

# MEREDITH MANAGEMENT

1016 West 24<sup>th</sup> Street  
Norfolk, Virginia 23517  
(757)622-8233 Phone (757)622-2874 Fax

## UNIVERSITY TOWERS APPLICATION PROCESS

- 1). **GUARANTOR FOR STUDENT:** Complete an application(s) along with submitting proof of income. Income requirements for parent(s) must be two (2) times the monthly rent. Upon applying all parent(s) must provide a valid state issued ID and social security card. Application may be faxed or e-mailed (originals mailed) if out of town or state. Student(s) will also be required to fill out an application and provide a state issued ID along with social security card.
- 2). **REGULAR APPLICANTS:** Complete applications with proof of income. Income requirement for each individual applicant must be two (2) times the monthly rent. Upon applying all applicants must provide a valid state ID and social security card.
- 3). **APPLICATION FEES:** Application fee is \$35 per applicant. The security deposit is equivalent to the one month's rent. To secure the apartment, the full security deposit amount must accompany the application. All fees must be in certified funds i.e. Money order or cashier check.  
No personal checks, cash or credit cards will be accepted for above mentioned fees.
- 4). **WHERE TO APPLY:** Return applications and fees to 1016 West 24<sup>th</sup> Street, Norfolk, Virginia 23517. From ODU, come down Hampton Blvd (heading toward the hospital) and take a left onto 24<sup>th</sup> Street. We are the 3<sup>rd</sup> building on the left.
- 5). **RENTAL AMOUNT:**

<b>ONE (1) BEDROOM W/DEN W/ BIKE LOCKER</b>	<b>\$835 (subject to change)</b>
<b>TWO (2) BEDROOM W/ BIKE LOCKER</b>	<b>\$960 (subject to change)</b>
- \*Rent includes water, sewage, sanitation, 6x4 bike locker and 1 assigned parking space. Residents are responsible for electric, phone and cable.
- 6). **RENTERS INSURANCE:** We **require** proof of renters insurance at the time of move in. You will need to provide the Rental Office with a copy of the declaration page of your policy showing minimum liability coverage of \$100,000. Proof must be provided before or at move in. The policy must list the applicants name and new address. **Meredith Management Associates L.L.C., P.O. Box 3687, Coppell, TX 75019** must be listed as an additional interested party to the policy. If your current insurance provider cannot list Meredith Management Associates L.L.C. as an additional interested party to the policy, we can refer you to an agent who will provide this service for you:
- 7). **MOVE-IN FEES:** Upon move in, the first month's rent is to be paid. The move in date is **Thursday, August 1, 2019** and this is when rent starts. If the student(s) does not arrive in town until the end of August rent is still due on **Thursday, August 1, 2019**. The lease runs through **Thursday, July 23<sup>rd</sup>, 2020 THERE ARE NO EXCEPTIONS.**
- 8). **LEASE SIGNING:** All Guarantors and applicants must be present at lease signing in order for keys to be distributed. **THERE ARE NO EXCEPTIONS.**

\*\*\*\*\*PETS/ANIMALS ARE STRICTLY PROHIBITED\*\*\*\*\*



**TENANT SELECTION CRITERIA**

The Selection Criteria listed below explains Meredith Managements' policies regarding standards that must be met in order to reside in our community. Standards such as these are appreciated by our current residents since they have met the same standards when they applied. It is our intent to offer our residents the best possible community and living environment. Meredith Management adheres to all Federal, State, and Local Fair Housing Laws which forbid discrimination against any person because of race, religion, age, sex, national origin, familial status, or handicap. If you have any questions regarding our selection criteria, please ask the Property Manager. Our goal is to serve your housing needs to the best of our ability. The following are requirements that a person or family must meet in order to reside within Meredith Managements Apartments:

- A. Risk Assessment:
  - 1. Core Logic/Safe Rent is the resident screening company utilized by Meredith Management that uses a statistical scoring model to determine your risk threshold as a resident. The scoring model is set up to accept no applications with a score less than 130.
- B. Present and Past Rental History: Pre-applications may be denied for any one (1) of the following:
  - 1. One history of having "skipped" or having been evicted from previous housing.
  - 2. Any repeated late payments within a twelve (12) month period.
  - 3. A landlord rental reference wherein any previous management has verified that the applicant was destructive to the apartment or surrounding public areas.
- C. Current Income: Any pre-applicant may be denied if their gross monthly income, less any garnishments or other deductions, does not meet or exceed two times (2X) the monthly rent of the unit selected.
- D. Identification: Each applicant must provide a valid driver's license or a DMV issued identification card along with a social security card.

