

## **Crown Square Townhomes**

4050-A Tangle Drive

Richmond, VA 23228

Phone: (804) 262-1659

[crownsquare@sqr1.com](mailto:crownsquare@sqr1.com)

*Live Better....because you deserve it!*

### **2 Bedrooms with 1 Bath Townhome**

**890** Square Feet for only **\$735\*\*** a month

- Eat-in Kitchen w/ Refrigerator, Dishwasher, Range and Disposal.
- Ceramic Tiling, Carpeting and Hardwood Floors.\*
- Spacious Closets with additional storage.
- Sparkling Resort-style Pool with enormous Sun Deck.
- Professional and Friendly Management Team.
- Private Clothes Care Facilities open 24 hours a day.
- Private Entrances and Private Patios.
- Award Winning Henrico School District.
- 24 Hour Emergency Maintenance Service.
- High Speed Internet Access.\*
- Professionally and Pleasantly Landscaped.
- Fun and Entertaining Playground.
- Small Pets Welcome.\*
- Perfectly Located just minutes from I-64, I-95, I-195 and I-295.

Application Fee: **WAIVED**

Security Deposit: \$300\*\* refundable & interest bearing

Yes, we allow two small pets per Townhome that weigh no more than 25 pounds when fully grown. There is an additional Fee of \$20\*\* per month/per pet and a non-refundable Pet Fee/Deposit of \$300\*\* per Townhome.

Thank you for considering our friendly community in your search for your new home! WE LOOK FORWARD TO HELPING YOU.....

Office Hours:

Monday through Friday: 9am – 6pm

Closed on Saturdays and Sundays

\*In select units \*\*All prices/fees are subject to change without notice.





# CROWNSQUARE

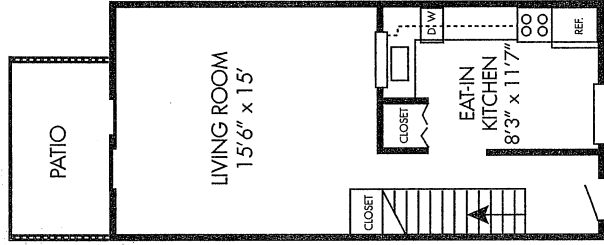
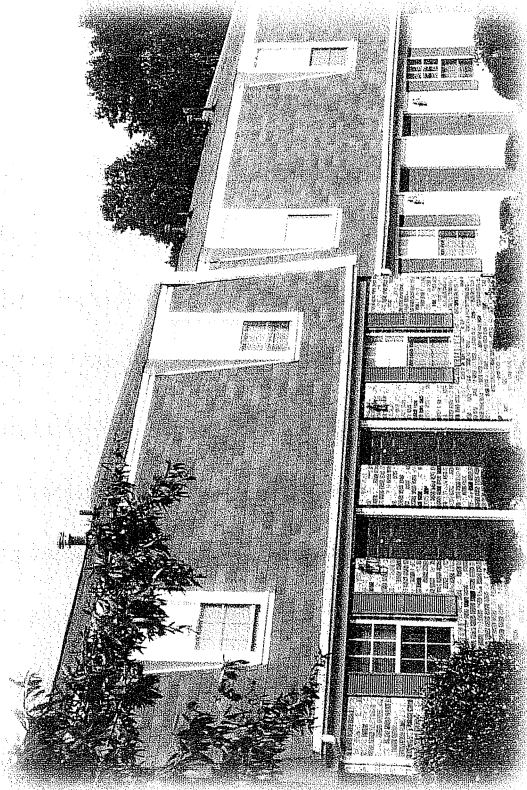
## Townhome Apartments

### *Apartments featuring*

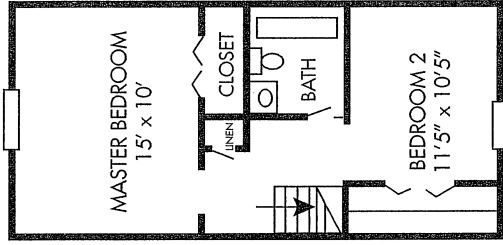
- Two large bedrooms, each featuring spacious closets, a full size bath with vanity and a linen closet
- Complete modern kitchen with frost-free refrigerator, dishwasher, gas range and disposal
- Individually controlled central heating and air conditioning
- Each townhome has its own private enclosed patio
- Each townhome apartment is prewired for cable
- Pets welcome, restrictions apply
- Sound control masonry walls

