

PEMBROKE COMMERCIAL REALTY, L.L.C.

- SUMMER STATION/STATION EAST APARTMENTS
- PEMBROKE CROSSING APARTMENTS
- NORTH BEACH APARTMENTS

Dear Prospective Resident,

Thank you for your inquiry. We look forward to your residency. It is our goal to provide you with the best service possible. Attached is a copy of the rental criteria for your review. Please read over this policy before filling out the application or paying the application fee. This criteria has been carefully developed and must be strictly adhered to. If you have any questions, please contact the manager of the property.

The following checklist will guide you through the application process:

1. ____ Fill out the application completely. Make sure all applicants have signed the back of the application and return it to the rental office with separate checks-one check for \$30.00 for the application processing fee per applicant and a check for \$100.00 for the holding fee on the apartment. This fee will be applied to your security deposit at move-in.
2. ____ Bring a copy of a current pay stub or Leave and Earning Statement. Income Tax Returns (Form 1040) will be accepted if prepared and verified by a professional/licensed C.P.A. if applicant is self-employed. If income is based on sales commission, tips or gratuities, applicant must supply their last four paychecks to show an average income.
3. ____ A copy of a stipulation agreement or court order must be provided if you wish to include alimony or child support as income.
4. ____ Where applicable, a notarized copy of your power of attorney must be submitted along with your application. If you are a military spouse using a power of attorney, you must include a military I.D.
5. ____ If you have previous rental history, please provide the building and apartment number as well as the name of the apartment community or Real Estate Company. The lease term at that address and the year you moved is also helpful.
6. ____ Please provide a photo identification for each applicant along with the application. If your photo I.D. does not include your social security number, please bring your social security card. **Military I.D.'s cannot be used as photo identification since they cannot be photocopied for resident's file.**
7. ____ Please include a current phone number where you can be reached with regard to your application. Additionally, if you do not hear from us, please contact the rental office to verify the status of your application.

Any information provided, which is materially false or misleading, will be grounds for immediate rejection of your application, as well as the retention of the holding fee. If any information given by applicant requires validation through additional documentation and this documentation cannot be provided within 24 hours of the request for documents, the application will be considered cancelled and the holding fee will be retained by the management.

All leases begin on the first day of the first full month of your residency. If you move-in after the first day of the month, a prorated amount will be assessed for the remaining days of that month and your lease will begin on the first day of the following month. All leases end on the final day of the last month of your lease.

Thank you for your cooperation. Your assistance in providing all the required information will help us process your application more efficiently.

Revised 10/13/2015



PEMBROKE COMMERCIAL REALTY, L.L.C
RENTAL QUALIFICATION STANDARDS
SUMMER STATION, PEMBROKE CROSSING & NORTH BEACH APARTMENTS

QUALIFICATION PROCEDURES –All persons over the age of 18 must be a party to the lease. In all cases in which the individuals are not married to each other, each person must qualify. In roommate situations, incomes may be combined; however, the combined income of all applicants must total three times the monthly rental amount. All parties will be held responsible for the full term of the lease. In a situation where a couple is married and only one of the applicants meets the rental criteria, a higher security deposit of up to two (2) month’s rent may be required. The amount of the security deposit will be determined on a case-by-case basis. In a case where a spouse is added to the lease after the original lease has been executed, providing the applicant qualifies within the rental qualification criteria, an additional security deposit will not be required; however, if a spouse is added to the lease at a later date and the spouse does not qualify, an additional security deposit will be required. In a case where one person has verifiable military orders that qualify under the military clause, all leaseholders may be released from the lease providing they move out at the same time. Further, if a person is added to a lease after the initial move-in, they become responsible for the remainder of the lease term.

1. MINIMUM INCOME REQUIREMENT

Monthly Gross Income must be no less for single applicants or married couples:

\$2000.00 for a 1-bedroom/1 bath
\$2200.00 for a 2-bedroom/1 bath
\$2400.00 for a 2-bedroom/2 bath
\$2700.00 for a 3-bedroom/2 bath

Monthly Gross Income for roommates may be combined, but the total of the combined income must be equal to three times the monthly rental amount.