**OCCUPANCY REQUIREMENTS**

Occupants per bedroom (not per unit):

A maximum of two Residents, and/or one or more authorized Occupant(s) listed on the Lease Agreement, are permitted to reside in a bedroom, provided that the total number of persons residing in the bedroom complies with local building code requirements. The current Virginia building code requires that every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each person. For purposes of this policy, the term "Resident" shall mean any person age 18 or over who is required to be listed as a Resident on the Lease Agreement and an "Occupant" shall mean any person under age 18 required to be listed on the Lease Agreement. This occupancy policy should not be used to discriminate against families with children, or to ask invasive questions of any applicant.

- 1. All applicants must be at least eighteen (18) years of age.
- 2. All applicants must have satisfactory credit, rental history, and references as outlined above.
- 3. All applicants' income must meet or exceed two times the monthly rent.
- 4. Application Fee: \$35.00 per person.
- 5. Reservation Fee: N/A
- 6. Deposit: Equivalent to one month rent.
- 7. Pet Policy: Meredith Management allows pets on the property under 35 lbs. at full maturity – EXCLUDING University Towers.
- 8. Drug Free Housing: Meredith Management has a **ZERO TOLERANCE** policy regarding use, distribution and cultivation or manufacturing of any illegal drugs and requires all residents to sign a Drug Free Housing Addendum.
- 9. Utilities: Residents are responsible for electricity and gas. Management pays for Water, sewage & sanitation for most units.
- 10. Renter's Insurance. Policy must be provided prior to move-in with minimum liability coverage of \$100,000.

**MEREDITH MANAGEMENT COMPANY prohibits discrimination based on race, color, religion, age, sex, national origin, familial status, or handicap.**

**MEREDITH MANAGEMENT  
RENTAL APPLICATION**

**We must have the following for each person to process an application:**

- \* \$35.00 money order per adult applicant
- \* Driver's License or Identification Card
- \* Three full months worth of paystubs/LES
- \* Social Security Card or Military ID

**APPLICANT INFORMATION**

Names of all adults who will occupy apartment (roommates must fill out separate applications):

1. \_\_\_\_\_  
(Last) (First) (M.I.) (Sex) (DOB) (SSN)  
\_\_\_\_\_  
(Email Address) (Home Phone #) (Work Phone #) (Cell Phone #)
2. \_\_\_\_\_  
(Last) (First) (M.I.) (Sex) (DOB) (SSN)  
\_\_\_\_\_  
(Email Address) (Home Phone #) (Work Phone #) (Cell Phone #)

Names of all children who will occupy apartment:

1. \_\_\_\_\_  
(Last) (First) (M.I.) (Sex) (DOB) (SSN)
2. \_\_\_\_\_  
(Last) (First) (M.I.) (Sex) (DOB) (SSN)

**CURRENT ADDRESS**

_____	_____	_____	_____
(Community/Landlord)	(Street Address & Apt #)	(City, State, & Zip)	(Landlord's Phone #)
Do You: Own ___ Rent ___ Military Housing ___ Live with Relatives ___ Other _____			
(Dates of Residency)			
Are you currently on a Lease? Yes ___ No ___ Expiration Date: _____ Rent Amount: _____			
_____	_____	_____	_____
(Community/Landlord)	(Street Address & Apt #)	(City, State, & Zip)	(Landlord's Phone #)
Do You: Own ___ Rent ___ Military Housing ___ Live with Relatives ___ Other _____			
(Dates of Residency)			
Are you currently on a Lease? Yes ___ No ___ Expiration Date: _____ Rent Amount: _____			

**PRIOR RENTAL REFERENCE INFORMATION**

_____	_____	_____	_____
(Street Address & Apt #)	(City)	(St)	(Zip)
_____	_____	_____	_____
(Community/Landlord)	(Landlord's Phone #)	(Dates of Residency)	(Rent Amount)
_____	_____	_____	_____
(Street Address & Apt #)	(City)	(St)	(Zip)
_____	_____	_____	_____
(Community/Landlord)	(Landlord's Phone #)	(Dates of Residency)	(Rent Amount)

