

Thank You For Touring!!!!



Branchester Lakes

APARTMENTS

Property Information

6797 Lake Rd.
Prince George VA, 23875
Phone: 804-452-0023 Fax: 804-452-0733
Email: LeasingBranchester@matrixresidential.com

Rent Rates Start at:

1 Bedroom 1 Bath = \$888
2 Bedrooms 2 Baths = \$988
3 Bedroom 2 Baths = \$1,218

Rent Includes: Cable, Internet, Trash, Full Size Washer & Dryer
(200 Dish Channels and One Receiver Box),
Additional Options are Available for Another Receive Box or Upgrades
Ask Your Marketing Representative for Details

Resident Pays: Electric, Water & Gas (Hot Water Heater & Fire Place)

We are a Pet Friendly Community!!



Pet Fees: \$300 1st/ \$200 2nd (Non-Refundable)/\$10/Month/Pet



Ask About Our 10X20 Garages for \$99 a Month!!!

APPLICATION PROCESSING FEES

We Accept Cashier's Check, Personal Check, or Money Order Payable to **Branchester Lakes**

- \$50 Application Fee (per applicant)
- \$100 Administrative Fee (per apartment)
- Deposit (Due at Move In) \$200 up to 1st Month's Rent (Based on Credit)

INCOME VERIFICATION

Requirement 3X Rent

We only need ONE of the following:

- ❖ The TWO most Recent Paycheck Stubs (Months' Worth)
 - ❖ Offer Letter from Employer
- ❖ Two Recent Bank Statements from a Savings Account
 - ❖ Recent Tax Documents (W-2, 401K, etc.)

COMPLETED APPLICATION & SIGNED STATEMENT OF RENTAL POLICY

MATRIX
RESIDENTIAL
A POLLACK SHORES COMPANY

Rental Application for Residents and Occupants

*Each co-applicant and each occupant 18 years old and over must submit a separate application.
Spouses may submit a single application.*



Date when filled out: _____

ABOUT YOU Full name (exactly as on driver's license or govt. ID card) _____

Your street address (as shown on your driver's license or government ID card): _____

Driver's license # and state: _____
OR govt. photo ID card #: _____

Former last names (maiden and married): _____

Your Social Security #: _____

Birthdate: _____ Height: _____ Weight: _____

Sex: _____ Eye color: _____

Marital Status: single married divorced widowed separated

Are you a U.S. citizen? Yes No Do you or any occupant smoke? yes no

Will you or any occupant have an animal? yes no

Kind, weight, breed, age: _____

YOUR RENTAL/CRIMINAL HISTORY Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever: been evicted or asked to move out? moved out of a dwelling before the end of the lease term without the owner's consent? declared bankruptcy? been sued for rent? been sued for property damage? been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion? been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above.

Current home address (where you now live): _____

City/State/Zip: _____

Home/cell phone: (____) _____ Current rent: \$ _____

Email address: _____

Name of apartment where you now live: _____

Current owner or manager's name: _____

Their phone: _____ Date moved in: _____

Why are you leaving your current residence? _____

YOUR SPOUSE Full name: _____

Former last names (maiden and married): _____

Spouse's Social Security #: _____

Driver's license # and state: _____
OR govt. photo ID card #: _____

Birthdate: _____ Height: _____ Weight: _____

Sex: _____ Eye color: _____

Are you a U.S. citizen? Yes No

Present employer: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____

Position: _____

Date began job: _____ Gross annual income is over: \$ _____

Supervisor's name and phone: _____

Your previous home address: _____

City/State/Zip: _____

Apartment name: _____

Name of above owner or manager: _____

Their phone: _____ Previous monthly rent: \$ _____

Date you moved in: _____ Date you moved out: _____

OTHER OCCUPANTS Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # and state: _____

Birthdate: _____ Social Security #: _____

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # and state: _____

Birthdate: _____ Social Security #: _____

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # and state: _____

Birthdate: _____ Social Security #: _____

YOUR WORK Present employer: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____

Position: _____

Your gross annual income is over: \$ _____

Date you began this job: _____

Supervisor's name and phone: _____

YOUR VEHICLES List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

Previous employer: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____

Position: _____

Gross annual income was over: \$ _____

Dates you began and ended this job: _____

Previous supervisor's name and phone: _____

EMERGENCY Emergency contact person over 18, who will not be living with you:

Name: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____ Home phone: (____) _____

Relationship: _____

YOUR CREDIT HISTORY Your bank's name, city, state: _____

List major credit cards: _____

Other non-work income you want considered. Please explain: _____

Past credit problems you want to explain. (Use separate page.) _____

AUTHORIZATION I or we authorize (owner's name) BL Associates II, LLC

to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature _____

Spouse's signature _____

Applicant must also sign on the next page of this Application.

WHY YOU APPLIED HERE Were you referred? Yes No.