Debit ratio (**Not including rent**) must be no more than 40% of the gross income.

Court-ordered child support will be accepted as proof of income. Applicant must provide proof of court order.

(Exception within \$125.00 may be made providing that debit ratio would support rent plus reasonable living expenses, credit and rental history **MUST** be considered above average in order for this exception to be made.)

In roommate situations, each roommate must qualify independently to be eligible for the \$250.00 security deposit. In the event that one roommate qualifies for income, credit, employment, etc. and additional roommate(s) does not, application may be approved on a case-by-case basis with a security deposit equal to two (2) month’s rent or, at the manager’s discretion, by paying an additional security deposit of \$250.00 and an unqualified roommate fee of \$500.00 per unqualified roommate. Refund of security deposit at move-out must be determined prior to lease signing and designated in writing. A “Roommate Security Distribution” form will be provided by management for this purpose. The Unqualified Roommate Policy will not apply in cases where a negative rental reference is provided by a past landlord.

2. CREDIT STANDING

Your application information will be entered into a computerized scoring system called Scorex which has been provided by First Advantage SafeRent. This system determines the relative financial risk of leasing an apartment to a prospective applicant. This rental scoring system assigns point values to relevant information in your credit report to determine analytically the risk of rental. Information such as payment history, number and type of credit accounts, collections, outstanding debt, income and number of inquiries reported will be evaluated to determine a rental score. Rental scoring treats all applicants consistently and impartially. The management has determined an acceptable range for application approval and the rental scoring decision is based on that information.

Any applicant who is denied residency due to a decision made using the Scorex system may contact First Advantage SafeRent at (888) 333-2413 for information regarding the decision.

3. JOB STABILITY

Job stability must be good – three (3) months or more local employment with the same company. Exceptions to this policy may be made on a case-by-case basis and may require a higher security deposit.

Exception 1. Those having been employed with their company for no less than three (3) months in another locality and transferring with that same company to the local area.

Exception 2. Applicants transferring within the same field who have been with their previous employer no less than eighteen (18) months may be considered providing (1) they have a satisfactory previous rental history (2) credit standing is good and (3) monthly gross income is within our qualifications. Previous employment in the same field must have been within eighteen (18) months of application.

Self employed persons must have been in business no less than two (2) years and must provide the most recent two (2) years tax returns (form 1040). They must be prepared and certified by a professional/licensed C.P.A. for the business as proof of income. Persons whose income is based on commission, tips or gratuities must provide their last four paychecks to show an average income.

Persons who are self-sufficient or retired with no other or limited means of income are required to have maintained a bank or retirement account in the amount of \$200,000 minimum for at least a two year period prior to the date of application. It will be the responsibility of the applicant to provide verifiable proof with regard to account balances. Exceptions to this policy may be made on a case-by-case basis and may require a higher security deposit.



Persons who have recently discharged from the military after three or more years of service may be considered if: (1) they can provide proof of employment, (2) they can furnish proof of an honorable or administrative discharge, (3) their credit history is good. If they have rental history, it must be an excellent rental reference. A security deposit equal to one month's rent will be required.

Persons who have recently earned a degree from a two or four-year college or technical school may be considered if: (1) they can furnish proof of graduation, (2) their current employment is based on that degree, (3) credit standing is good and (4) they have graduated no more than eighteen (18) months prior to applying for residency. A security deposit equal to two (2) months rent is required.

4. RENTAL HISTORY

Rental/Mortgage history must be satisfactory including but not limited to payment history, lease violations and damages to the premises. Any judgments from rental properties/mortgages must be satisfied or must show proof of recent payment of judgment prior to approval. Negative rental history for an applicant being added to a lease may require a higher deposit and will be reviewed on a case by case basis.

