

**JEFFERSON HEIGHTS APARTMENTS
APARTMENT RESERVATION AGREEMENT**

I do hereby agree and understand the following conditions as they apply to my application for an apartment at Jefferson Heights. A reservation deposit of **\$75.00** has been received from:

_____ and will hold apt.# _____ at Jefferson Heights off the market until the anticipated move in date of _____.

Rent: \$_____. Security deposit with EXCELLENT credit and rental history: **\$0.00**. A higher security deposit of up to \$500.00 is required when credit, and/or the rental history, is not "excellent".

PETS ARE PERMITTED with prior approval of Management, within the guidelines set forth in the Resident Selection Criteria, and with the payment of appropriate pet fees and deposits.

APPLICATION FEE

In addition to the reservation deposit, a **\$25.00** per adult non-refundable application fee is required to be paid at the time of application. We require that all occupants complete an application, be approved by Management and sign the lease agreement.

CANCELLATION POLICY

I further agree that the entire reservation deposit will be added to my Security Deposit when I move in and will be forfeited if written notice of my cancellation is not received 72 hours prior to scheduled move in date. In the event that my application is rejected by Management, I understand that I will receive a full refund of the reservation deposit. Refunds will be forthcoming within forty five (45) day of written notification.

WAITING LIST

Applicants who wish to be placed on a Waiting List may do so by completing an application and paying a \$25 per person application processing fee. Once a specific address has been accepted, the Applicant will be required to pay the full amount of the Security Deposit within 5 business days to confirm the reservation. The monies paid will no longer be refundable unless the Applicant's application is rejected by Management.

Apt. size desired: _____ Desired occupancy date: _____ Flexible? _____

Applicant Date Management Representative Date

Applicant Date

Applicant Date Applicant Date



Resident Selection Criteria for Jefferson Heights Apartments

Jefferson Heights is proud to offer housing for individuals who are at least **55 years of age**. All household members must be at least 55 years of age or older. All occupants will be considered as co-applicants and will be required to sign the lease agreement.

In order to qualify for an apartment at Jefferson Heights, household incomes must meet the minimum income limits set forth on the Rent and Income Guideline form. Jefferson Heights is responsible for verifying all sources of income and assets for all members of the household.

Jefferson Heights performs a credit check and criminal background investigation on all adult applicants using the Registry Scorex products which comply with all Fair Housing and Fair Credit laws, ensuring every applicant is treated the same. The creditworthiness so established will determine whether an applicant qualifies for the minimum security deposit of \$0.00, or alternatively will be accepted for residency with a security deposit of an amount up to one full month's rent.

The criminal background investigation, performed on all applicants, will give grounds for denial if any applicant has felony convictions or charges pending.

Applicants should be aware that if the application does not meet community standards this may result in denial. Any rejected applicant will receive a letter stating the reason for application rejection, a copy of which will be kept in the applicant's file. Any dispute regarding the Scorex results should be resolved directly with Scorex.

Jefferson Heights Resident Selection Criteria Guidelines and rental rates are subject to change at any time.

Jefferson Heights does business in accordance with the Fair Housing Amendments Act of 1988 and the Virginia Fair Housing Law, which specifies that it is illegal to discriminate against any person in residential real estate transactions because of race, color, sex, religious creed, physical or mental handicap, familial status, elderliness or national origin.



**Rental Rates
& Income Guidelines
Effective January 1, 2006**

Floor Plan	Style	Square Footage	Rental Amount	<u>Minimum Income</u>
1BR 1 BA	A	651	\$ 1,240 1-2 persons	\$29,760
1BR 1 BA	A-1	681	\$1,275 1-2 persons	\$30,600
1BR 1 BA	A-2	748	\$1,425 1-2 persons	\$34,200
1 BR 1 BA	A-3	714	\$1,425 1-2 persons	\$34,200
2 BR 1 BA	B	821	\$1,650 1-4 persons	\$39,600
2BR 2 BATH	B-1	821	\$1,700 1-4 persons	\$40,800
2BR 1 BATH	B-2	751	\$1,525 1-4 persons	\$36,600
2BR 1 BATH	B-3	833	\$1,750 1-4 persons	\$42,000
2BR 2 BATH	C	910	\$1,825 1-4 persons	\$43,800
2BR 2 BATH	C-1	940	\$1,850 1-4 persons	\$44,400
2BR 2 BATH	C-1 HC	940	\$1,850 1-4 persons	\$44,400
2BR 2 BATH	C-2	963	\$1,925 1-4 persons	\$46,200

Above rents could change from time to time. Rent changes will be recorded by date on the Resident Selection Criteria.

Retired or non-working applicants must have sufficient income and/or savings. Savings must equal 3 times the total dollar amount of the annual shortfall Lease Agreement in order to meet the annual income requirement listed. Letters of support from close family members will be accepted in order to meet the minimum income requirement. **Applicants who do not meet the credit or residency payment criteria established above will have their applications rejected.**

Above rents could change from time to time. Rent changes will be recorded by date on the Resident Selection Criteria.

Request for Accommodations for a Disability

Residents, who would like to request a special accommodation because of a temporary or long term disability, should make their request in writing to the Community Manager in the Rental Office. Supporting documentation should be supplied at that time. The Community Manager has a form that can be used for this purpose. The Community Manager will discuss the request with his or her District Manager and will respond in writing to the request within thirty days from receipt of the request and all supporting documentation. In the event of an emergency request, every effort will be made to expedite the request.

PET POLICY

Up to two cats or one dog weighing less than **40 pounds** at full size are welcome at Jefferson Heights. Breeds of dogs perceived as vicious and puppies under the age of six months are not permitted. Birds, hamsters, and other small animals are permitted at Jefferson Heights but must be caged at all times. Tropical fish and aquariums are permitted at the community. Snakes are not permitted. Dog owners must provide proof of renter's insurance.

Permission must be secured in writing from Management, and the rules and regulations of the community regarding pets adhered to. A **\$150** refundable pet deposit must be paid in full before the dog or cat(s) may reside in the community. **Violations of pet policies are grounds to revoke rights to house a pet and to live at Jefferson Heights.**

The Community Manager must meet all pets prior to their move into Jefferson Heights and has the right to deny any pet that would affect the quiet enjoyment of other residents.

In order to reserve your apartment, the rental application and all applicable paperwork must be filled out and signed by all adult occupants and the appropriate fees and deposits must be paid. Thank you for choosing Jefferson Heights as your future home!

I acknowledge that I have read the Jefferson Heights Resident Selection Guidelines and that the application fee paid is a non-refundable processing fee.

Apartment Applicant Signature

Date

Apartment Applicant Signature

