

# *The Suites at Port Warwick*

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**\$35 Application Fee**

**\$100 Administration Fee**

**\$250 & up Security Deposit**

*All fees are one time and paid per student. Security deposit is higher for conditional credit approval.*

## **3 & 4 BEDROOM TOWNHOME**

**\$555/month per bedroom**

Pricing and Availability subject to change.

All rates include full sized washer & dryer, all major kitchen appliances, platform bed, built in desk in each room and a built in entertainment center. Some apartments do not include built in desks, please ask for more information.

### **COMMUNITY AMENITIES**

24 Hour Fitness Center and Computer Lab  
Recreational Clubhouse with Big Screen TV  
Pool Table and Game Table  
Valet Dry Cleaning, Concierge Package Pickup  
Beach Volleyball Court  
Outdoor Swimming Pool  
Free Tanning

### **MONTHLY RENT INCLUDES**

Cable  
Water  
Sewer  
Trash  
High Speed Internet

*Come live the "Suite Life"*



# Rental Qualification Standards

We provide equal housing for all people, regardless of race, color, religion, sex, national origin, handicap or familial status.

**AVAILABILITY:** Applications for apartments will be accepted on a first come, first serve basis. All information on the application must be complete, accurate and verifiable. All appropriate application fees must be paid before an application will be accepted and/or processed.

**LEGAL RESIDENCY:** All applicants must provide appropriate verification of their lawful residence in the United States as requested by Management.

**RENTAL RATES:** Rental Rates are subject to change without notice.

**RENTAL APPLICATIONS:** A Rental Application must be completed for each occupant who is eighteen (18) years or older. Any false information may cause the application to be rejected or lease to be nullified.

**APPLICATION EVALUATION:** Credit and criminal background screening will be run on each applicant. Unsatisfactory credit history or criminal history 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 bankruptcies. If an applicant is declined for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency. The application or occupancy of any person may be denied at any time based on their criminal history, in Management's sole and absolute discretion.

**INCOME REQUIREMENTS:** Income and Assets are taken into account as part of the approval process. Applicants must gross at least 2.5x the monthly rent (combined for all applicants). VHDA guidelines stipulate that gross household income may not exceed \$109,950 annually. If assets or student loans will be used to qualify, you must show proof of assets/grants equal to the rent for the entire term of your lease.

**ADMINISTRATIVE FEE:** A non-refundable Administrative fee of \$100 is required upon application approval. This fee is non-refundable.

**SECURITY DEPOSIT:** A Security Deposit is required within 72 hours of application approval. We will also have you sign your lease at this time.

**OCCUPANCY STANDARDS AND MULTIPLE RESIDENTS:** Two (2) people per bedroom.  
(Under this standard, children less than twenty four (24) months of age are not included in this number.)

**ANIMALS (PETS):** Acceptable animals include domestic cats, dogs (specific breeds are not permitted-see below), turtles, non-poisonous frogs, domestic hamsters, hermit crabs, and domestic fish. The following breeds of dogs (or any mix of the following breeds) are not permitted: Pit bulls, (this includes American Staffordshire Terriers and Staffordshire Bull Terriers), Rottweilers, German Shepherds, Doberman Pinschers, Chow Chows and Akitas. All other animals are prohibited, including snakes, spiders, ferrets, rabbits and iguanas. When and if an approved animal is permitted on a property, additional fees are required. This policy does not apply to disabled persons who require the use of a service animal, which will be reviewed on an individual basis.

*Thanks so much for your interest in "The Suites"!  
Here are some instructions on how to complete our Rental Application:*

If you are a *STUDENT*, you will fill out the following:

✓ **Application for Tenancy**

This is the rental application we use to process your credit and criminal background check. Please fill this out completely and be sure to sign the bottom.

✓ **Market Rate Developments**

This form states that we are asking for your income information (or your Guarantor's) in order to qualify you for the apartment. Please sign and date the bottom under "received" and "by".