In situations where no credit or rental history is available, special exceptions can be made, however a higher security deposit will be required.

5. CO-SIGNER POLICY

Co-signers will only be considered in situations where applicant does not meet income/employment criteria. All other information, including, but not limited to, credit and past rental history, must meet our current rental criteria.

In order to be considered a qualified co-signer, guarantor must:

- A. Complete the application process with the payment of the accompanied application fee and the inclusion of all necessary supporting documentation (i.e. photo ID and paystub). Guarantor's application must be approved without exceptions.
- B. Be a resident of the Commonwealth of Virginia
- C. Have a rent to net income ratio of no more than 20%.
- D. Pay a security deposit equal to a full month's rent.

ALL INFORMATION ON THE RENTAL APPLICATION MUST BE ACCURATE, COMPLETE AND VERIFIABLE. Any information provided, which is materially false or misleading, will be grounds for immediate rejection of your application, as well as the retention of the holding fee. If any information given by applicant requires validation through additional documentation and this documentation cannot be provided within 24 hours of the request for documents, the application will be considered cancelled and the holding fee will be retained by the management.

THE MANAGEMENT RESERVES THE RIGHT TO MAKE VARIANCES TO THESE POLICIES PROVIDED THAT SUCH VARIANCES DO NOT CONSTITUTE UNFAIR HOUSING POLICIES.

PARKING POLICY

Please be advised that parking spaces that are marked as permit parking are reserved for resident's vehicles ONLY. Permits will only be given to a valid leaseholder for vehicle(s) registered in that leaseholder's name.

Temporary parking passes may be purchased for a monthly rate of \$50.00 for vehicles that have not yet been registered in the leaseholders name. These passes are issued on a temporary basis ONLY in an effort to allow a resident to have parking privileges while attempting to obtain a registration in his/her name. This pass is not to be used for guest parking privileges. Temporary Parking passes will only be available for up to three (3) sequential months. Exceptions to this policy will be made on a case by case basis and ONLY with managerial approval. Temporary parking passes will be valid from the first of the calendar month to the last day of said month. Passes will not be prorated for any portion of a month. Vehicles will be subject to towing on the first day of the subsequent month if a new pass is not purchased or if a permanent parking decal has not been issued and/or is not displayed appropriately in accordance with our parking decal policy.

OCCUPANCY STANDARDS

***NO MORE THAN THREE (3) PEOPLE SHOULD OCCUPY A ONE BEDROOM APARTMENT AND NO MORE THAN TWO (2) OF THOSE PEOPLE MAY BE ADULTS.**

***NO MORE THAN FOUR (4) PEOPLE SHALL OCCUPY A TWO BEDROOM APARTMENT AND NO MORE THAN (3) OF THOSE SHALL BE ADULTS.**

***NO MORE THAN SIX (6) PEOPLE SHALL OCCUPY A THREE BEDROOM APARTMENT AND NO MORE THAN THREE (3) OF THOSE PEOPLE SHALL BE ADULTS.**

***EACH PERSON OVER THE AGE OF 18 OCCUPYING THE APARTMENT MUST BE A PARTY ON THE LEASE AGREEMENT.**

MILITARY PERSONNEL

As a provision of your lease agreement, military servicemembers will be required to sign a WAIVER of the provisions of the Servicemembers Civil Relief Act ("SCRA") relating to the Lease, the termination of the Lease, and/or eviction from the leased premises. This will not affect any lease where payments are made in compliance with the lease agreement. Early termination due to military transfers will be made in accordance with the provisions of the Virginia Residential Landlord and Tenant Act ("VRLTA"). Failure to agree to sign the WAIVER will result in a higher security deposit being required.

Revised 4/22/2014



PEMBROKE COMMERCIAL REALTY, L.L.C.
PET POLICY

MAXIMUM: TWO PETS PER APARTMENT

EXTERMINATION OF FLEAS (ALL PETS): \$34.00 (CHARGED AT MOVE-OUT)

A PET FEE WILL BE CHARGED FOR EACH PET.

