

## WEST END RESIDENCES

1221 24<sup>th</sup> Street NW • Washington, DC 20037 •

Telephone • (202) 785-3939

Managed by Bernstein Management Corp.

Thank you for considering our community as your next home. In order 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 standards:
  - 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 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**. If applicable, initial pet charge is: each cat requires a one time, non-refundable fee of **\$100.00 Dollars**. All **MUST** be current on all their shots. Current paper work will be required when the animal moves in.
2. Security Deposit must be paid within 3 business 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 three (3), six (6), or 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.**

### MAXIMUM OCCUPANCY PER APARTMENT

One Bedroom	Two adults – limit three people
One/Den	Two adults – limit three people
Two Bedroom	Three adults – limit four people

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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) <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"/> \$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 (if applicable)	<input checked="" type="checkbox"/> Guarantor Agreement must be signed after applicant is approved <b>MUST BE NOTARIZED</b>
<input checked="" type="checkbox"/> Send originals by over night mail.	<input type="checkbox"/> Send originals by over night mail to WEST END RESIDENCES 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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## BERNSTEIN MANAGEMENT CORPORATION APPLICATION

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

Application is hereby made to guarantee rent for apartment # \_\_\_\_\_ at **1221 24<sup>th</sup> Street, NW, Washington, DC 20037** under a lease for \_\_\_\_\_ 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 **Electric, Gas, Water, Sewer** and all Cable TV and/or Telephone/Internet bills; that no pets will be permitted without 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 business 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 of 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

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				

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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# 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: \_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_

## 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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## Disclosure Form

Housing Accommodation:

West End  
1221 24<sup>th</sup> St, NW  
Washington, DC 20037

Rental Unit: \_\_\_\_\_

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

In accordance with the provisions of the Rental Housing Act of 1985 as amended (the "Act"), the housing provider makes the following disclosure (a) to the undersigned prospective tenant(s) at the time the undersigned file(s) an application to lease a rental unit or (b) to the undersigned tenant(s) currently occupying the rental unit, not more frequently than once every twelve months, within ten days of request.

1. The housing accommodation is [check one]  rent-controlled/  exempt.
2. A copy of the current business license is attached.
3. The undersigned acknowledge(s) having been shown the Registration/Claim of Exemption form and having been offered a copy of the form for the undersigned.

Initials
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4. The housing accommodation – [check as applicable]  
 is registered as a [check one]  condominium/  cooperative.  
 is converting to a condominium or cooperative or non-housing use.

5. The owner of the housing accommodation is –

BDC West End LLC  
c/o Bernstein Management Corporation  
5301 Wisconsin Ave, NW, #600  
Washington, DC 20015  
(202) 363-6301

[name]  
[address]

[telephone number]

6. The amount of the non-refundable application fee is \$\_\_\_\_\_. The amount of the initial security deposit is \$\_\_\_\_\_. The amount of the security deposit cannot exceed the first full-month of rent. For any tenancy of twelve months or longer, interest on the security deposit shall accrue at the passbook rate prevailing in the DC financial institution in which the funds are held, which rate is re-set every six months (1 January and 1 July). Within forty-five days after the termination of the tenancy, the housing provider will either (a) return the security deposit plus any interest to the tenant or (b) notify the tenant of the intent to withhold the deposit for defraying expenses incurred pursuant to the lease. If the housing provider intends to withhold the deposit, then within thirty days after notice to that effect the housing provider will give the tenant an itemized statement of the expenses to which the deposit was applied and refund any remaining balance to the tenant.

7. The applicable rent for the unit at the date of this disclosure is \$\_\_\_\_\_.

8. The undersigned acknowledge(s) having been shown all Housing Violation Notices issued by the Department of Consumer and Regulatory Affairs within the last twelve months and any Notices issued earlier but still outstanding, and having been offered copies.

Initials

Note: The following information applies only to rent-controlled housing accommodations.

9. The following petitions or proceedings are pending that could affect the rental unit, whether the rent charged, the services and facilities provided, or other matters:

<u>Case Number</u>	<u>Type of Petition/Proceeding</u>
_____	_____
_____	_____

For any petitions or proceedings listed, the undersigned acknowledge(s) having been shown the petitions or proceedings and having been offered a copy of the petitions or proceedings for the undersigned.

Initials

10. The following surcharges (rent increases that will subsequently be rescinded) are in effect for the rental unit:

<u>Case Number</u>	<u>Type of Surcharge</u>	<u>Amount of Surcharge</u>	<u>Date of Rescission*</u>
_____	_____	_____	_____
_____	_____	_____	_____

\* The date of rescission is projected; the actual date will be determined based on the applicable law and regulations.

11. Except for a rent increase upon vacancy, the rent charged a the rental unit under rent control may be increased no more frequently than once every twelve months.

12. The undersigned acknowledge(s) having been shown the most recent Notice of Change form filed pursuant to section 205(g)(1)(C) of the Act, relating to change of ownership, management, or services and facilities, and having been offered a copy.

Initials

13. The undersigned acknowledge(s) receipt of a pamphlet published by the Rent Administrator explaining the Act and any regulations under the Act as they relate to implementation of rent increases and petitions permitted to be filed by housing providers and tenants.

Initials

The undersigned acknowledge(s) receipt of this disclosure form, the attachment and the pamphlet published by the Rent Administrator. The undersigned acknowledge(s) having been shown the other documents, having been offered copies of those documents and having received any copies of documents requested by the undersigned as set forth above.

\_\_\_\_\_  
 Tenant  
 Printed Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Tenant  
 Printed Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

OWNER (name & address)

BDC West End LLC  
c/o Bernstein Management Corporation  
5301 Wisconsin Ave, NW, #600  
Washington, DC 20015  
(202) 363-6301

[telephone]

Date \_\_\_\_\_

Housing Accommodation:  
1221 24<sup>th</sup> St, NW  
Washington, DC 20037

Registration Number:  
70103718

TENANT(S) (name & address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Registration:  
05/01/2010

**Notice of Disclosure Form Available to Tenants**

In accordance with the Rental Housing Act of 1985 as amended (the "Act"), the housing provider notifies each tenant that a Disclosure Form containing information and documents on each rental unit is available for inspection by the tenant of the unit. The location and the contents of the Disclosure Form, to be updated within thirty days of any change, are as follows.

**Location of Disclosure Form**

The Disclosure Form may be inspected [check one or more as applicable] —

- At the on-site reception desk.
- At the on-site rental office.
- At the on-site residence of the manager or superintendent.
- At the office of the management company/housing provider (see note below).
- \_\_\_\_\_ [specify other]

Note: The Disclosure Form must be maintained in a publicly accessible area of the housing accommodation. If there is no suitable area on site, the Disclosure Form will be delivered to the rental unit of any tenant who requests it. Tenants may have copies made not more than once every twelve months.

**Contents of Disclosure Form**

- Status as rent-controlled or exempt. Registration/Claim of Exemption form.
- Status of housing accommodation as condominium, cooperative or non-housing use.
- Owner(s) of the housing accommodation. Current business license.
- Rent, application fee, security deposit, interest on security deposit and return of deposit.
- Housing Violation Notices for last twelve months or still outstanding.

- with application only to rent-controlled housing accommodations -

- Rent-control petitions pending. Surcharges (rent increases to be rescinded) in effect.
- Frequency of increases in rent charged. Pamphlet published by the Rent Administrator.
- Most recent change of ownership, management, or services and facilities.

\_\_\_\_\_  
Signature of owner/agent

\_\_\_\_\_  
Name of owner/agent [print or type]