✓ **Addendum to Lease**

By signing this document, you certify that all information you provide on your application is true and correct. There are certain income and occupancy guidelines that may cause you to be ineligible. You may not sublease without written consent from Management. Please sign next to "tenant" at the bottom of the page.

✓ **Under \$5,000 Asset Certification**

This form needs to be filled out and signed at the bottom of the page. We use this information to qualify you. If you have assets greater than \$5,000 in any of the categories, there is a separate form we use. If that applies to you, please let us know.

✓ **Certification of Zero Income**

Only fill out this form if you are not employed (or will not be employed). Please fill out ALL SECTIONS (1, 2 and 3)

✓ **Race and Ethnicity Form**

This form is required by VHDA and is reported to VHDA through our online system. Please fill out all fields and select the appropriate "ethnic" and "racial" categories, then sign and date the bottom. You also may choose not to furnish this information. In that case, you will just need to initial the top of the page and sign and date the bottom.

✓ **Identity Verification Form** You will need to bring us two forms of ID. Please bring those in and wait to fill out this form until you are in the office. Acceptable forms of ID are: Driver's license, Social Security Card, Government/Military ID, Birth Certificate, Passport.

Your *GUARANTOR* will fill out the following:

✓ **Guaranty Form**

Have your guarantor fill this out completely. They will also need to get it notarized.

✓ **Income Verification**

We need to verify your Guarantor's income. We can use 4 recent paystubs, a tax return from last year, or a letter from their employer. Please return these documents with your application.

We will also need:

✓ **\$35 Application Fee** (paid when you turn your paperwork in)

✓ **\$100 Administrative Fee** (paid when you are approved)

✓ **\$250 Security Deposit** (paid when you are approved)

*The Suites at Port Warwick*  
(757) 599-3355 phone    (757) 599-3359 fax

# UNIVERSITY SUITES RENTAL APPLICATION



Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Birth date \_\_\_\_\_ College Major \_\_\_\_\_ Social Security No. \_\_\_\_\_

I am a: ☐ Male ☐ Female ☐ Smoker ☐ Nonsmoker ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

REQUESTED MOVE-IN DATE: \_\_\_\_\_

Current Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Current/Cell # \_\_\_\_\_ Permanent Phone No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Present Employer \_\_\_\_\_ Phone \_\_\_\_\_

Employer Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Monthly Income \$ \_\_\_\_\_

Parent/ Guardian Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Parent/ Guardian Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Parent/ Guardian Employer \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Email Address \_\_\_\_\_

## Previous Rental History

Name of Management Co. /Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Former Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Rented from (date) \_\_\_\_\_ to (date) \_\_\_\_\_ Rental Rate \$ \_\_\_\_\_

## Please list requested roommates

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_ Phone \_\_\_\_\_

Nearest relative not living with you \_\_\_\_\_ Phone \_\_\_\_\_  
(Must be different from emergency contact)

I hereby state and represent that the information provided in this application is completed and accurate. I authorize University Suites, L.L.C to verify any and all information which may be required to evaluate this application. Applicant agrees to pay a \$35 nonrefundable application fee. A completed Guaranty form is required for individuals who do not qualify with sufficient income to rent the townhouse. I understand the rules and regulations are adopted for the benefit of all residents and proper operations of the community and I agree that the residence will be subject to them.

The undersigned applicant has read and agrees to all provisions of this application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**"Welcome to the Suite Life"**

University Suites @ Port Warwick • 301 Nat Turner Blvd., Newport News, VA 23606 • Office (757) 599-3355 • Fax (757) 599-3359 • [www.universitiesuites.net](http://www.universitiesuites.net)

# GOVERNMENT DATA COLLECTION AND DISSEMINATION PRACTICES ACT LETTER

## MARKET RATE DEVELOPMENTS

Dear (Mr/Mrs/Ms) \_\_\_\_\_

As provided by the Government Data Collection and Dissemination Practices Act, anyone who is requested to provide personal information about himself must be informed whether he is legally required to provide such information, or whether he may refuse to supply the information requested. As an applicant for housing financed by the Virginia Housing Development Authority, you are requested to provide certain information that will enable \_\_\_\_\_ to complete a "Tenant Income Certification".