PET FEES DO NOT NEGATE THE PET OWNER'S RESPONSIBILITY FOR DAMAGES AND ARE ASSESSED FOR THE PRIVILEGE OF KEEPING A PET. CARPET DAMAGE OR OTHER DESTRUCTION OF PROPERTY CAUSED BY PETS WILL RESULT IN ADDITIONAL CHARGES FOR REPAIR OF DAMAGED PROPERTY.

WE SUGGEST CATS BE DE-CLAWED AND ANY MALE CAT THAT WILL OCCUPY THE PREMISES SHOULD BE NEUTERED IN ORDER TO PREVENT SPRAYING.

NOISE COMPLAINTS AGAINST PETS MAY NECESSITATE REMOVAL OF PET FROM THE APARTMENT. MANAGEMENT RESERVES THE RIGHT TO REQUIRE REMOVAL OF THE PET IF IT VIOLATES ANY PART OF THE PET ADDENDUM. REMOVAL OF THE PET WILL NOT, IN ANY WAY, AFFECT THE LEASE TERM OR ANY PROVISION OF THE LEASE.

NON-REFUNDABLE PET FEE	\$300.00 FIRST PET
ADDITIONAL	\$100.00 SECOND PET

MONTHLY PET RENT	\$20.00 FIRST PET
ADDITIONAL	\$5.00 SECOND PET

THE MANAGEMENT DOES NOT ALLOW PITBULLS, AMERICAN BULLDOGS, AMERICAN STAFFORDSHIRE TERRIERS, RELATED TERRIERS OR A PIT BULL MIX IN OUR APARTMENTS. ANY DOG RESEMBLING A PITBULL IN APPEARANCE AND STATURE WILL BE CONSIDERED AS SUCH UNLESS LINEAGE CAN BE PROVEN BY A LICENSED VETERINARIAN OF THE MANAGEMENT'S CHOOSING.

BIRDS, HAMSTERS, GERBILS, TURTLES, SMALL NON-VENOMOUS REPTILES ETC. IN CAGES OR TANKS ARE ACCEPTABLE WITH A LIMIT OF TWO IN ADDITION TO THE ALLOWABLE PETS FOR WHICH FEES ARE PAID. FISH IN AQUARIUMS, NOT EXCEEDING 30 GALLONS, ARE ALSO ACCEPTABLE. ALL ANIMALS ARE REQUIRED TO BE REGISTERED WITH THE RENTAL OFFICE. NO RABBITS. ANY ANIMAL NOT COVERED BY THIS PET POLICY, INCLUDING EXOTIC PETS WILL BE ASSESSED ON A CASE-BY-CASE BASIS

ANY UNAUTHORIZED ANIMALS FOUND IN AN APARTMENT WILL RESULT IN ALL APPLICABLE FEES BEING CHARGED TO YOUR ACCOUNT AS WELL AS A PENALTY OF \$20.00 PER MONTH FROM THE COMMENCEMENT OF YOUR LEASE. SERVICE ANIMALS MUST BE REPORTED TO THE MANANGMENT IMMEDIATELY. VERIFIABLE DOCUMENTATION AND CERTIFICATIONS CAN BE FOUND IN THE PET ADDENDUM OF THE LEASE AGREEMENT.

FERRET POLICY

MUST BE DE-SCENTED (WITH PROOF FROM THE VET.)

NO MORE THAN TWO FERRETS ALLOWED PER APARTMENT

SECURITY DEPOSIT ON APARTMENT WILL BE INCREASED TO \$500.00

NON-REFUNDABLE PET FEE \$300.00 (Additional \$100.00 second pet)

MONTHLY PET RENT \$20.00 (Additional \$5.00 second pet)

BOARDING OF UNAUTHORIZED PETS FOR ANY REASON SHALL BE CONSTRUED AS PET OWNERSHIP WITH ALL APPLICABLE FEES ASSESSED FROM THE COMMENCEMENT OF THE LEASE. PET SITTING AND VISITING PETS ARE EXPRESSLY FORBIDDEN. ANY VIOLATION WILL RESULT IN A PET FEE BEING CHARGED TO YOUR ACCOUNT AS WELL AS A MONTHLY PET FEE OF \$20.00 FROM THE COMMENCEMENT OF YOUR TENANCY UNLESS CLEAR AND CONVINCING EVIDENCE MAY BE PROVIDED DETERMINING THE EXACT DATE OF ACQUISITION.



