



**APPLICATION FOR RESIDENCY
(PLEASE PRINT CLEARLY)**

DESIRED MOVE-IN DATE : _____ Office Info: _____

DESIRED LEASE TERM: _____ Leasing Consultant: _____

DESIRED APARTMENT ADDRESS (or apartment size requested): _____

RENTAL RATE: _____

AMOUNT PAID: _____

	APPLICANT	CO-APPLICANT
FULL NAME (L, F, MI)	_____	_____
SOCIAL SECURITY NO.	_____	_____
DATE OF BIRTH	_____	_____
SEX	_____	_____
MARITAL STATUS	_____	_____
GROSS ANNUAL INCOME	_____	_____
OCCUPATION	_____	_____
CARS (COLOR/MAKE/LIC#/ST/YR)	_____	_____

LIST OTHERS TO RESIDE IN APARTMENT AND CHILDREN WHO WILL VISIT ON A PERMANENT BASIS:

<u>Full Name</u>	<u>SS#</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Sex</u>	<u>Marital Status</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

***** APPLICATION INFORMATION *****

PRESENT ADDRESS:

STREET _____	APT. # _____
CITY _____ STATE _____	ZIP _____
PHONE NUMBER _____	
RENT OR OWN _____	MO. PYMT. _____
DATES _____	
LANDLORD/LENDER _____	
STREET _____	
CITY _____ STATE _____	

PREVIOUS ADDRESS: (Show 24 months of residence)

STREET _____	APT. # _____
CITY _____ STATE _____	ZIP _____

PHONE NUMBER _____	
RENT OR OWN _____ DATES _____	MO. PYMT. _____
LANDLORD/LENDER _____	
STREET _____	
CITY _____ STATE _____	

CURRENT EMPLOYER:

NAME _____	
STREET _____	
CITY _____ STATE _____	ZIP _____
PHONE NUMBER _____	
SUPERVISOR _____	
DATE YOU BEGAN THIS JOB _____	

OTHER INCOME:

TYPE OF INCOME	SOURCE/BANK	GROSS ANNUAL AMOUNT

RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU):

NAME _____	RELATIONSHIP _____
PHONE NUMBER _____	APT. # _____
STREET _____	
CITY _____ STATE _____	ZIP _____
NAME _____	RELATIONSHIP _____
PHONE NUMBER _____	APT. # _____
STREET _____	
CITY _____ STATE _____	ZIP _____

PET INFORMATION:

TYPE _____	BREED _____
HEIGHT _____	WEIGHT _____

NOTE: Keeping of pet requires consent of management, payment of applicable fees/deposit, and execution of Pet Addendum.

THIS RENTAL APPLICATION, WHICH IS MADE A PART OF THE LEASE, IS SUBMITTED BY APPLICANT. IT IS AN INDUCEMENT FOR LANDLORD TO RENT THE APARTMENT TO APPLICANT. IF ANY OF THE REPRESENTATIONS CONTAINED IN THE RENTAL APPLICATION ARE FOUND BY LANDLORD TO BE MISLEADING, INCORRECT OR UNTRUE, LANDLORD HAS THE RIGHT TO CANCEL THE LEASE AND TO REPOSSESS THE APARTMENT ACCORDING TO ANY REMEDY PROVIDED BY LAW. LANDLORD WILL ALSO HAVE THE RIGHT TO RECOVER FROM APPLICANT ANY LOSS OR DAMAGES WHICH LANDLORD MAY SUFFER BECAUSE OF SUCH MISREPRESENTATION, INCLUDING RENT FOR THE FULL TERM OF THE LEASE.

THE APPLICANT REPRESENTS THAT ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND HEREBY AUTHORIZES VERIFICATION OF THE ABOVE INFORMATION, REFERENCES, AND CREDIT RECORDS.

IF APPLICANT EXECUTES THE LEASE AT THE TIME THIS APPLICATION IS SUBMITTED, THE LEASE IS NOT BINDING ON LANDLORD UNTIL AFTER LANDLORD HAS APPROVED THIS APPLICATION AND SIGNED THE LEASE.

NEITHER LANDLORD NOR ASHTON JUDICIARY SQUARE L.L.C. SHALL BE LIABLE FOR ANY DAMAGES WHATSOEVER OR OTHERWISE IF IT FAILS TO DELIVER POSSESSION OF THE APARTMENT TO TENANT AT THE BEGINNING OF THE DESIRED LEASE TERM OR BY THE DESIRED MOVE-IN DATE.

