

Highview & Castle Manor

2505 13 Street NW • Washington, DC 20009
Telephone • (202) 265-4446 Fax • (202) 265-0648

Managed by Bernstein Management Corp.

Thank you for considering our community as your next home. In effort to serve you better, we ask that you read the following information carefully. If you have any questions, please feel free to contact our rental office.

QUALIFICATIONS TO RENT

1. An application must be carefully completed for each occupant.
2. We will review your credit ratings, residential references, and verify your income and employment.
3. You must meet the following income requirements:
 - If the proposed occupant(s) of an apartment has/have only one income, the gross income (*before taxes*) must be at least three times the market rent. (*i.e., If the market rent is \$1,000.00, the monthly gross income must be at least \$3,000.00*)
 - If the proposed occupant(s) of an apartment have two sources of income, the combined monthly gross income (before taxes) must be at least three times the market rent. (*i.e., If the market rent is \$1,000.00, the monthly gross income must be at least \$3,000.00*)

APPLICATION FEE

1. There is a **NON-REFUNDABLE** fee of \$50.00 for each applicant and co-signer.

SECURITY DEPOSIT

1. Apartment Security Deposit is **\$300.00 Dollars**. Initial pet charges are: each cat requires a one time, non-refundable fee of **\$100.00 Dollars**.
2. Security Deposit must be paid within 3 calendar days of application approval.
3. Security Deposit and Pet Deposit must be paid in the form of a **MONEY ORDER, CASHIERS CHECK, or CERTIFIED CHECK** made out to **Bernstein Management Corp.**
4. With proper lease termination and notice, the security deposit (less any cost for repairs and/or damages, if any) will be refunded within **forty five (45)** days after the apartment is vacated and the keys are returned to the rental office.

LEASE

1. All leases are for a twelve (12) month period.
2. Leases must be signed on or before the move in date and in our office by all lease holders occupying the apartment.
3. If the lease is signed after the first day of the month, the lease term will begin on the first day of the following month.
4. One full month rent must be paid on the move-in date in the form of Money Order, Cashier's Check or Certified Check. If the move-in date is after the first day of the month, the rent will be pro-rated for the days the apartment was occupied and must be paid on the first day of the following month.

ALL PAYMENTS MUST BE MADE PAYABLE TO BERNSTEIN MANAGEMENT CORPORATION.



ALL UNITS ARE SHOWN AND MADE AVAILABLE IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAWS. IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS AND/OR NATIONAL ORIGIN. Si usted no comprende ingles, es necesario que obtenga alguien que traduzca esta noticia. Muchas Gracias.

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How to Apply for an Apartment

All of the following documents and fees must be submitted before application processing begins. Once all of the following have been submitted, allow three days for application processing.

Each Applicant must submit by:	Each Guarantor must submit by:
<input type="checkbox"/> Completed Application (2 pages) Both pages must be witnessed by staff or notarized .	<input type="checkbox"/> Completed Application (2 pages) Both pages must be witnessed by staff or notarized
<input type="checkbox"/> \$50 Application Fee For Each Applicant (<i>Applicant and Guarantor</i>)	<input type="checkbox"/> \$50 Application Fee For Each Applicant (<i>Applicant and Guarantor</i>)
<input type="checkbox"/> Proof of income is required (i.e. paystubs,tax return forms, employment offer letters, investment statements, scholarship funds)	<input type="checkbox"/> Proof of income is required (i.e. paystubs,tax return forms, employment offer letters, investment statements, scholarship funds)
<input type="checkbox"/> Lead based paint notification statement (All 3 copies witnessed by staff or notarized)	<input type="checkbox"/> Guarantor Agreement must be signed after applicant is approved MUST BE NOTARIZED
<input type="checkbox"/> Send originals by over night mail.	<input type="checkbox"/> Send originals by over night mail to Highview & Castle Manor office.
<input type="checkbox"/> One \$300.00 security deposit is required per apartment. <i><u>This deposit and first month's rent must be made by cashier's check, certified check or money order, payable to Bernstein Management.</u></i>	
<p>If all of the above <u>original documents</u> and fees have not been submitted within 48 hours of the initial application, the application will be denied.</p>	

When the application is approved, the following must be accomplished before keys are released to for the apartments.

- All residents must sign the Lease Agreement in the presence of office staff or a notary.
- The first month rent must be paid, in full, **by cashier's check, money order, or certified check.** Residents moving in mid-month will pay the prorated amount on the first day of the following month

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CONSENT FORM

_____ APPLICANT
_____ CO-SIGNER

(This language may be incorporated in the property's standard leasing application)

I hereby consent to allow Highview & Castle Manor through its designated agent and its employees, to obtain and verify my credit information for the purpose of determining whether or not to lease to me an apartment.

