



Carriage Gate Apartments



Dear Prospective Tenant,

You recently made a request for a rental application from Carriage Gate. Please be sure to take care in **completely** filling out the enclosed forms. Once you have completed the lease application you will need to contact me. Please be sure that each of the following items are included before you return your application.

- Print all information neatly
- All adult (18 years of age and older) applicants **must** fill out an application
- Do not leave any item blank; if an item does not apply to you simply write “N/A” in the blank
- Be sure to sign the bottom of page two of the application as well as the Rental Reference form.
- Enclose a **\$30.00 application fee** for each adult applicant; personal checks, money orders, or cashier’s checks are acceptable, cash and credit cards are not accepted.
- The approval process will begin when we have received completed applications with application fees, from all applicants and occupants, along with **copies of a valid driver’s license or other government issued identification.**

The three outcomes from the approval process are accepted, conditional acceptance, or denied. Additional information and or deposits may be required if a conditional acceptance is recommended.

Failure to follow the above guidelines will result in a delay in processing your application.

Rental rates are subject to change at any time prior to signing your lease and availability is on a first come first serve basis. Below are our current rental rates:

2 Bedrooms, 2 Baths	\$985
3 Bedrooms, 2 Baths	\$1125

Remember: Washer, Dryer, Trash pick up, Water and Sewer are included in your rent.

Please feel free to contact me with further questions.

Sincerely,

Ashley C. Carter, Realtor ®, Associate Broker
Carriage Gate, LLC.
434-531-4177

1338 Stony Point Road, Suite 201, Charlottesville, VA 22911

Leasing ▪ 434-531-4177

www.carriagegate.com

Fax ▪ 434-973-8081

info@carriagegate.com



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LEASE APPLICATION

•Please Legibly Print ALL Information •

Personal Information

First _____ M.I. _____ Last _____

Date Of Birth ____/____/____ Social Security # ____-____-____

Home # _____ Cell # _____ Work# _____

E-Mail Address: _____

Housing Desired: (circle one) 2 Bedroom 3 Bedroom When Needed ____/____

Pets? (circle one) YES NO Type of Pets _____ #of Pets _____

Other Occupants

(Use for minors only; Separate applications required for non-dependent occupants over 18)

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Residence(s)

Present Address _____

City _____ State _____ Zip Code _____

Rent or Own (circle one) How long? _____ Monthly Payment _____

Landlord/Mortgagor Reference _____ Phone # _____

(IF YOU HAVE LIVED AT YOUR CURRENT ADDRESS FOR MORE THAN ONE (1) YEAR DO NOT FILL OUT PREVIOUS)

Previous Address _____

City _____ State _____ Zip Code _____

Rent or Own (circle one) How long? _____ Monthly Payment _____

Landlord/Mortgagor Reference _____ Phone # _____

Employment / Income Information

Current Employer _____

Business Address _____

Position _____ Salary _____ How long? _____

Supervisor _____ Phone# _____

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Previous Employer _____

Business Address _____

Position _____ Salary _____ How long? _____

Supervisor _____ Phone# _____

Other Income

Amount _____ Source _____

Emergency Contact

Name _____ Relationship _____ Phone # _____

Address _____

Criminal History

State whether you have ever been charged with, pleaded guilty to, or been convicted of, any crime other than traffic violations. If so, state the nature of the offense, the date of the offense, the county and state in which you were charged and/or tried, and the date of the trial and sentence given you, if convicted. *NOTE: If you do not provide an answer to the foregoing question, then it will be presumed that your answer is 'No'. Failure to answer this question truthfully will result in an automatic denial of your application.* (circle one) YES NO

Nature of Offense _____

Date _____ County/City _____ State _____

Terms & Conditions

- Rental rates are subject to change without notice pending full lease execution.
- No pets of any kind are permitted on the leased premises without prior, written approval.
- **A non-refundable, \$30.00 application fee** is charged to cover expenses incurred in verifying the information furnished by you on this application. Inquiries are made to obtain information regarding applicant's credit history, rental or mortgage history, student or employment status and background investigation. **I hereby authorize the owner or owner's agent to make these inquiries and verifications.**
- I certify that I am of legal age and the above information is true and correct to the best of my knowledge. I understand that any lease agreement made on the basis of the above information may be terminated at any time at the owner or agent's option if this information is found to be false.
- I hereby authorize Carriage Gate, LLC to make oral and/or written disclosures of my Tenant records prior to, during, or subsequent to my landlord-Tenant relationship to third parties who contact Carriage Gate, LLC seeking verification of such information in the ordinary course of business for legitimate purposes as so determined by Carriage Gate, LLC.

SIGNATURE _____ **DATE** _____

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Rental Verification

****SIGN** the bottom of this form. Our office will then have it filled out by your current or previous rental resource. ******

Tenant's Name: _____

Address: _____

Term of Residency: _____

Rent Amount: _____

Number of late rent payments during tenancy: _____

Amount of outstanding charges: _____

Any neighbor complaints? _____

If yes, nature of complaint: _____

Would you rent to this person again? _____

If no, why? _____

Signature of rental representative: _____

Print Name: _____

By signing this form, I hereby grant permission to supply this information to obtain application verification.

Signature of Applicant: _____ Date: _____

Print Name: _____