Management Representative

Applicant

Date: _____

THE CIVIL RIGHTS ACT OF 1968, AS AMENDED BY THE FAIR HOUSING AMENDMENTS ACT OF 1988, PROHIBITS DISCRIMINATION IN THE RENTAL OF HOUSING BASED ON RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, DISABILITY, MATRICULATION, SOURCE OF INCOME, STATUS AS A VICTIM OF AN INTRAFAMILY OFFENSE AND PLACE OF RESIDENCE OR BUSINESS OF ANY INDIVIDUAL. THE FEDERAL AGENCY WHICH ADMINISTERS COMPLIANCE WITH THE LAW CONCERNING THE COMPANY: DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

****CO-APPLICANT INFORMATION****

PRESENT ADDRESS:

STREET _____	APT. # _____
CITY _____ STATE _____	ZIP _____
PHONE NUMBER _____	
RENT OR OWN _____ DATES _____	MO. PYMT. _____
LANDLORD/LENDER _____	
STREET _____	
CITY _____ STATE _____	

PREVIOUS ADDRESS: (Show 24 months of residence)

STREET _____	APT. # _____
CITY _____ STATE _____	ZIP _____
PHONE NUMBER _____	
RENT OR OWN _____ DATES _____	MO. PYMT. _____
LANDLORD/LENDER _____	
STREET _____	
CITY _____ STATE _____	

CURRENT EMPLOYER:

NAME _____	
STREET _____	
CITY _____ STATE _____	ZIP _____
PHONE NUMBER _____	
SUPERVISOR _____	
DATE YOU BEGAN THIS JOB _____	

OTHER INCOME:

TYPE OF INCOME	SOURCE/BANK	GROSS ANNUAL AMOUNT

RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU):

NAME _____	RELATIONSHIP _____
PHONE NUMBER _____	APT. # _____
STREET _____	
CITY _____ STATE _____	ZIP _____
NAME _____	RELATIONSHIP _____
PHONE NUMBER _____	APT. # _____
STREET _____	
CITY _____ STATE _____	ZIP _____

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Management Representative

Applicant

Date: _____

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ADDENDUM TO THE APPLICATION FOR RESIDENCY

An initial deposit/fee of \$_____ has been received from the Applicant(s) whose signature(s) appears below. Upon application acceptance, \$_____ will be credited toward the monies due at the time of your lease execution.

If for some reason your application is not accepted, a non-refundable fee of \$_____ will be deducted from the initial deposit to help defray processing costs.

ASSIGNED APPLICATIONS (to a specific address):

If for any reason you, the Applicant(s), decide to cancel this Application for Residency while assigned to a specific apartment address, you may do so within _____ calendar days from the date of application; however, the \$_____ processing fee will be charged.

Please understand that cancellation notifications received after the _____ day will not receive a refund.

ASSIGNED ADDRESS: _____ RENT: \$_____

WAITING LIST (no specific address assignment):

(1) Individuals who cancel from the unassigned Paid Waiting List will be charged a processing fee of \$_____, unless the cancellation is a result of no apartment availability for the date requested. A full refund will be issued in those cases. Once an individual accepts a specific apartment address, the criteria for Assigned Applications will apply.

(2) If, within fifteen (15) days of the first to occur of occupancy or signing a lease, Tenant decides to terminate the tenancy, Landlord may also retain that portion of the fees which represents the loss of rent, if any, resulting from the Tenant's action.

MONIES DUE (if assigned to a specific address):

Prorated Rent \$_____ For (dates) _____
Prorated Pet Fee \$_____
Non-Refundable Fees \$_____
Additional Deposits \$_____ For (Pet Garage, etc.) _____

Total Monies Due \$_____
Initial Deposit Paid \$_____ Date Paid _____
Due Upon Move In \$_____

REFUNDS: In the event a refund is due, a check will be mailed to you from the Management's central accounting office.

I (we) have read the above terms and agree to them.

<hr/>		<hr/>	
Applicant	Date	Management Representative	Date

<hr/>	
Applicant	Date

Ashton Judiciary Square
SUMMARY OF RENTAL STANDARDS

Initial Lease Term: 6 through 13 month lease terms available. Short term leases are also available as follows:

- 3 to 5 month lease terms are available at \$250.00 above current market rent
- 6 to 13 month lease terms are available at market rent without premium

Renewal Lease Term: 6 through 13 month lease terms available. Month to month extensions are available at \$300.00 above the current market rent.

Application Deposit and Non-refundable Fees:

- A. Non-Refundable Fee: \$500 for (1/1); \$500 for (2/2); \$500 for (3/3)
- B. Qualifying Deposit for Credit: Low Accept: ½ months rent; Conditional: 1 months rent, (*less the initial amount of application deposit paid*) which may or may not be refundable in accordance with the rental agreement.

Application Fee: \$50.00 non-refundable fee required for each applicant.

Form of Payment: No cash accepted. Payment can be made by check, cashier's check, or money order. For your convenience, payment can also be made by the form of Visa, Master Card, or Discover Card through a 3rd party service, E-Rent Payment. A convenience fee of \$49.95 will be charged to you by the 3rd party service company, E-Rent Payment each time you utilize a credit card for method of payment up to \$4,050.00. Each additional increment up to \$4,050.00 will be charged an additional \$49.95 fee.

Applicants who pay monies owed for move in fee, administrative fees, and/or application fees understand and agree that all criteria must be met as stated herein. Should application be declined for any reason, a refund will be issued for the move in fee.

Residents may also pay any late fees by the means listed above. Late fees will be assessed in accordance with the Lease Contract to any rent payment made on the 6th of the month and any day thereafter.