If yes, by whom:

Name of locator or rental agency: _____

Name of individual locator or agent: _____

Name of friend or other person: _____

Did you find us on your own? Yes No If yes, fill in information below:

On the Internet Stopped by Newspaper (name): _____

Rental publication: _____

Other: _____

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The National Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initialed by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract _____
- Name of Owner/Lessor BL Associates II, LLC
- Property name and type of dwelling (bedrooms and baths) _____
- Complete street address 6797 Lake Road
City/State/Zip Prince George, VA 23875
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) _____
- Total number of residents and occupants _____
- Beginning date and ending date of Lease Contract _____
- Total security deposit \$ _____ ; Animal deposit \$ _____
- Other fees \$ _____
- Total monthly rent for dwelling unit \$ _____

- Rent to be paid at (check one) on-site manager's office or at Drop Box _____
- Prorated rent for: first month or second month \$ _____
- Monthly rental due date _____
- Late charges due if rent is not paid on or before the: 5 _____
- Initial late charge \$ 0.00 ; Daily late charge \$ 0.00 _____
- Returned-check charge \$ 75.00 _____
- (Check one): furnished or unfurnished;
- Utilities paid by owner (check all that apply): electricity, gas, water, wastewater, trash, cable TV, master TV antenna;
- You are (check one): required to purchase personal liability insurance or not required to purchase personal liability insurance;
- Agreed reletting charge \$ _____
- Special provisions regarding parking, storage, etc.: (see attached page if necessary): _____

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Contract Information above.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It's nonrefundable except as provided by applicable law.*
3. **Application Deposit.** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. *The application deposit is not a security deposit.* To the extent permitted by applicable law, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, to the extent permitted by applicable law, and terminate all further obligations under this Agreement. Our actions under this paragraph shall comply with Virginia Code Ann. 55-248.6:1.*
7. **If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. *To the extent permitted by applicable law, if you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other. Our actions under this paragraph shall comply with Virginia Code Ann. 55-248.6:1.*
8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (*unless checked*): a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
9. **Non-approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Non-approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits in accord with Virginia Code Ann. 55-248.6:1. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (may or may not be refundable): \$ _____
Application deposit (may or may not be refundable): \$ _____
Other move-in fees (may or may not be refundable): \$ _____
Total of above application fee and application deposit: \$ _____
Total amount of money we've received to this date: \$ _____
15. **Signature.** Our representative's signature is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment. You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (*We're not responsible for providing medical information to or calling doctors or emergency personnel.*)

Doctor's name: _____ Doctor's phone: (____) _____

Important medical information about you in an emergency: _____

Applicant's Signature: _____ Date: _____

Signature of Spouse: _____ Date: _____

Signature of Owner's Representative: _____ Date: _____

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city) BL Associates II, LLC Unit # or type: _____
2. Person accepting application: _____ Phone: (____) _____
3. Person processing application: _____ Phone: (____) _____
4. Date that applicant or co-applicant was notified by telephone, letter, or in person of acceptance or nonacceptance:
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____
6. Name of owner's representative who notified above person(s): _____

Statement of Rental Policy

EQUAL HOUSING OPPORTUNITY: Matrix Residential, LLC is an equal housing opportunity provider. This community does not discriminate on the basis of race, color, sex, national origin, religion, disability, or familial status. Pollack Partners Management fully supports and complies with the Federal Fair Housing Act and all local and state laws regarding fair housing.

Our company seeks to lease its apartment's at the most competitive rates obtainable in each community's housing market. This is done by comparative pricing, negotiated rents, and pricing incentives to obtain the highest rental income possible for the owners of our properties. There may be price differences as to the effective rental rates obtained by our residents depending on the leasing or marketing program then in effect and the time and date on which they visited the community or applied for residency.

APPLICANTS AND OCCUPANTS: An applicant must be 18 years of age or older to qualify as a Resident. All individuals 18 years of age or older must complete an application and be listed as a "Resident" on the lease agreement. All individuals 17 years of age or younger must be listed on the application and lease agreement as an "Occupant".

IDENTIFICATION: Valid government issued photo identification is required for all applicants. Non-U.S. citizens are required to submit INS documents for verification. Acceptable forms include:

- Form I-551 Permanent Resident Card
- Form I-688 Temporary Resident Card
- Form I-688A Employment Authorization Card
- Form I-20 A-B Certificate of Eligibility for Nonimmigrant Student.
- Or any INS replacement of these three

It is also required that INS Form I-94 Arrival/Departure record be accompanied by a passport and visa from the applicant's home country.

CREDIT REPORT: Each applicant's credit report will be requested and processed. This community uses a statistical credit scoring model to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt, rental history, and the age of your accounts. Based upon your credit score, your application will be accepted, rejected, or accepted on the condition that an additional security deposit is paid. If your application is rejected or accepted with conditions, you will be given the name, address, and telephone number of the consumer reporting agencies which provided your consumer information. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report, and submit a new application to this community for further consideration.

RENTAL HISTORY: Unresolved debts to a current or previous landlord will result in an automatic rejection of your application.