### *A Community featuring*

- Swimming pool with sundeck
- Completely equipped clothes care facilities
- Playground
- Minutes from shopping
- Close to major transportation, interstate highways and within walking distance of bus lines



*first floor*



*second floor*

## *Welcome Home*

2 Bedroom Townhomes, approximately 890 square feet

Rent	\$ _____	Security Deposit	\$ _____
Cleaning Fee	\$ _____	Pet Fee	\$ _____
	<i>non refundable</i>		<i>non refundable</i>
Application Fee	\$ _____		
	<i>non refundable</i>		

4050-A Tangle Drive • Richmond, Virginia 23228

Phone (804) 262-1659 • fax (804) 264-8664 • email: [crownsquare@sqr1.com](mailto:crownsquare@sqr1.com)



# CROWN SQUARE APARTMENTS

4050-A Tangle Drive

Richmond, Virginia 23228

Phone(804)262-1659 - Fax(804)264-8664

## RESIDENT SELECTION CRITERIA

**\*\* Each Adult Household Member Must Complete a Separate Application Form \*\***

All applicants must meet the following *eligibility* requirements:

**Household Limits:**      **1 Bedroom .....** 1 - 2 Persons  
                                  **2 Bedrooms .....** 1 - 4 Persons

**Income Qualifications:**

**Household Minimum:    \$15,000.00**

**Household Maximum:    \$103,050.00**

After reviewing the eligibility criteria, you should complete the application form. Please be sure to answer all questions completely in order to ensure the most prompt attention! When you are sure that you have answered all questions, return the application form to the Management Office along with the applicable application fee, paid with either a money order or by cashier check .When your completed application form is received at our rental office, you will enter in the Initial Processing Phase. Once initial eligibility has been confirmed, the application will be processed as outlined below. Again, thank you for choosing Crown Square Apartments as your new home. We look forward to helping you Live Better....Because You Deserve It!

### Credit Report/Criminal Background Check

A credit check will be completed. The following items could cause your application to be rejected:

- Any one judgment/collection other than medical/student loan not remedied; any judgment/collection less than 6 months, remedied or not.
- Any one record of eviction or Unlawful Detainer from a Landlord;
- Ratings on a credit report of 4 – 9 are not acceptable; (one rating of 4 - 9 over 1 year old is acceptable as long as applicant has a minimum of two accounts with a rating of 2 or better)
- Any evidence that the applicant will be unable or unwilling to meet the rental obligation on a consistent monthly basis.
- Bankruptcy will be acceptable as long as it has been discharged at least one (1) year ago, proof of accounts included in bankruptcy must be provided and no adverse credit since date of discharge.
- A CRIMINAL BACKGROUND CHECK WILL BE PERFORMED AND any felony and/or any misdemeanor involving sexual misconduct or drug use, or any kind of violent criminal activity will be reason for rejection.

### Landlord Reference

A landlord check will also be completed. The following items could cause your application to be rejected: Any one instance of leaving a prior residence owing a balance or without giving proper notice; Any one eviction or skip from a prior residence; any three (3) late payments of rent within a twelve (12) month period from a current or past residence; Any record of disturbance of neighbors or destruction of private or public property or any disruptive or dangerous behavior; Any record of unsanitary or hazardous housekeeping; Any record of failure to cooperate with applicable re-certification procedures or termination of assistance based on fraud; Any record of material non-compliance breaches of current or prior leases or community rules; Any evidence that there is a substantial risk that the applicant will be unable or unwilling to maintain their apartment in the condition that would be required by the Lease.

### Current Drug Use or Alcohol Abuse

Any current use of a controlled substance will be grounds for rejection of your application. Furthermore, any record that the applicant and/or member of the household have been convicted by any court of competent jurisdiction of the illegal manufacturing or distribution of a controlled substance will be the grounds for the rejection of your application. Also, any evidence of alcohol abuse which manifests conduct that poses a direct threat to health, or safety of other Residents will be grounds for the rejection of your application. **Residents are required to sign the Lease Addendum for Drug-Free Housing, which prohibits any activity outlined above during their tenancy at Crown Square Apartments.**

### Application Processing

Applicants are required to sign release forms as requested by Management, authorizing appropriate third parties to release information regarding the items outlined above. If any applicant fails to sign the release forms, the application will not be processed. Management may consider favorable changes in the family's circumstances such as time lapse since an offense and/or other mitigating circumstances in evaluating the information obtained and/or provided by the applicant in the screening process to assist in determining the acceptability of an applicant for tenancy.

