

# Mason Hall Apartments

1420 W. Abington Drive • Alexandria, VA 22314  
 Telephone • (703) 683-0100                      Fax • (703) 683-5643

## 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:	Each Guarantor must submit:
<input type="checkbox"/> Completed Application (2 pages) <b>Both pages must be witnessed by staff or notarized.</b>	<input type="checkbox"/> Completed Application (2 pages) <b>Both pages must be witnessed by staff or notarized</b>
<input type="checkbox"/> \$50 Application Fee For Each Applicant ( <i>Applicant and Guarantor</i> )	<input type="checkbox"/> \$40 Application Fee For Each Applicant ( <i>Applicant and Guarantor</i> )
<input type="checkbox"/> Proof of income is required <small>(i.e. paystubs, tax return forms, employment offer letters, investment statements, scholarship funds)</small>	<input type="checkbox"/> Proof of income is required <small>(i.e. paystubs, tax return forms, employment offer letters, investment statements, scholarship funds)</small>
<input type="checkbox"/> Lead based paint notification statement ( <b>All 3 copies witnessed by staff or notarized</b> )	<input type="checkbox"/> Guarantor Agreement <b>MUST BE NOTARIZED</b>
<input type="checkbox"/> Send originals by over night mail to the Mason Hall office.	<input type="checkbox"/> Send originals by over night mail to the Mason Hall office.
<input type="checkbox"/> One \$300.00 security deposit is required per apartment. <b><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></b>	
<b>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.</b>	

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  
  X   CO-SIGNER

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

I hereby consent to allow MASON HALL APARTMENTS 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 MASON HALL APARTMENTS, 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

**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 OR NATIONAL ORIGIN.** Si usted no comprende ingles, es necesario que obtenga alguien que traduzca esta noticia. Muchas Gracias.

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## BERNSTEIN MANAGEMENT CORPORATION GUARANTOR APPLICATION

Date: \_\_\_\_\_

Application is hereby made to guarantee rent for apartment # \_\_\_\_\_ at **1420 W. Abington Drive, Alexandria VA 22314** 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/or 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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## GUARANTOR APPLICATION BERNSTEIN MANAGEMENT CORPORATION

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				

### 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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**BERNSTEIN MANAGEMENT CORPORATION  
GUARANTOR DISCLOSURE**

I \_\_\_\_\_ hereby guarantee, jointly, and severally, payment of rent under the lease entered into by and between BERNSTEIN MANAGEMENT CORPORATION, Landlord and \_\_\_\_\_ tenant, including payment of all late fees, attorney’s fees and costs of collection incurred by Landlord in enforcing any such obligations and liabilities under the lease.

The guarantor hereby agrees that this guaranty shall be irrevocable and continuing and all obligations and liabilities to which it applies or may apply shall be conclusively presumed to have been created in reliance hereon and shall continue in full force and effect, notwithstanding any (i) change in rentals or other obligations under the lease, (ii) renewals, modifications, or additions, or (iii) extensions thereto or extensions of time to perform any of the obligations there under, including the extension of any rental installment granted by landlord. The guarantor specifically waives notice of any such changes, renewals, modifications, additions, extensions or of any default by the tenant.

\_\_\_\_\_  
Guarantor Signature

\_\_\_\_\_  
Print Guarantor’s Name

In witness whereof, guarantor has executed this guaranty this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Signed in the presence of:

WITNESS OR NOTARY PUBLIC SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Print WITNESS OR NOTARY PUBLIC NAME \_\_\_\_\_

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# DRIVERS LICENSE VERIFICATION FORM

Please complete information below as it appears on the applicants' drivers license or walkers ID.  
**DO NOT MAKE A COPY OF THE ID TO ATTACH TO THE APPLICATION.**  
Attach a copy of this with your main office copy.

## Drivers License Information Applicant 1

State Issued: \_\_\_\_\_ Drivers License # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

DOB: \_\_\_\_\_ License Expiration date: \_\_\_\_\_

Note: Check to see if this addresses is listed on the application. If not please ask applicant when and for how long they were at this address and note in the space provided below:

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## Drivers License Information Applicant 2

State Issued: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

DOB: \_\_\_\_\_ License Expiration date: \_\_\_\_\_

Note: Check to see if this addresses is listed on the application. If not please ask applicant when and for how long they were at this address and note in the space provided below:

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