The information requested will be used to determine an adjusted annual income which you and your family receive from all income sources. This is necessary because the Rules and Regulations adopted pursuant to the Authority conferred on the Virginia Housing Development Authority limit eligibility for initial occupancy to families whose adjusted income does not exceed certain established limits. In addition, it is necessary to know the composition of your family (number of dependents) so that the proper size of dwelling unit may be authorized for you and your family.

Although you are not legally required to provide the information requested, your failure to do so will result in our inability to determine your eligibility for housing in this development.

The completed "Tenant Income Certification" is electronically transmitted by this management agent/owner to the Virginia Housing Development Authority, 601 South Belvidere Street, Richmond, VA 23220. It is possible that information provided by you will be revealed to others for the purpose of confirmation or for other purposes in accordance with the Virginia Freedom of Information Act, but any information so supplied is subject to the safeguards of the Government Data Collection and Dissemination Practices Act.

Sincerely,

\_\_\_\_\_  
Management

Received (Date) \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADDENDUM TO LEASE

Apartment Number \_\_\_\_\_

Landlord \_\_\_\_\_

Tenant(s) \_\_\_\_\_

Date \_\_\_\_\_

The following provisions shall be incorporated into and made a part of the Lease of even date herewith between Landlord and Tenant and shall control over any inconsistent provisions therein.

1. Eligibility. Tenant hereby acknowledges that Tenant's family income and composition and other matters relating to Tenant's eligibility for occupancy of the Apartment are material to this Lease. Prior to execution of this Lease, Tenant provided Landlord with certain information, documents and certifications with respect to Tenant's eligibility for occupancy of the Apartment. Tenant hereby warrants and confirms that such information, documents and certifications are in all respects true, accurate and complete as of the date hereof. Tenant agrees to comply with all requests hereafter made by the Landlord or the Virginia Housing Development Authority ("the Authority") for information, documents, and certifications concerning Tenant's eligibility for occupancy of the Apartment. Such requests may be made annually (and shall be made no less frequently than every three years) and at such other times as Landlord or the Authority may require. Tenant shall furnish all such information, documents and certifications requested by Landlord or the Authority on or before the date specified in such request, which date shall not be earlier than ten (10) days from the date of receipt by Tenant of such request. Such information, documents and certifications shall in all respects be true, accurate and complete.

Any failure by Tenant to comply with any such request in accordance with the terms of this Paragraph or any falsification, misstatement or misrepresentation by Tenant of any information relating to Tenant's eligibility for occupancy of the Apartment shall be deemed a substantial and material violation of this Lease. Furthermore, in the case of any such violation of this Lease, Landlord may (subject to the prior approval of the Authority and in lieu of exercising its rights or remedies arising under this Lease as a result of such violation) determine that Tenant shall no longer be eligible for occupancy of the Apartment and shall be subject to the provisions set forth below relating to ineligibility.

2. Ineligibility. In the event that (a) at the time of any determination by Landlord as to Tenant's eligibility for occupancy of the Apartment, Tenant's adjusted family income shall exceed the maximum limit then established by the Authority for initial occupancy of the Apartment or (b) Tenant is otherwise determined not to be eligible for occupancy of the Apartment in accordance with criteria then established by the Authority or in accordance with the provisions hereof, this Lease shall remain in full force and effect unless otherwise terminated pursuant to any of the provisions of this Lease; provided, however, that commencing on the first day of the month after Tenant becomes ineligible, Tenant shall pay a surcharge on the rent in the amount set forth in such schedule as shall be prescribed by the Authority; provided, further, that the amount of such surcharge imposed by the Authority shall not cause the rent (including such surcharge) to exceed the limitation imposed by Section 42 of the Internal Revenue Code, if applicable. In the event that such a surcharge is imposed, Tenant shall have the right to terminate this Lease either (a) on the first day of the month in which such surcharge is to commence or (b), upon at least thirty (30) days prior written notice to the Landlord, on the first day of the next succeeding month. For the purposes of this Lease, any such surcharge shall be deemed to be rent and shall be subject to all of the provisions hereof relating to rent. Tenant shall be obligated to pay such surcharge on the first day of each month for such period of time as Tenant shall remain ineligible for occupancy.