I understand that should I lease an apartment at Highview & Castle Manor , and its agent shall have a continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

Print Name
Applicant or Co-Signer

Signature
Applicant or Co-Signer

Date

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BERNSTEIN MANAGEMENT CORPORATION
APPLICATION

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Date: _____

Application is hereby made to guarantee rent for apartment # _____ at 13th Street, NW,
Washington, DC 20009 under a lease for Twelve (12) months, lease term beginning on the _____ day of
_____, 20____, and for the monthly rent of \$ _____ payable
in advance on the First of each month. The lease term will expire on _____

SPECIAL (if applicable): _____

RENT COMMENCES: _____

It is understood that the applicant will pay **no utilities**, except for all Cable TV and Telephone/Internet bills; that authorized pets will be permitted with proper written agreements and associated fees/deposits between the Landlord and tenant; that the premises are to be used as a residence to be leased by no more than _____ person(s); that occupancy is subject to possession being delivered by present occupant, and that no subletting will be permitted without the written consent of the owner.

A **NON-REFUNDABLE application fee** in the sum of **\$50.00** is made herewith to be held by Bernstein Management Corporation with the clear understanding that this application, and each prospective occupant, is subject to approval and acceptance. If this application is not approved by the owner or agent, or if the applicant cancels, the application fee will be forfeited and the applicant hereby waives any claim for damages by reason of non-acceptance of this application which the Landlord or his agent may reject without stating any reason for doing so. If this application is approved and accepted, the applicant agrees to execute a lease and to pay a security deposit in the sum of **\$300.00 within 3** calendar days after being notified of acceptance. Before possession is given, the tenant also agrees to pay one (1) full month's rent. Should tenant notify Bernstein Management Corporation of tenant's intention not to take possession of the premises or to terminate the lease agreement or should tenant fail to take possession of the premises upon commencement of the rental term, Bernstein Management Corporation shall apply the security deposit to the first month's rent as liquidated damages. **All monies paid for first months rent and security deposit must be paid in the form of a Cashier's Check, Certified Check or Money Order.** I hereby authorize all third parties indicated on my application to furnish the information requested on this application to ACE, First American Registry, Inc. I release the third parties, their officers, agents and employees from any and all liability which may result by reason of compliance with any verification request(s).

APPLICANT'S SIGNATURE _____

LEASE IN NAME OF _____

WITNESSED BY _____

BERNSTEIN MANAGEMENT CORPORATION PROPERTY INFORMATION

SECURITY DEPOSIT AMOUNT/DATE PD	FIRST MONTH'S RENT/DATE PD	
APPLICATION FEE/DATE PD	PAYMENT METHOD	APT. SIZE
DATE LEASED	DATE APPROVED OR REJECTED	LEASED BY

THIS PAGE MUST BE NOTORIZED, UNLESS IT IS SIGNED IN THE PRESENCE OF A BERNSTEIN MANAGEMENT CORPORATION EMPLOYEE.

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APPLICATION

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DATE OF APPLICATION _____ ADDRESS OF APPLICATION _____

FIRST NAME MI LAST NAME SOCIAL SECURITY NUMBER DATE OF BIRTH
E-MAIL ADDRESS DRIVERS LICENSE NUMBER/EXP. DATE STATE
STREET ADDRESS APARTMENT NUMBER CELL PHONE
CITY STATE/ZIP HOME PHONE WORK PHONE

CURRENT LANDLORD INFORMATION

LANDLORD/MORTGAGE CO. PHONE OWN/RENT MONTHLY PYMT
MOVE IN DATE LEASE IN THE NAME OF

PERMANENT OR PREVIOUS ADDRESS

STREET ADDRESS APARTMENT NUMBER CITY STATE/ZIP OWN/RENT
MONTHLY PYMT MOVE IN DATE LEASE IN THE NAME OF LANDLORD/MORTGAGE CO. & PHONE

CURRENT EMPLOYMENT

EMPLOYER NAME OCCUPATION/TITLE DATE HIRED YEARLY/HOURLY SALARY
ADDRESS CITY STATE/ZIP MAIN PHONE NUMBER
SUPERVISOR NAME TITLE PHONE NUMBER WHO WILL VERIFY
ADDITIONAL SOURCE OF INCOME AMOUNT OF INCOME

PERSON(S) WHO WILL LIVE IN THE APARTMENT

	Name	Date of Birth	SS#	Driver License #
1				
2				
3				

LIST ALL PETS THAT WILL RESIDE IN APARTMENT: _____

PERSONAL REFERENCES

NEAREST RELATIVE'S NAME ADDRESS CITY STATE/ZIP PHONE
PERSONAL REFERENCE NAME ADDRESS CITY STATE/ZIP PHONE

BERNSTEIN MANAGEMENT CORPORATION may rely on this information and I agree that if any statement herein contained is false, that any lease made on the strength of this application may, at the option of BERNSTEIN MANAGEMENT CORPORATION, be terminated at any time.

APPLICANT'S SIGNATURE _____ DATE _____
WITNESS OR NOTARY PUBLIC _____ DATE _____

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