

Melwood Apartments

1803 Biltmore Street, NW • Washington, DC 20009
Phone • (202) 667-3912 Fax • (202) 328-7709

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. All applications must be carefully completed for each occupant and guarantor (if applicable), and must be notarized if not signed in the presence of Bernstein Management Corporation staff.
2. We will review your credit ratings, criminal background, residential references, and verify your income and employment.
3. You must meet the following income standards:
 - The combination of the gross incomes (before taxes) of all proposed leaseholder(s) of an apartment 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 there is a guarantor, you must first deduct their mortgage or rental payment, and that remaining amount must be at least three times the market rent.
4. All ORIGINAL applications and forms must be mailed immediately after faxing.

APPLICATION FEE

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

SECURITY DEPOSIT

1. Security Deposit must be paid within 3 business days of application approval, and must be paid in the form of a **MONEY ORDER, CASHIERS CHECK, or CERTIFIED CHECK** made out to **Bernstein Management Corp.**
2. Apartment Security Deposit is normally **\$300.00 Dollars**. Initial pet charges are: each pet requires a onetime, non-refundable fee of **\$100.00 Dollars**. All cats **MUST** be current on all their shots. Current paper work will be required when the animal moves in. No more than two cats allowed per apartment. No dogs are permitted.

LEASE

1. All leases are for a twelve (12) month period.
2. Lease and supporting documents must be signed on or before the move in date and in our office by all lease holders and all upfront monies must be paid before possession and keys of the apartment is given.
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 charge must be paid by 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 charge is prorated for the days the apartment was occupied and must be paid on the first day of the following month.
5. We do require parquet and hardwood floors to be 80% covered with area rugs.
6. We do require rental insurance: required amount of coverage is \$100,000 liability and personal property coverage is also recommended. Bernstein Management and Melwood Apartments must be listed as interested parties on the policy.

ALL PAYMENTS MUST BE MADE PAYABLE TO BERNSTEIN MANAGEMENT CORPORATION.

IMPORTANT INFO!!!!

The forwarding address of your new home will be:

Monthly Payment: _____

1803 Biltmore Street, NW Apt # _____

Move in Date: _____

Washington, DC 20009 _____



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CONSENT FORM

 X APPLICANT
 CO-SIGNER

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

I hereby consent to allow MELWOOD 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 MELWOOD 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



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BERNSTEIN MANAGEMENT CORPORATION APPLICATION

Date: _____

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

Rent: \$ _____ Monthly Charge Commences: _____
AC Fee: \$ _____
Concession: \$ _____
Total* \$ _____ (this does not include pet fee or parking if applicable)

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 _____ persons(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. It is understood that to be listed as a leaseholder, applicant must physically reside in the apartment.

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 charge. 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 charge 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 _____

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 OR RENT? MONTHLY PAYMENT
MOVE IN DATE LEASE IN THE NAME OF

PERMANENT OR PREVIOUS ADDRESS

STREET ADDRESS APARTMENT NUMBER CITY STATE/ZIP MONTHLY PAYMENT
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
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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