____ Hm # _____



CURRENT EMPLOYMENT INFORMATION

Applicant's name		Occupation		Work Phone	
Name and Street Address of Employer			City	State	Zip Code
Date Hired	Salary \$ _____ o Hourly o Weekly o bi-weekly o twice a month o Monthly o Yearly o Other _____			# of hours worked per week	Work Fax

SECOND EMPLOYMENT INFORMATION

Applicant's name		Occupation		Work Phone	
Name and Street Address of Employer			City	State	Zip Code
Date Hired	Salary \$ _____ o Hourly o Weekly o bi-weekly o twice a month o Monthly o Yearly o Other _____			# of hours worked per week	Work Fax

OTHER SOURCES OF INCOME

Source	Employment	Check one	Source	Benefits/Pensions	Check one	Source	Other	Check one
Second Job		☐ Yes ☐ No	Workers Compensation		☐ Yes ☐ No	Grants		☐ Yes ☐ No
Bonuses		☐ Yes ☐ No	Unemployment		☐ Yes ☐ No	Scholarships		☐ Yes ☐ No
Tips		☐ Yes ☐ No	Alimony		☐ Yes ☐ No	Recurring Gifts		☐ Yes ☐ No
Commissions/fees		☐ Yes ☐ No	Child Support		☐ Yes ☐ No	AFDC/ TANF		☐ Yes ☐ No
Overtime pay		☐ Yes ☐ No	Social Security		☐ Yes ☐ No	Other		☐ Yes ☐ No

Have you or your spouse/roommate ever been evicted? ____ Yes ____ No

Declared Bankruptcy? ____ Yes ____ No

Do you have any outstanding warrants for arrest? ____ Yes ____ No

Have you ever been convicted of a felony or any crime related to harm caused to a person or property, including, but not limited to arson, assault, intimidation, sex crimes, drug-related offenses, theft, dishonesty, prostitution, obscenity and related violations? ____ Yes ____ No

VEHICLE INFORMATION

License Plate# _____ State _____ Year _____ Make _____ Model _____ Color _____

License Plate# _____ State _____ Year _____ Make _____ Model _____ Color _____

License Plate# _____ State _____ Year _____ Make _____ Model _____ Color _____

DEPOSIT TO HOLD AGREEMENT

The Melrose Apartments and Applicant(s) hereby acknowledge that applicant has paid a non-refundable application fee. It is further acknowledged that \$500.00 initial security deposit will be placed in good faith to hold the apartment. If the applicant fails or refuses to occupy the said apartment and does not notify the Melrose Apartments in writing within **72 hours** after the rental application has been executed, lessor will be entitled to initial deposit as administrative cost and damages.

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references and credit reports. Applicant acknowledges that false information herein constitutes grounds for rejection of this application if discovered before move-in. Applicant acknowledges that management may not be able to complete a comprehensive evaluation of this Agreement before move-in. Management reserves the right to verify application information after move-in and may convert the proposed Rental Agreement to a month-to-month term if false or misleading information is contained in this Application. Applicant agrees to the terms of the "Deposit to Hold Agreement". This application is preliminary only and does not obligate owner or owner's representative to execute a lease or deliver possession of the proposed premises.

Application form must be read filled out completely and signed by all household members 18 and older.

Applicant's Signature _____

Date _____

Person accepting application _____

Date _____



EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY TENANT AND EXECUTED BY MELROSE

TO: (Name & address of employer) _____ Date: _____

Phone: _____

Fax: _____

RE: _____
Applicant/Tenant Name

I hereby authorize release of my employment information.

Signature of Applicant/Tenant _____ Date _____

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Project Owner/Management Agent

Return Form To:

The Melrose Apartments
18194 Purvis Drive
Triangle, VA 22172

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____
Presently Employed: Yes _____ Date First Employed _____ No _____ Last Day of Employment _____
Current Wages/Salary: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____
Average # of regular hours per week: _____ Year-to-date earnings: \$ _____ through __/__/____
Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____
Shift Differential Rate: \$ _____ per hour Average # of shift differential hours per week: _____
Commissions, bonuses, tips, other: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____
List any anticipated change in the employee's rate of pay within the next 12 months: _____ Effective date: _____
If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____
Additional remarks: _____

Employer's Signature _____ Employer's Printed Name _____ Date _____

Employer [Company] Name and Address _____

Phone # _____ Fax # _____ E-mail _____

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.