APPLICATION FOR OCCUPANCY
PLEASE PRINT ALL INFORMATION

How did you hear about us? _____

Name _____ Optional: Married _____ Divorced _____ Separated _____ Single _____

Date of Birth: _____ Social Security #: _____ Phone #: _____

Are you required to register as a sex offender under Chapter 9 Title 9.1 under the code of Virginia? ____ YES ____ NO

Email Address: _____

Spouse's Name _____ Maiden Name(if married less than 2 years) _____

Date of Birth: _____ Social Security #: _____ Phone #: _____

Are you required to register as a sex offender under Chapter 9 Title 9.1 under the code of Virginia? ____ YES ____ NO

Email Address: _____

Number of Persons who will occupy the apartment _____ Names _____ Ages _____

Separate Applications must be filled out for each person occupying the apartment (except for spouse or children).

In case of emergency notify _____

Do you have a waterbed? _____ Name _____ Address _____ Phone _____

Renter's Insurance covered by: _____ Renter's Insurance is strongly recommended for all apartments.

Pets: Type of pet: _____ Breed _____ Wt. _____ Height _____ Color _____ Age _____ Name _____

PART II- RESIDENCE HISTORY

Present Address _____ City _____ State _____ Zip Code _____

How long there? _____ Apt House Rent Own

Present Landlord _____ Rental Amount \$ _____ Landlord's Phone _____

Previous Address _____ City _____ State _____ Zip Code _____

How long there? _____ Previous Landlord _____ Rental Amount \$ _____ Previous Landlord's Phone _____

PART II- EMPLOYMENT AND BANK REFERENCES

Employed By _____ Phone _____ How long _____ Dept. Or Position _____

Address _____ City _____ State _____ Zip Code _____

Approximate monthly Income _____

Spouse's Employer _____ Phone _____ How long _____ Dept. Or Position _____

Address _____ Zip Code _____ Approximate monthly Income _____

Bank Reference _____ Phone _____ Address _____

Account# _____ (Indicate checking or savings) _____ How Long? _____

Other income _____ Source _____ Amount _____

PART IV: MILITARY WAIVER INFORMATION

As a provision of your lease agreement, military servicemembers will be required to sign a WAIVER of the provisions of the Servicemembers Civil Relief Act ("SCRA") relating to the Lease, the termination of the Lease, and/or eviction from the leased premises. This will not affect any lease where payments are made in compliance with the lease agreement. Early termination due to military transfers will be made in accordance with the provisions of the Virginia Residential Landlord and Tenant Act ("VRLTA"). Failure to agree to sign the WAIVER will result in a higher security deposit being required.

I am a non-military member

I am a military servicemember or spouse and I understand the information presented above in Part IV. Initials _____

I certify that I have not received military orders to deploy or transfer to a permanent duty station.

I agree to notify the rental office immediately if I do become aware/receive military orders once this application is submitted.

I am a military servicemember or spouse and I understand the information presented above in Part IV. Initials _____

I certify that I have not received military orders to deploy or transfer to a permanent duty station.

I agree to notify the rental office immediately if I do become aware/receive military orders once this application is submitted.



PART V-PARKING INFORMATION

Number of Cars(Include Co. Cars) _____ Driver's License# _____ State _____ Spouse's License # _____

I UNDERSTAND that all the vehicles listed on this application **MUST** be registered in an **applicant's name** to receive a parking permit. _____ YES _____ NO

(No parking permits will be issued to vehicles registered in a non-leaseholder's name. No exceptions can be made to this policy.)

