

Gateway Townhouse Apartments - Leasing Policy

Townhouse:	2 Bedroom 1 ½ Bath – 1000 Sq Feet Occupancy – 4 persons	\$845.00* <i>(prices are subject to change)</i>
Holding Deposit / Security Deposit:		\$300.00
Application Fee:	Non-Refundable	\$30.00
Washer / Dryer Rental:	Full Size Washer /Dryer	\$50.00* <i>per month</i>
Pet Restrictions:	<i>No Rotweillers, Pit Bulls, Dobermans, German Shepherds, Snakes or Reptiles, 35 LBS and Under <u>ONLY</u> & Limit Two (2) Pets</i>	
Pets Fee(s):	Non-Refundable Pet Fee	\$300.00* <i>per pet</i>
Short Term Lease:	6-Month Lease Available	\$100.00 Premium* <i>per month</i>

Rental Partnership Program (RPP) Offered through the United States Air Force Housing. Please contact our office for Details.

Prices Include Trash & Landscape Maintenance

Renters Insurance REQUIRED at Move –In

Occupancy Guidelines

No more than two individuals per bedroom may occupy an apartment unit, plus one infant up to the age of 18 months at the time the lease is signed. Residents whose newborn has reached 18 months of age during the lease term will be required upon the expiration of their current lease term to either move into another available dwelling of the owner which has more bedrooms or move out. A bedroom is defined as a space that is used primarily for sleeping, designed to be closed with a door and a closet space for clothing.

Qualification Guidelines

All leaseholders or occupants 18 years and older must fill out an application. (Married couples may complete one application). Resident history, credit history, and income / employment are verified for all applicants. Harrison & Lear Inc., Realtors may ask to make a photocopy of each applicant's driver's license, military identification and/or social security card. All information provided must be true and correct, as well as verifiable. All verified information is entered into a scoring system which determines rental eligibility. Each applicant's resident, credit, and employment information will be individually scored; leaseholders' income will be individually scored. All occupants of legal age must be a leaseholder unless dependency status can be verified. Cosigners will be **NOT** be allowed to assist with income requirements or considered for declined applicants. At least one lease holder must permanently reside in the apartment.

Employment:

Leaseholders must be with their current job for a minimum of 6 months, providing two consecutive paychecks or a W-2 form from current employer. Persons relocating must provide proof of a local job offer accepted in writing, and pay stubs from current and/or previous job. Employment verification will include length of employment with current employer as well as anticipated annual income. If self employed or primarily commission-based one of the following will be required: a copy of the previous two years' tax return, a financial statement from a CPA verifying employment and income, or photocopies of three most current bank statements illustrating the ability to pay rent through the entire lease term.

Harrison & Lear Inc. does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, sex, national origin, handicap or familial status.

(Updated 08/17/2007)



Income: Leaseholders must have verifiable gross income greater than 3 times the amount of monthly rent. Gross Annual income will be verified for all lease holders. Additional sources of income may be considered. Other verifiable income may mean, but not limited to, alimony /child support, trust accounts, retirement accounts, and social security)

Credit: Credit reports will be secured for all leaseholders through First Advantage - Safe Rent, which applies a score to each report. Applicants must have a score of **180** to be accepted for residency. Unfavorable accounts include, but are not limited to: collection, charge off, repossession and current delinquency. If acceptable check writing history does not meet criteria, the applicant will be required to pay by cashier's check or money order only. Previous judgments for rent will result in denial of the application. Bankruptcies are accepted provided that a discharge has been complete and proof is provided at the time of the application. Bankruptcies must be discharged at least 6 months prior to an application being accepted in our office.

References: A minimum of two years resident history is required for all leaseholders. Rental verification will include length of occupancy, payment record, status, and compliance with rules and regulations. Renting from a relative is not considered resident history as contract performance cannot be determined. Home mortgages may substitute for resident history. An applicant who have been evicted within the past seven years or owes landlord monies, the application will be declined.

Non-US Citizens: Applicants who are citizens of another country must provide a passport and the INS document that entitles the applicant to be in the United States and proof of employment in this country or an I-20 verifying student status. Harrison & Lear Inc., Realtors may ask to make a photocopy of any of the applicant's INS documents, passport and visa. In addition for applicants who do not have credit history in this country, Harrison & Lear Inc., Realtors will accept in lieu of the credit requirements an additional deposit of two months rent.

Reasons for not approving an application include, but are not limited to: Bankruptcy within the past 6 months, insufficient income, unpaid judgments, evictions, outstanding rent debit. Household size exceeding occupancy limits, and falsification of the application information.

Harrison & Lear Inc., Realtors Agent for Gateway One of Hampton L.L.C.

I (We) have read the above and understand the basis for consideration of my (our) application.

Applicant's Signature

Date

Applicant's Signature

Date

Agent / Owners Representative

Date



Verification of Residency

Applicant(s) Name(s): _____
Last First MI

Applicant(s) Name(s): _____
Last First MI

Current / Previous Address: _____ Unit # _____

Name of Community / Rental Company: _____

City, State, & Zip Code: _____

Phone Number: _____ Fax Number: _____

Rental Dates: _____
Please provide dates in which you occupied rented unit. (Ex. January 1, 2006 to December 31, 2006)

Thank you for your cooperation in obtaining this information.

I authorize the above community or company to release to Harrison & Lear Inc., Realtors the above information regarding my residency.

Applicant Signature

Date

Applicant Signature

Date

DO NOT FILL OUT BELOW THIS LINE

- Property Name: _____
- Length of Occupancy: _____ to _____ Current Rental Rate \$ _____
- Did resident break their lease agreement? _____ Reason? _____
- Was rent paid late? _____ How many times? _____ Number of NSF _____
In the last (12) months
- Balance Due _____ Was a notice to vacate served by management? _____
- Was Resident ever under eviction? _____ Reason: _____
- Were any notices served for non-compliance issues? _____
- Did the resident give proper notice to vacate? _____ Notice terms? _____ Did the resident have pet(s)? _____
Are 30 or 60 days required?
- Would you rent to them again? _____
- Additional comments: _____

Thank you for taking the time to fill out and return this form to the Gateway Rental Office. Our Fax number is (757) 827-0613. Our Office number is (757) 838-1333 should you need to speak with someone directly regarding this request for information. Our email address is gateway@harrison-lear.com

Completed By: _____ Title: _____ Date: _____

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