The Melrose Apartments
18194 Purvis Drive
Triangle, VA 22172
P. (703) 221-3111

REQUEST FOR RESIDENT VERIFICATION

Applicants need to fill only the top portion of this form.

TO: _____

COMPLEX: _____ FAX#: _____ PHONE#: _____

APPLICANT: _____

ADDRESS: _____

CURRENT RENT AMOUNT: _____

By signature below, I authorize Melrose Apartments to check any credit/rental history.

Applicant's Signature: _____ Date: _____

The applicant has listed you as the landlord on the above address. Please fill in the requested information below and return to leasing office at the above address.

Move in date: _____ Move out date: _____ Monthly Rent: _____

Notice Given _____ Number of late payments: _____ Legal action taken: _____

Has Resident been evicted? _____ Date of eviction: _____

Current months rent paid: _____ Outstanding balance amount: _____

Number of occupants: _____ Pets: _____ Would you rent to again: _____

Condition of apartment: _____ Leaseholders name(s): _____

Verified by: _____ Title: _____ Date: _____

Signature: _____



The Melrose Apartments

18194 Purvis Drive
Triangle VA 22172
Tel: 703 221 3111
Fax: 703 221 8807

Application fee: \$40.00 for each adult over 18 years of age

Security deposit: \$500.00 and up
Lease term: 12 months

Utilities included: WATER & TRASH & SEWER, WASHER & DRYER IN UNIT
Resident pays: GAS & ELECTRIC

Type	Sq. Ft.	Rents	Minimum Annual Income
1 Bedroom	624	\$1,475.00	\$51,300.00
2 Bedroom Duplex	768	\$1,725.00	\$62,100.00
2 Bedroom Garden	784	\$1,625.00	\$56,700.00
3 Bedroom Duplex	864	\$1,825.00	\$63,000.00

Pricing subject to change without notice and will vary based on move-in date, length of lease contract, and time of lease quote. Prices and availability are subject to change at any time. Offered prices are for base rent only. Other charges, fees, terms and conditions may apply.

EFFECTIVE 04/23/2025- Prices and specials are subject to change without notice.



Personal Information:

I, _____ have
Applicant Last Name, First Name, Middle Name, Maiden Name
made an application with _____
Company/Apartment Name
for the purpose of tenant screening.

Current Address City State Zip Code

Previous Address City State Zip Code

Date of Birth Sex Social Security Number Driver's License State

Release:

I authorize and provide my consent to Reliable Background Screening performing background investigation(s) of my criminal history and information; employment and income history; residence and property history; social media history; driving history; and bank, financial and credit history, other public record history, or other sources as required for the purpose of evaluating my tenant rental application.

The source of the information for the background investigation(s) by Reliable Background Screening may come from, but is not limited to: credit bureaus, banks and other financial institutions; current and former employers; current and former landlords; federal, state, county and municipal public records, i.e., criminal, civil, motor vehicle, and other public records; social media; or other sources as required. It is understood that a photocopy or facsimile copy of this form, or an electronic request by the company listed above will serve as authorization. By signing below, I authorize the release of all information to Reliable Background Screening for purposes of background investigation(s) and the furnishing of consumer report(s) to the company listed above. Questions about the consumer report(s) should be directed to: Reliable Background Screening, www.reliablebackgroundscreening.com, 800-787-2439.

I understand that my authorization and consent to background investigations by Reliable Background Screening is not limited to my present tenant application but will continue throughout the course of my tenancy as permitted by law and unless revoked by me in writing.

Signed: _____ Date: _____
Complete Legal Signature



Statement of Rental and Occupancy Standards

Management supports THE FAIR HOUSING ACT as amended, prohibiting discrimination in housing based on race, color, religion, national origin, handicap, or familial status. The following qualification standards will be required from every prospective resident.

(Scoring Model for Leaseholder or Co-signer)

Co-signer: A co-signer may be required when an applicant(s) cannot meet both of the requirements stated below. Co-signer must not have any automatic rejections and qualify as stated below, with the exception that the co-signer must make 3 times their rent/mortgage and the applicant's rent amount combined.