3. Assign or Sublease. Tenant may not, without the prior written consent of the Landlord, assign this Lease or sublet the Apartment or any part thereof or give accommodation to any roomer, lodger or other person not herein set forth, nor permit the use of the Apartment for any purposes other than as a private dwelling solely for the use of Tenant and Tenant's family consisting of the following named persons:

4. Rights of the Authority. It is understood and agreed by Landlord and Tenant that the Authority shall have the right (but shall not be obligated) to exercise any and all of the rights of Landlord under this Lease in the event of a breach or violation by Tenant of any of the provisions hereof.

In Witness Whereof, the parties hereto have executed these presents the day and year first above written:

TENANT(s)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

LANDLORD

By \_\_\_\_\_(SEAL)

By \_\_\_\_\_(SEAL)

## UNDER \$5,000 ASSET CERTIFICATION

For households whose combined net assets do not exceed \$5,000.  
Complete only one form per household; include assets of children.

Household Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

Development Name: \_\_\_\_\_ City: \_\_\_\_\_

### Complete all that apply for 1 through 4:

#### 1. My/our assets include:

(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source	(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source
\$		\$	Savings Account	\$		\$	Checking Account
\$		\$	Cash on Hand	\$		\$	Safety Deposit Box
\$		\$	Certificates of Deposit	\$		\$	Money market funds
\$		\$	Stocks	\$		\$	Bonds
\$		\$	IRA Accounts	\$		\$	401K Accounts
\$		\$	Keogh Accounts	\$		\$	Trust Funds
\$		\$	Equity in real estate	\$		\$	Land Contracts
\$		\$	Lump Sum Receipts	\$		\$	Capital investments
\$		\$	Life Insurance Policies (excluding Term)				
\$		\$	Other Retirement/Pension Funds not named above:				
\$		\$	Personal property held as an investment** :				
\$		\$	Other (list):				

PLEASE NOTE: Certain funds (e.g., Retirement, Pension, Trust) may or may not be (fully) accessible to you. Include only those amounts which are.

\*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

\*\*Personal property held as an investment may include, but is not limited to, gem or coin collections, art, antique cars, etc. Do not include necessary personal property such as, but not necessarily limited to, household furniture, daily-use autos, clothing, assets of an active business, or special equipment for use by the disabled.

2. ☐ Within the past two (2) years, I/we have sold or given away assets (including cash, real estate, etc.) for more than \$1,000 below their fair market value (FMV). Those amounts\* are included above and are equal to a total of: \$ \_\_\_\_\_ (\*the difference between FMV and the amount received, for each asset on which this occurred).
3. ☐ I/we have not sold or given away assets (including cash, real estate, etc.) for less than fair market value during the past two (2) years.
4. ☐ I/we do not have any assets at this time.

**The net family assets (as defined in 24 CFR 813.102) above do not exceed \$5,000 and the annual income from the net family assets is \$ \_\_\_\_\_. This amount is included in total gross annual income.**

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant/Tenant \_\_\_\_\_

Date \_\_\_\_\_

Applicant/Tenant \_\_\_\_\_

Date \_\_\_\_\_

## CERTIFICATION OF ZERO INCOME

(To be completed by adult household members who are claiming zero income from any source, if appropriate.)

Household Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

Development Name: \_\_\_\_\_ City: \_\_\_\_\_

1. I hereby certify that I do not individually receive income from any of the following sources:

- a. Wages from employment (including commissions, tips, bonuses, fees, etc.);
- b. Income from operation of a business;
- c. Rental income from real or personal property;
- d. Interest or dividends from assets;
- e. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
- f. Unemployment or disability payments;
- g. Public assistance payments;
- h. Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;
- i. Sales from self-employed resources (Avon, Mary Kay, Shaklee, etc.);
- j. Any other source not named above.