Make/Model _____ Year _____ Color _____ License Plate # _____

Make/Model _____ Year _____ Color _____ License Plate # _____

Recreational vehicles, boats, campers, motorcycles, etc. Description _____ License Plate _____

PART VI-RESIDENT-OWNED APPLIANCE(S)

I do ____ do not ____ intend to use the appliances provided to the residents by the management of this apartment community. I will be using my personally-owned appliances as listed here: _____ Washer _____ Dryer _____ Other (_____).

If tenant has been given permission to use his/her own appliance(s) in lieu of the management-owned appliance(s) in the apartment, he/she may be required to move the appliance in order for the maintenance staff to perform routine maintenance in the dwelling (i.e. the cleaning of dryer vents). The Lessor will not be responsible for the cost of replacement or repair of a resident-owned appliance that is damaged due to non-removal of the appliance during the performance of maintenance services, including damages that occur while performing emergency maintenance. The management and its employees are not responsible for the repair, installation (including the cost of cords) or moving of a resident-owned appliance.

**WE REQUIRE A PHOTOCOPY OF DRIVERS LICENSE(S)
AND A COPY OF CURRENT INCOME VERIFICATION
AUTHORIZATION LETTER**

I (the Applicant) am depositing the sum of \$100.00, as a holding fee for my apartment, receipt of which will be applied at move-in as a deposit to be retained by Lessor for the duration of the Applicant's occupancy of said apartment. Management will refund the holding fee if application is cancelled within 24 hours from _____am/pm on _____. No fees will be refunded for any reason after the expiration time and date. In the event this application is disapproved, this fee will be refunded. In the event the application is approved, and the Applicant fails or refuses, for any reason whatsoever, to occupy the apartment, other than canceling within the initial 24 hour period stated above, the holding fee will be retained.

Any information provided, which is materially false or misleading, will be grounds for immediate rejection of your application, as well as the retention of the holding fee. If any information given by applicant requires validation through additional documentation and this documentation cannot be provided within 24 hours of the request for documents, the application will be considered cancelled and the holding fee will be retained by the management. Further, Applicant agrees to pay a NON-REFUNDABLE application fee of \$28.00 per applicant for the taking and processing of this application.

The undersigned acknowledges that the above information must be fully and accurately reported, that it will be relied upon by the landlord in connection with certain income matters, and that any statement which is materially false or misleading will be grounds for termination the undersigned's lease and eviction of all occupants of the apartment.

I/We have applied for residency with Pembroke Commercial Apartments (Community Name SUMMER STATION, PEMBROKE CROSSING, NORTH BEACH). As part of the application process, Pembroke Commercial Apartments, its successors and assigns, may verify information including Social Security Numbers contained in my/our application and in other documents required in connection with this application, either before my/our residency or as part of a quality control program.

I/We authorize you to provide to Pembroke Commercial Apartments, its successors and assigns, or any credit reporting agency preparing a credit report for Pembroke Commercial Apartments, any and all information and documentation that they request. Such information includes, but is not limited to-payment history and non compliance notices; bank, money market and similar account balances; credit history; and copies of income tax returns. THIS APPLICATION AND ALL SUPPORTING DOCUMENTS WILL BECOME THE PROPERTY OF PEMBROKE COMMERCIAL REALTY AND WILL BE KEPT ON FILE IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL LAWS AND REQUIREMENTS .

I/We understand that a photocopy of this form will also serve as authorization.

Applicant _____ Date _____ Social Security Number _____

Applicant _____ Date _____ Social Security Number _____

FOR OFFICE USE ONLY:

Address _____ Apt.# _____ Code _____ Move-In Date _____

Size of Apartment _____ Apt. Type _____ Rent Amount \$ _____ Concession _____ Lease Term _____

Accepted By _____ Date _____ Approved/Rejected By _____ Date _____