- Roommates must qualify individually in all areas except income.

Rental History

Must have at least 6 months or more of verifiable rental history. Mortgage must be verifiable via credit report or written documentation from Mortgage Company. Automatic Denial: Landlord Reference (ex: would not rent to resident due to lease violation); any unpaid rental housing debt; evictions; over 40% late pays during the lease term and all unpaid tax liens over \$2000.00.

Credit check: Failure to provide complete and accurate information on a rental application will result in a refusal to rent if credit verifications cannot be made. If any untrue or misrepresented information is included CRSC Residential, Inc. will have no obligation to rent or continue to rent the apartment to you. Timeline checked is less than or equal to 2 years. Medical and Student loan not included in consideration of application. Automatic denial is property rental collections. Bankruptcy is not counted if older than 2 years.

Criminal History: It is an automatic denial if applicant(s) and/or occupants(s) have been convicted for a felony and/or misdemeanor offense involving actual or potential physical harm to a person(s), or involving possession, manufacture, or delivery of a controlled substance, marijuana, drug paraphernalia, weapons, burglary, auto theft, damage to property, sexual offenses, or solicitation, even if currently serving deferred adjudication, convicted or case pending in the last 5 years. Applicant(s) and/or occupants with felony and/or misdemeanor offenses 5 years or older are required to obtain a criminal background check upon the renewal of the contract and may be allowed occupancy with the provision that all deposits and rental payments must be paid with money order or cashiers check only.

Processing: A Minimum of \$40.00 non-refundable application processing fee will be required for everyone over 18 years of age. Any prospective resident and any occupant over the age of 18 are required to submit an application for a criminal history check. Management can deny applicant or occupant if they have been arrested for a felony and/or misdemeanor offense involving actual or potential physical harm to a person(s), or involving possession, manufacture, or delivery of a controlled substance, marijuana, drug paraphernalia or weapons.

Maximum Occupancy: Two people per bedroom.

Security Deposit: Minimum deposits: \$500.00 due at the time of application approval (within 72 hours). A maximum deposit of \$1000.00 can be required depending on credit.

Payment: Rent is due and payable on the 1st day of each month. Personal checks are accepted after move-in. Personal checks will not be accepted for late rent. Fee schedules are outlined in the lease agreement. Roommates: Each is fully responsible for the entire rental payment.

Recreational Vehicles: All vehicles must be registered and approved with the management office. We do not allow commercial vehicles or trailers.

Pets: Acceptable pets include domestic cats, birds, fish (50 gallon tank size limited with Management's prior written approval). We accept dogs 100lbs. and under. **The following full or mixed breed dogs are NOT acceptable: Bull Mastiff, Chow Chow, Dalmatian, Doberman pinscher, German shepherd, Mastiff, Pit Bull, Bull Dog, Husky, Akitas and Rottweiler. Prohibited pets also include snakes, Ferrets, iguanas, potbelly pigs and rabbits.** When a pet is permitted on the property, a recent photograph of the pet and an additional fee is required. This policy does not apply to persons who require the use of an animal aid, police dog, which will be reviewed on an individual basis. Minimum non-refundable pet fee: One pet -\$350.00 to add second pet will be an additional \$150.00 and \$45.00 monthly pet fee per pet (limit 2 pets).

Utilities: All residents are responsible for maintaining the expense of Cable, Phone, Electric, and Gas. Water, Sewer and Trash expenses are included in the monthly rent.

Community: All residents and occupants agree to abide by the policies for health, safety, and drug and crime free living enjoyment at this community.

NOTE: MANAGEMENT IS NOT RESPONSIBLE FOR DAMAGE TO RESIDENT'S PROPERTY. RESIDENTS ARE STRONGLY ADVISED TO OBTAIN RENTERS INSURANCE TO COVER LOSS OR DAMAGE TO THEIR PROPERTY!

I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE AS QUALIFYING STANDARDS AND RENTAL POLICIES OF THIS COMMUNITY.
COMMUNITY NAME: THE MELROSE APARTMENTS.

Applicant's Signature _____

Date _____