INCOME VERIFICATION: Applicant's gross combined income must be equal to three times the amount of market rent. If your application is accepted or accepted with conditions you must provide the following income verification prior to move-in. Verification must substantiate income information provided on the application and may include, but is not limited to the following:

- Two most current pay stubs from your current employer
- Two recent bank statements
- Pension fund payments / 401k / Investment fund accounts
- Court ordered alimony or child support payments
- Proof of government payments (welfare, disability, social security, etc.)
- Proof of retirement income
- Proof of self-employment income (prior year's tax return, financial statements, bank statements, etc.)
- Proof of student loan

If we are unable to verify your income or your income is contrary to your lease application, our acceptance of your lease application will be withdrawn.

Individuals applying for an apartment with a community that has a specific Regulatory Agreement will be required to meet additional guidelines.

CRIMINAL BACKGROUND HISTORY: All applicants and occupants 18 years of age or older who will be occupying an apartment must meet the applicable criminal background qualification criteria and consent to a criminal background check. Each of the applicants and occupants 18 years of age or older who will be occupying the apartment must score a "Pass" on their criminal background check.

If your application is rejected based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address, and telephone number of the consumer reporting agency that provided the criminal background report. An applicant rejected based on such a criminal background report is encouraged to obtain a copy of the report, correct any erroneous information that may be on the report, and submit a new application to the community for further consideration. **Our policy of performing criminal background screening during the application process does not constitute a representation, warranty, or guarantee that all other residents and occupants living in the apartment community have no criminal histories.**

CO-SIGNERS: A co-signer may be permitted only if the applicant(s) occupying the apartment meet(s) one of the following criteria:

- The applicant is a full or part-time student who does not meet the income requirements
- The applicant's income does not meet the income requirements
- The applicant must still meet all credit and criminal qualifying criteria

In the event a co-signer is permitted, the co-signer must:

- Complete an application
- Meet all income (5 times the monthly rental amount) and qualifying criteria. An application processed with a co-signer must be accepted without conditions
- Sign the Guarantor Agreement. The co-signer will not be a leaseholder

OCCUPANCY POLICY: No more than two (2) persons per sleeping place shall be permitted to occupy an apartment. A child or infant who is under the age of twelve (12) months (including an unborn child) at the time of leasing or renewing an existing lease will not be counted in determining the maximum number of persons who may occupy an apartment.

The exception of not counting an infant under the age of twelve months only applies to one child, and does not apply when there is more than one child under the age of twelve months (such as twins, triplets, or two or more children under age twelve months). At the time of renewal, a child who is at least twelve months old will be counted as an additional person for purposes of determining the maximum occupancy allowed. If there are two (2) or more children under the age of twelve months, then they will be considered as additional persons under the standard.

Two persons who wish to rent a one-bedroom apartment are allowed to do so even though the mother is pregnant and will deliver during the lease term. Two persons who wish to rent a one-bedroom apartment and already have a child who is under twelve months of age at the time of leasing or renewal are allowed to do so.

Residents who have exceeded the occupancy restriction are not required to "upgrade" (move to a larger apartment) until the end of their current lease or renewal term (not including any month-to-month automatic renewal extensions).

Maximum Occupancy Allowed

One Bedroom:	Two persons plus one infant under the age of twelve (12) months
Two Bedrooms:	Four persons plus one infant under the age of twelve (12) months
Three Bedrooms:	Six persons plus one infant under the age of twelve (12) months

RENTER'S INSURANCE: Residents are required to purchase and maintain a renter's insurance policy which insures the resident's personal property and provides a minimum liability coverage of \$100,000 for damages to the apartment or building and automobile insurance which provides the minimum liability coverage required under state law, as well as both collision and comprehensive coverage for damages to or theft of resident's car. Resident acknowledges that he/she has been advised to obtain renter's insurance and further acknowledges that Matrix Residential, LLC is not responsible for any personal belongings that are damaged due to disaster or incident that may occur in their apartment including but not limited to fire, storm damage, car damage, break-ins, flooding, roof leaks, and sewer backups. Resident further acknowledges that they are solely responsible for obtaining, making payment for, and maintaining coverage of renter's insurance during their occupancy.

VEHICLES: Parking is permitted as follows: Only one vehicle per licensed Resident as allowed (as space permits within the community). Boats, trailers, commercial vans, and campers are not permitted to be parked on the property at any time except, if available, in designated parking areas only. Unsightly or inoperable vehicles are not permitted and may be towed at owner's expense by management. Such unsightly or inoperable vehicles are determined at the sole discretion of management. Each applicant agrees to be bound by and sign all addenda to the lease that pertain to parking rules and regulations.

PETS: Pets are prohibited unless applicants comply with the following regulations and obtain management's express written approval. Pet Agreement must be signed and followed. Only 2 pet(s) per apartment. Pets must be commonly recognized as an accepted domestic pet. Pets must be spayed or neutered. Residents are responsible for having dogs leashed at all times and cleaning up after their pets. A non-refundable pet fee of \$300 for one pet and \$450 for two pets must be paid prior to a pet entering an apartment, and monthly pet fees of \$15 have been established. Aggressive breeds are strictly prohibited.

Applicant Date

Applicant Date

Applicant Date

Agent for Management Date

