

**Salem View Apartments**  
 5204 Lancelot Lane  
 Roanoke, VA 24019  
 Phone (540) 562-0300 | Fax (540) 562-0386  
 salem@greenbriermc.com

\$30 Application Fee  
 \$250 Holding Deposit  
 4 Most Recent Paystubs  
 valid State I.D.

**RENTAL APPLICATION**

**APPLICANT INFORMATION:**

**Name:** \_\_\_\_\_  
 Last First Middle Initial

**Current Address:** \_\_\_\_\_  
 Street City State Zip Code

**Date of Birth:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Move in date requested:** \_\_\_\_\_ **Bedroom size requested:** \_\_\_\_\_

**Lease term requested:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**HOUSEHOLD INFORMATION:**

List below, all information for each **additional household member** who will occupy the unit.

Name (First, Middle Initial, Last)	Relationship to Head of Household	M/F	Social Security Number	Date of Birth (Mo./Day/Yr.)
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		

Do you anticipate a change in household composition during the next 12 months?  Yes  No  
 Do you request a handicapped accessible unit?  Yes  No  
 Do you require any special accommodations or special services from management?  Yes  No  
 If yes, describe: \_\_\_\_\_

**THREE YEAR LIVING HISTORY:**

**Present Housing:** Own \_\_\_\_\_ Rent \_\_\_\_\_ Other \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Landlord's Telephone: \_\_\_\_\_ Dates of Residency: \_\_\_\_\_  
(mo./yr.) TO (mo./yr.)

**Previous Housing:** Own \_\_\_\_\_ Rent \_\_\_\_\_ Other \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_

Previous Address: \_\_\_\_\_  
 Street City State Zip Code

Landlord's Name: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_  
 Street City State Zip Code

Landlord's Telephone: \_\_\_\_\_ Dates of Residency: \_\_\_\_\_  
(mo./yr.) TO (mo./yr.)

**Emergency Contact Person:**  
**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 Street City State Zip Code  
**Relationship:** \_\_\_\_\_

**EMPLOYMENT INFORMATION:****Present Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_**Employer Address:** \_\_\_\_\_  
Street City State Zip Code**Occupation:** \_\_\_\_\_ **Dates of Employment:** \_\_\_\_\_  
(mo./yr.) TO (mo./yr.)**Verification Contact Person:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **Second Employer, or**  
 **Previous Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_**Employer Address:** \_\_\_\_\_  
Street City State Zip Code**Occupation:** \_\_\_\_\_ **Dates of Employment:** \_\_\_\_\_  
(mo./yr.) TO (mo./yr.)**Verification Contact Person:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **Spouse Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_**Employer Address:** \_\_\_\_\_  
Street City State Zip Code**Occupation:** \_\_\_\_\_ **Dates of Employment:** \_\_\_\_\_  
(mo./yr.) TO (mo./yr.)**Verification Contact Person:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_**Please list the total annual employment income of all members of your household.**

Name of Recipient	Wages (Full Time)	Wages (Part Time)	Overtime Pay	Commissions Or Fees	Tips or Bonuses

**VEHICLE INFORMATION:****Driver's License Number/State ID#:** \_\_\_\_\_ **State Issued:** \_\_\_\_\_**Additional Occupant Driver's License Number/State ID#:** \_\_\_\_\_ **State Issued:** \_\_\_\_\_**Vehicle #1:** Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
License # \_\_\_\_\_ State \_\_\_\_\_**Vehicle #2:** Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
License # \_\_\_\_\_ State \_\_\_\_\_**MISCELLANEOUS INFORMATION:****Do you have any pets?**  Yes  No **How many?** \_\_\_\_\_ **Breed:** \_\_\_\_\_**Has any household member ever been convicted of any drug offense?**  Yes  No  
**If yes, who:** \_\_\_\_\_ **Explain:** \_\_\_\_\_**Has any household member ever been convicted of a felony?**  Yes  No  
**If yes, who:** \_\_\_\_\_ **Explain:** \_\_\_\_\_**Does anyone in the household currently have any felony charges pending against them?**  Yes  No  
**If yes, who:** \_\_\_\_\_ **Explain:** \_\_\_\_\_

I/We understand that the above information is being collected to determine my/our eligibility for residency. I/We authorize the owner/management to verify all information provided on this application and my/our signature is my/our consent to obtain such verification. I/We certify that all information and answers to the above questions are true and complete to the best of my/our knowledge. I/We consent to the release of the necessary information to determine my/our eligibility. I/We understand that providing false information or making false statements may be grounds for denial of my/our application. I understand that the credit report (rental history, arrest and/or conviction records, and retail credit history) will be done through a credit bureau contracted with the apartment community.

I/We hereby offer \$ \_\_\_\_\_ as a non-refundable application fee. If I/We do not meet any of the Resident Selection Criteria, my/our application will be rejected and my/our application fee WILL NOT be refunded.