2. Choose one:

- ☐ Currently, I have no income of any kind and while I am seeking employment, there is no definite job offer at this time.
- ☐ Currently, I have no income of any kind and I will not be seeking employment at this time.

3. I will be using the following sources of funds to pay for rent and other necessities: \_\_\_\_\_

\_\_\_\_\_

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

\_\_\_\_\_  
Signature of Applicant/Tenant

\_\_\_\_\_  
Printed Name of Applicant/Tenant

\_\_\_\_\_  
Date



## Race & Ethnicity Data Reporting Form

Virginia Housing Development Authority (VHDA) requests this information in order to comply with Title I of the United States Housing act of 1937 which requires annual reporting of certain information to the United States Department of Housing and Urban Development. Although VHDA would appreciate receiving this information, you may choose not to furnish it. You will not be discriminated against on the basis of this information, or on whether or not you choose to furnish it. If you do not wish to furnish this information, please initial below.

**Resident/Applicant:** I do not wish to furnish information regarding ethnicity and race.  
(Initials) \_\_\_\_\_

See next page for Ethnicity and Race codes that characterize household composition. **Enter both Ethnicity and Race codes for each household member.**

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Name of Property \_\_\_\_\_ Property Address \_\_\_\_\_

---

Name of Owner/Managing Agent \_\_\_\_\_ Unit # \_\_\_\_\_

---

Name of Head of Household \_\_\_\_\_ Name of Household Member \_\_\_\_\_

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All That Apply
America Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

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**Signature**

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**Date** (mm/dd/yyyy )

## Definitions:

### Ethnic Categories

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or Latino."
2. **Not Hispanic or Latino.** A Person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

### Racial Categories

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

# *The Suites at Port Warwick!*

## Applicant Identity Verification

### **THIS SECTION TO BE COMPLETED BY APPLICANT:**

PRINT NAME: \_\_\_\_\_

(First Name, Middle Initial, Last Name)

Applying for Unit #: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I hereby represent that all above information is true and accurate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR MANAGEMENT USE ONLY:**

#### **PLEASE VERIFY TWO FORMS OF IDENTIFICATION.**

- ☐ Driver's License or Govt. Identification Card # \_\_\_\_\_
- ☐ U.S. Passport # \_\_\_\_\_
- ☐ U.S. Military ID Card # \_\_\_\_\_
- ☐ State Identification Card # \_\_\_\_\_
- ☐ Social Security Card # \_\_\_\_\_
- ☐ Birth Certificate # \_\_\_\_\_
- ☐ Other Photo ID: \_\_\_\_\_

\_\_\_\_\_  
(Provide Description)

I certify that I have examined the documents presented to me by the above listed applicant, and the two forms of identification appear to be genuine and accurate.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## University Suites

301 Nat Turner Blvd., Newport News, VA. 23606

Phone 757-599-3355 Fax 757-599-3359

www.universitiesuites.net



### Guaranty

**\*\* This document must be notarized by a licensed notary\*\***

I / We the undersigned, hereby guarantee to University Suites @ Port Warwick, all amounts which become due from:

\_\_\_\_\_  
Name of Resident

\_\_\_\_\_  
Lease Term

Pursuant to the University Suites @ Port Warwick lease agreement including:

- 1) The rent for the full lease term to be paid on the 1st of each month and late fees to be paid as set forth in the lease.
- 2) Loss, breakage, or damages to the unit's furnishings, fixtures, walls, ceilings, floor coverings, upholstery, appurtenances, other than that caused by normal wear.
- 3) For any cleaning at the end of the tenancy and non-adherence to check-in/checkout policy.
- 4) Reasonable attorney fees and all cost associated with enforcement of this Guaranty.
- 5) Any other charges set forth in the lease.

