

# The Melrose

## Welcome

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

Please provide your **\$25.00 application fee per adult (18 years & older)** in money orders or cashier's checks, and **\$500.00 initial security deposit is due once approved** in money orders or cashier's checks. 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](mailto: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 2 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    |
| Date Hired                          | Salary \$ _____ | <input type="radio"/> Hourly <input type="radio"/> Weekly <input type="radio"/> bi-weekly <input type="radio"/> twice a month<br><input type="radio"/> Monthly <input type="radio"/> Yearly <input type="radio"/> 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    |
| Date Hired                          | Salary \$ _____ | <input type="radio"/> Hourly <input type="radio"/> Weekly <input type="radio"/> bi-weekly <input type="radio"/> twice a month<br><input type="radio"/> Monthly <input type="radio"/> Yearly <input type="radio"/> 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       |            | <input type="radio"/> Yes <input type="radio"/> No | Workers Compensation     | <input type="radio"/> Yes <input type="radio"/> No | Grants          |       | <input type="radio"/> Yes <input type="radio"/> No |
| Bonuses          |            | <input type="radio"/> Yes <input type="radio"/> No | Unemployment             | <input type="radio"/> Yes <input type="radio"/> No | Scholarships    |       | <input type="radio"/> Yes <input type="radio"/> No |
| Tips             |            | <input type="radio"/> Yes <input type="radio"/> No | Alimony                  | <input type="radio"/> Yes <input type="radio"/> No | Recurring Gifts |       | <input type="radio"/> Yes <input type="radio"/> No |
| Commissions/fees |            | <input type="radio"/> Yes <input type="radio"/> No | Child Support            | <input type="radio"/> Yes <input type="radio"/> No | AFDC/ TANF      |       | <input type="radio"/> Yes <input type="radio"/> No |
| Overtime pay     |            | <input type="radio"/> Yes <input type="radio"/> No | Social Security          | <input type="radio"/> Yes <input type="radio"/> No | Other           |       | <input type="radio"/> Yes <input type="radio"/> 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  
**Fax: 703-221-8807**

**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**  
**F. (703) 221-8807**

**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: \$25.00 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             |
|-------------------------|---------|-------------------|
| <b>1 Bedroom</b>        | 624     | <b>\$1,275.00</b> |
| <b>2 Bedroom Duplex</b> | 768     | <b>\$1,495.00</b> |
| <b>2 Bedroom Garden</b> | 784     | <b>\$1,425.00</b> |
| <b>3 Bedroom Duplex</b> | 864     | <b>\$1,595.00</b> |

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 10/01/2023- Prices and specials are subject to change without notice.**



## 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 relent 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 \$25.00 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 1<sup>st</sup> 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: \$350.00 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