**SIGNATURES:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Applicant Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Additional Adult Household Member Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Agent for Landlord Date

<b>OFFICE USE ONLY</b>	<b>Lease Charges</b>	<b>Date completed</b>	<b>Initials</b>
<b>Lease Charges Attached: Yes / No Printed copy for each charge/credit:</b>			
<b>Concession Offered(s):</b>			
<b>Discount Offered(s):</b>			
<b>Utility Package Included: Yes / No</b>			
<b>Furniture Package: Yes / No</b>			
<b>WD Rental: Yes / No</b>			
<b>Application Fees Paid: Yes / No</b>			
<b>Security Deposit Paid Yes / No</b>			
<b>Pet Fee Required Yes/ No</b>			
<b>Lease Term Offered: 12 Month</b>			
<b>Application Processed in RESMAN</b>	<b>Yes / No</b>		
<b>Credit Report Reviewed &amp; Attached:</b>	<b>Yes / No</b>		
<b>Landlord Reference Faxed &amp; Attached:</b>	<b>Yes / No</b>		
<b>Income Verification Faxed &amp; Attached or Copy of 1 month's recent paystubs Collected &amp; Attached:</b>	<b>Yes / No</b>		
<b>Social Security Number/ Driver's License/ Military ID verified:</b>	<b>Yes / No</b>		
<b>Proof of Renter's Insurance: Attached:</b>	<b>Yes / No</b>		
<b>Manager Approval:</b>	<b>Yes / No</b>		

# RESIDENT SELECTION CRITERIA

For Greenbrier Management Company

**NON-DISCRIMINATION – GREENBRIER MANAGEMENT COMPANY ADHERES TO ALL FEDERAL, STATE AND LOCAL FAIR HOUSING LAWS, WHICH FORBID DISCRIMINATION BASED ON RACE, COLOR, CREED, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, ELDERLINESS OR NATIONAL ORIGIN.**

Greenbrier Management Company utilizes the following Resident Selection Criteria to determine if applicants are qualified to become residents at our apartment communities.

- 1) **PRESENT AND PAST EMPLOYMENT & INCOME VERIFICATION** - Confirmation of all information provided by applicant is required.
- 2) **PRESENT AND PAST CREDIT REPORTS** – A credit report will be processed on each applicant.
  - a) The absence of a credit file will result in a “Conditional” opinion that requires further Rental and Employment verification.
  - b) Some circumstances may require a co-signer and/or additional security deposit.
  - c) An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or open bankruptcies.
  - d) If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit-reporting agency that provided the credit report, as required by the FCRA.
  - e) The content of any credit reports will not be released from management.
  - f) An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and re-submit an application to this community.
  - g) A foreign citizen with no social security number may be accepted if they have a current ‘Resident Alien’ card issued by the US Department of Justice. On the card will be a picture of the person; date of birth; alien number; expiration date; signature and finger print.
- 3) **PRESENT AND PAST RENTAL HISTORY** – Confirmation of good rental history is required. An affirmative answer to any of questions one through five on the Rental verification form will result in denial of the rental application.
- 4) **STANDARD CRIMINAL RECOMMENDATIONS** – The use of a criminal background check improves the quality of the resident profile, and may help to eliminate problem applicants. An applicant will be denied if any of the following criminal related activities appears in a criminal check.
  - a) Any Felony conviction
  - b) Any Misdemeanor conviction involving a crime against persons or property
  - c) Any terrorism-related conviction
  - d) Any drug-related conviction Two DUI’s
  - e) Any prostitution-related conviction
  - f) Any sex-related conviction
  - g) Any cruelty to animals-related conviction
  - h) Any of the above related charges resulting in “Adjudication Withheld” and/or “Deferred Adjudication”
  - i) Active status on probation or parole resulting from any of the above

**NOTE:** A rental applicant may be approved with a drug related felony or misdemeanor conviction only if there have been no convictions within 10 years of the date of application and only if the applicant has no record of violence or distribution of controlled substances regardless of how long ago the conviction occurred. In addition, the applicant must pass all other portions of the screening criteria including credit, rental history, employment, income, etc.

**CURRENT DRUG OR ALCOHOL ABUSE** – Any current use of an illegal drug will be grounds for rejection of your application. Any evidence of alcohol abuse, which manifests conduct that poses a direct threat to the health or safety of other residents, will be grounds for rejection of your application.

- 5) **MISREPRESENTATION** – This category includes any willful misrepresentation by the applicant in the application procedure for the apartment.
- 6) **OCCUPANCY STANDARDS** – You will be allowed two persons per bedroom and one additional person per den in the apartment units unless local, State or Federal building code guidelines provide a more stringent limitation.

If it is determined that any occupant who is expected to reside in the apartment falls within any one of the preceding categories, the applicant may be disapproved for admission. Should you have a question about our Resident Selection Criteria, or any questions about the selection process, please do not hesitate to ask the Community Manager who will be pleased to assist you. Thank you for your interest in Greenbrier Management Company.

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Applicant Signature

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Date