### Application Rejection

Applicants rejected due to failure to meet the above listed criteria will be notified in writing of the rejection.

### Other Information

1. In order to process an application, it must be fully completed and returned to the Management Office.
2. All applications must be submitted with the applicable application fee and security deposit.
3. The **\$300** security deposit and application fee can be paid by either money order or cashier's check – ONLY.
4. **Security Deposit is refunded only if the application is rejected.**
5. An application fee of **\$32** per adult member is required and **is non-refundable.**
6. Pets allowed. Dogs and cats under 25 pounds and 18 inches high as an adult only. Resident must pay **\$300 non-refundable pet fee** before the pet may occupy the apartment, and resident will pay a **\$20 a month pet fee** per pet. Resident is still responsible for any damages caused by pet.
7. No recreational or commercial vehicles are allowed.
8. Waterbeds only on ground floor apartments. Insurance coverage will be required.
9. **It will be the responsibility of the applicant to notify Management in writing of any changes in current address or phone numbers.**

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**APPLICANT (PLEASE PRINT FULL NAME)**

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**APPLICANT SIGNATURE**

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**DATE**

# APPLICATION

## 1. HOUSEHOLD MEMBERS

Please list every person who will be living in the apartment, beginning with you, include all adults & children not to exceed 2 persons per bedroom.

	Full Name	Age	Date of Birth	Social Security No.
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____

Do you expect any change in the above-listed household composition in the next 12 months? YES \_\_\_ NO \_\_\_ If yes, describe the change \_\_\_\_\_.

## 2. RESIDENTIAL HISTORY

Present Address \_\_\_\_\_

Street City/State/Zip

How Long? \_\_\_\_\_ years \_\_\_\_\_ mos. Amount of rent \$ \_\_\_\_\_ Lease Expires \_\_\_\_\_

Telephone Number (Home)(\_\_\_\_\_) (Work)(\_\_\_\_\_)

Reason for Moving? \_\_\_\_\_

Landlord \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever been evicted from an apartment or any rental housing? \_\_\_\_\_

Explain: \_\_\_\_\_

Previous Address \_\_\_\_\_ How long? \_\_\_\_\_

Street City/State/Zip

## 3. EMPLOYMENT

In order for you to be considered for tenancy at Crown Square Apartments we must calculate all income received for each person in the unit. Please fill in the following information about yourself. If you are unemployed write "NONE" in the employer space.

Your Gross Annual Income \$ \_\_\_\_\_ How long employed? \_\_\_\_\_

Your Employer \_\_\_\_\_

Employer Address \_\_\_\_\_ Phone \_\_\_\_\_

Your Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Previous Employer \_\_\_\_\_

Do you have any other additional employers? \_\_\_\_\_

**Do you have any pets?** Yes \_\_\_\_\_ No \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

**Are all members in your household a full-time student?** Yes \_\_\_\_\_ No \_\_\_\_\_

## 4. VEHICLE

Make of car \_\_\_\_\_ Year \_\_\_\_\_ Plate # & State \_\_\_\_\_

Color? \_\_\_\_\_ Where Financed? \_\_\_\_\_

Second Vehicle \_\_\_\_\_

Will they be parked on the property? \_\_\_\_\_ A Maximum of 2 vehicles will be allowed per household. **PLEASE NOTE:**

Due to limited parking boats, recreational vehicles, and commercial vehicles will not be permitted to park on the property.