The execution of this document is material inducement for Landlord to enter into a lease contract, and Landlord is fully relying upon the due and valid execution by the persons whose name(s) are shown herein. Landlord reserves all recourse, civil or criminal, in the event of a false or forged execution hereof. Further, this agreement shall remain in effect for the entire term of the lease or any subsequent lease, into which the resident has entered.

I acknowledge that a credit report will be obtained.

Guarantor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Guarantor's Printed Name \_\_\_\_\_ SSN \_\_\_\_\_

Guarantor's Home Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Guarantor's Email Address \_\_\_\_\_

Guarantor's Place of Employment \_\_\_\_\_

Guarantor's Work Address \_\_\_\_\_

Guarantor's Telephone \_\_\_\_\_

Guarantor's Monthly Income \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Official Signature of Notary: \_\_\_\_\_ Date: \_\_\_\_\_

Notary's Printed Name: \_\_\_\_\_

My commission expires on: \_\_\_\_\_

Notary Stamp Here

## EMPLOYMENT VERIFICATION

### THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

TO: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name & address of employer)

RE: \_\_\_\_\_  
Applicant/Tenant Name Social Security Number Unit # (if assigned)

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:**



### THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Presently Employed: Yes \_\_\_\_\_ No \_\_\_\_\_ Date First Employed \_\_\_\_\_ 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.

# *Frequently Asked Questions...*

## **How do I lease an apartment at The Suites?**

Fill out this Application Packet in its entirety (except the ID verification form), and have your parent/guardian complete the Guarantor Agreement. Your Guarantor will also need to submit proof of their income. When turning in your application, bring your \$35 application fee. You will be notified by management when you are approved. Once approved, you will bring in your \$100 administrative fee, \$250 security deposit and sign your Lease. Application and Administrative Fee can be paid by check, money order or credit card. Your \$250 security deposit must be paid separately by check or money order. We will send you a move in packet closer to your move in date. This will contain more detailed information about the move in process and what you need to bring.

## **How do I set up our Electricity?**

You will contact Dominion Virginia Power at 1-888-DOM-HELP to set up your Electricity Billing Account. Simply tell them you are moving in to a new townhome, and give them your address. Billing will start on your move in date. A bill will be mailed to your townhome (or you can paperless billing). You will pay Dominion Power directly for electricity charges. You may put the bill in one person's name, everyone's name together, or in a Guarantor's name. All other utilities are included in your rent (cable, internet, water, sewer and trash).

## **How do I pay rent?**

Rent is due on the 1<sup>st</sup> day of each month. We charge a 10% late fee if we do not have your rent by the 5<sup>th</sup> of the month. You can pay rent in person (by check or money order), by mail or online through our Portal. More detailed portal instructions will be included in your move in packet!

## **What if I have a problem in my townhome?**

Yes! We are pet friendly. You will need to fill out some paperwork, pay a \$200 pet fee, and have all of your roommates agree to the new pet. We also have some breed restrictions and weight limits, so please ask us for more information.

## **Do I need to purchase Renter's Insurance?**

Yes! We don't require you to purchase renter's insurance but we strongly recommend that you do. The Landlord's insurance policy does not cover damage by fire, water, vandalism or any other cause to resident's personal property.

## *Other Important Reminders:*

- You will need to buy a modem for your townhome (one per town home). We furnish the router.
- You will need a chair for your built-in desk.
- A non-adjustable platform bed is provided; you must bring your own mattress; full size fits best however you may use a queen if you prefer. You DO NOT need a box spring
- A two drawer dresser is provided that fits under the platform bed.
- We suggest smaller furnishings for bedrooms and living room-this will make it easier for you to get it up the stairs and around corners in the townhome
- If you wish to bring your own bed (frame & box spring) you must give us prior notice so we can remove the platform bed prior to your arrival. A \$25.00 storage fee is charged for removal.

Your move in packet will be sent to you by e-mail in the coming weeks. This move in packet will provide more comprehensive information about move in day and your new townhome. If you have any questions in the meantime, please don't hesitate to call or e-mail us!

*The Suites at Port Warwick*

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