**EMPLOYMENT AND INCOME INFORMATION**

_____	_____	_____	_____
(Employer Name)	(Street Address)	(City, State, & Zip)	(Phone #)
_____	_____	_____	_____
(Job Title)	(Length of Employment)	(Name of Supervisor)	(Monthly Gross Salary)
Other Income: (Pension, Alimony, Child Support, Social Security) _____			
_____	_____	_____	_____
(Employer Name)	(Street Address)	(City, State, & Zip)	(Phone #)
_____	_____	_____	_____
(Job Title)	(Length of Employment)	(Name of Supervisor)	(Monthly Gross Salary)
Other Income: (Pension, Alimony, Child Support, Social Security) _____			

**AUTO INFORMATION**

Auto #1: \_\_\_\_\_ (Year) \_\_\_\_\_ (Make) \_\_\_\_\_ (Model) \_\_\_\_\_ (License Plate #) \_\_\_\_\_ (State Issued)  
 Auto #2: \_\_\_\_\_ (Year) \_\_\_\_\_ (Make) \_\_\_\_\_ (Model) \_\_\_\_\_ (License Plate #) \_\_\_\_\_ (State Issued)

**BANK INFORMATION**

Name of Bank: \_\_\_\_\_ Address: \_\_\_\_\_ State: \_\_\_\_\_  
 Checking Account #: \_\_\_\_\_ Interest Bearing? Y\_\_ N\_\_  
 Savings Account #: \_\_\_\_\_ Interest Bearing? Y\_\_ N\_\_  
 Other Assets: (CDS, Money Markets, Etc.) \_\_\_\_\_ Interest Bearing? Y\_\_ N\_\_

Name of Bank: \_\_\_\_\_ Address: \_\_\_\_\_ State: \_\_\_\_\_  
 Checking Account #: \_\_\_\_\_ Interest Bearing? Y\_\_ N\_\_  
 Savings Account #: \_\_\_\_\_ Interest Bearing? Y\_\_ N\_\_  
 Other Assets: (CDS, Money Markets, Etc.) \_\_\_\_\_ Interest Bearing? Y\_\_ N\_\_

**EMERGENCY CONTACT (two per applicant, not living at same address)**

\_\_\_\_\_  
 (Last) (First) (M.I.) (Relationship)  
 \_\_\_\_\_  
 (Street Address) (City, State, & Zip) (Phone #)

\_\_\_\_\_  
 (Last) (First) (M.I.) (Relationship)  
 \_\_\_\_\_  
 (Street Address) (City, State, & Zip) (Phone #)

**APPLICANT INFORMATION**

	<b>Applicant 1.</b>	<b>Applicant 2.</b>
1. Do you have any pets?	Yes___ No___	Yes___ No___
2. Will anyone other than the persons listed reside with you?	Yes___ No___	Yes___ No___
3. Are there any money judgments pending against you?	Yes___ No___	Yes___ No___
4. Have you ever been evicted?	Yes___ No___	Yes___ No___
5. Have you ever declared bankruptcy?	Yes___ No___	Yes___ No___
6. Are you in need of any special accommodations?	Yes___ No___	Yes___ No___

If you answered yes to any of the above please explain: \_\_\_\_\_

**By signing below, I represent that the above statements are true and complete and authorize verification of the information and references given. Any willfully false information or misrepresentation is cause for application not to be approved.**

\_\_\_\_\_  
 (Printed Name) (Signature) (Date)

\_\_\_\_\_  
 (Printed Name) (Signature) (Date)

**APARTMENT RESERVATION DECLARATION (Please read carefully before signing)**

I hereby make reservation for a \_\_\_\_\_ bedroom apartment at the following address: \_\_\_\_\_  
 \_\_\_\_\_  
 for occupancy on \_\_\_\_\_. A security deposit of \$\_\_\_\_\_ is made for holding the apartment. Applicant has the option to cancel application within 72 hours of signing application. Otherwise, if applicant does not take possession of a unit, this security deposit will be forfeited. If the Lessor is not able to deliver possession of the apartment within five (5) days of the commencement date above, I may cancel and terminate the lease, and the security deposit will be refunded within forty-five (45) business days.

**A NON-REFUNDABLE application fee of \$35.00 (\$35.00 RPP) per applicant** is payable when application is made and applicant(s) authorizes the verification of the above information as well as a credit report to be processed through CoreLogic/Safe Rent. The applicant(s) hereby waives any claim for damages by reason of non-acceptance of this application, which Meredith Management may disapprove without stating any reason whatsoever for doing so. Such disapproval shall not be any reflection upon the applicant. Receipt is hereby acknowledged for a non-refundable fee in the amount of \$35.00 (\$35.00 RPP) per applicant.

\_\_\_\_\_  
 (Printed Name) (Signature) (Date)

\_\_\_\_\_  
 (Printed Name) (Signature) (Date)