## 5. RELATIVES NOT LIVING WITH YOU

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

In case of Emergency, contact \_\_\_\_\_



**8. Additional Income:**

	<b>Yes</b>	<b>No</b>	<b>Amount</b>
Do you own a home or have equity in any real estate?	___	___	_____
Do you receive income from the rental of property?	___	___	_____
Are you employed full-time, part-time or seasonally?	___	___	_____
Do you expect to work for any period during the next 12 months?	___	___	_____
Do you work for someone who pays you in cash?	___	___	_____
Are you on leave of absence from work due to lay-off, medical, maternity or military leave?	___	___	_____
Do you now receive or expect to receive unemployment benefits, workman's comp or disability payments? Please list _____	___	___	_____
Does any member of your household now receive or expect to receive child support? If yes, please state name(s) _____	___	___	_____
Is any member of your household entitled to child support that he/she is not currently receiving? If yes, please state names(s) _____	___	___	_____
Do any members of your household receive or expect to receive alimony payments?	___	___	_____
Is any member of your household entitled to alimony that he/she is not now receiving?	___	___	_____
Do you receive or expect to receive welfare or public (AFDC/TANF) assistance?	___	___	_____
Do you receive or expect to receive Social Security benefits?	___	___	_____
Do you expect to receive income from a pension, retirement fund or an annuity?	___	___	_____
Do you receive regular cash contributions from individuals not living in the unit or from agencies?	___	___	_____
List any other source of income not listed above _____			

\_\_\_\_\_  
**APPLICANT (PLEASE PRINT)**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**GOVERNMENT DATA COLLECTION &  
DISSEMINATION PRACTICES ACT LETTER**

**MARKET RATE DEVELOPMENTS**

Dear Resident:

As provided by the Government Data Collection and Dissemination Practices Act, anyone who is requested to provide personal information about him must be informed whether he is legally required to provide such information, or whether he may refuse to supply the information requested. As an applicant for housing financed to the Virginia Housing Development Authority, you are requested to provide certain information that will enable Crown Square Apartments to complete Virginia Housing Form No. MD: 320, "Confirmation of Resident Eligibility."

The information requested will be used to determine an adjusted annual income which you and your family receive from all income sources. This is necessary because the Rules and Regulations adopted pursuant to the Authority conferred on the Virginia Housing Development Authority limit eligibility for initial occupancy to families whose adjusted income does not exceed certain established limits. In addition, it is necessary to know the composition of your family (number of dependents) so that the proper size of dwelling unit may be authorized for you and your family.

Although you are not legally required to provide the information requested, your failure to do so will result in our inability to determine your eligibility for housing in this development.

Copies of the completed "Confirmation of Resident Eligibility" are sent by this management agent/owner to the Virginia Housing Development Authority, 601 South Belvedere Street, Richmond, VA 23220. It is possible that information provided by you will be revealed to others for the purpose of confirmation or for other purposes in accordance with the Virginia Freedom of Information Act, but any information so supplied is subject to the safeguards of the Government Data Collection and Dissemination Practices Act.

Sincerely,

\_\_\_\_\_  
Management

Received (Date) \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name and Address

Household Questionnaire/Application Addendum (Page 1)

Household Name \_\_\_\_\_ Unit # \_\_\_\_\_

**1. Does any member of the household now receive or expect to receive?**

Other Income:		Mo. Income
Child Support	_____ Yes _____ No	_____
Spousal Support	_____ Yes _____ No	_____
AFDC/TANF	_____ Yes _____ No	_____
Social Security or SSI	_____ Yes _____ No	_____
Income from Pension or Annuity	_____ Yes _____ No	_____
Unemployment or Workers Comp	_____ Yes _____ No	_____
Regular Cash Contributions	_____ Yes _____ No	_____

**Assets:**

**2. Does any member of the household have any of following?**

		<u>If Yes:</u>	
Savings Account	_____ Yes _____ No	Current Balance _____	Interest % _____
Checking Acct.	_____ Yes _____ No	6 Mo. Average _____	Interest % _____
Cert of Deposit	_____ Yes _____ No	Current Value _____	Interest % _____
Money Mkt Funds	_____ Yes _____ No	Current Balance _____	Interest % _____
IRA/Keogh	_____ Yes _____ No	Current Value _____	Interest% _____
Stocks	_____ Yes _____ No	Current Value _____	Dividends _____
Bonds	_____ Yes _____ No	Current Value _____	Interest% _____
401K Account	_____ Yes _____ No	Current Value _____	Int%/Div. _____
Trust Fund	_____ Yes _____ No	Current Value _____	Income _____
Cash on Hand	_____ Yes _____ No	Current Value _____	Income _____
Equity in Real Estate	_____ Yes _____ No	Current Value _____	Income _____
Other Retirement Fund	_____ Yes _____ No	Current Value _____	Int%/Div. _____