Should the approval require an additional qualifying deposit, we require this additional deposit be paid in full within 72 hours from the date of notification. Should the applicant cancel the application, we may keep the deposit as liquidated damages in accordance to the application, but the additional qualifying deposit paid will be refunded.

Income: The Applicants monthly gross income must be greater than three (3) times the monthly rent. Lease guarantor's income must equal five (5) times the monthly rent, based on gross annual income.

- If Alimony/Child Support is used as income, notarized or court awarded documentation indicating amount and frequency of payment must be provided.
- If Social Security is used as income, official documentation from the Social Security Administration indicating the amount and frequency of payment must be provided.
- If Disability is used as income, official documentation from payment source indicating the amount and frequency of payment must be provided.
- If Savings Accounts are used as income, bank statements from the past three consecutive months demonstrating (1) sufficient balance (per property minimum income requirement) to cover entire lease term, must be provided and (2) balance has been maintained over three month period with no major fluctuations, must be provided.
- If Retirement/Trust Fund is used as income, official documentation from company managing the fund, indicating amount and frequency of payment. Verification of full retirement fund balance, which must cover rent for the entire lease term (per property minimum income requirements).
- If Military, a letter verifying income from military or pay stubs covering past 30 days are required. Or, notarized documentation of military housing allowance is required.
- If applicant(s) is self-employed, personal tax records showing reported income and paid taxes are required. Business tax records and/or letters from CPA's or other such organizations will not be considered. A Federal Tax ID number is required.

Applicants From Foreign Countries: Applicant(s) must provide proof of foreign citizenship and proof of employment/income.

Credit: Credit history is one of the most important elements to qualifying applicant(s). An unsatisfactory credit history can disqualify an applicant(s) from renting an apartment at the community. An unsatisfactory credit history is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies (new credit must have been established with a clean record when reviewing bankruptcy).

If an applicant(s) is rejected for poor credit history, the applicant(s) will be given the name, address, and telephone number of the credit-reporting agency that provided the credit information, as required by the FCRA. No credit information will be released from management. An applicant(s) rejected for unsatisfactory credit is encouraged to obtain a copy of their credit report from the credit-reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community.

Criminal History: A criminal background check will be conducted for each applicant(s). The criminal search will be run on all addresses at which the applicant(s) has resided over the previous 24 months. The application will be rejected for any of the following reported criminal acts that have occurred within the last 10-years period to the application date:

- Any felony conviction
- Any terrorist conviction
- Any illegal drug conviction
- Any prostitution related conviction
- Any cruelty against animals convictions
- Misdemeanor convictions involving crime against a person or property
- Any of the above related charges resulting in "adjudication withheld" and/or "deferred adjudication".

CreditRetriever: Applicant(s) hereby consents to allow Ashton Judiciary Square, through its designated agents and employees, to obtain a consumer report and criminal record information on each applicant and to obtain and verify each applicant's credit and employment information for the purpose of determining whether to lease an apartment to such applicants. Applicant(s) also agree and understand that owner and its agents and employees may obtain additional consumer reports and criminal record reports on each applicant and/or occupant in the future to update or review our account. Upon applicant and/or occupant request, owner will tell applicant and/or occupant whether consumer reports or criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports. By signing below, you acknowledge your receipt of this disclosure and you hereby consent to allow us, independently or through its designated agents and employees of Ashton Judiciary Square may require an additional application deposit of up to one month's rent based on credit history, debt ratio or other information obtained through our designated agent.

Rental: All applicants must complete rental and/or mortgage history for a minimum of six months. Any previous NSF check written is deemed grounds for an automatic rejection for residency. Other reasons for denial may include a skip or eviction, balance owed to prior landlord, collections, and/or breach of lease. Resident history will be verified on applicants who receive a Low Accept, Conditional Accept, or Refer recommendation from tenant screening company.

Animals: Pets may be permitted with an additional fee; dogs are restricted by breed. Dog breeds not permitted are Pit Bull/American Staffordshire Terrier, Dobermans, Rottweillers and Chow Chows, and any mixes thereof. Residents with a pet 1-25 lbs. will pay a \$300 upfront pet fee and \$25/ month pet rent. Residents with a pet over 25 lbs. will pay an upfront pet fee of \$500 and \$50/month pet rent. Owner must sign a separate Pet Addendum and provide a copy of the pet's veterinarian records, including weight, must be provided to Management, as well as a picture of the pet, prior to approval. No more than two pets allowed per apartment however, only one pet over 25 pounds will be allowed. Pet fees are on a per pet basis. Pet policies and guidelines are strictly enforced. See Animal Addendum for details.

Occupancy: One bedroom: Three persons per apartment; Two bedrooms: Five persons per apartment; Three bedrooms: Seven persons per apartment.

Disclaimer: Neither Landlord nor Management guarantees, warrants or represents that all residents and occupants meet the above criteria due to the length of residency in comparison to when criteria was implemented or amended. Additionally, our ability to verify the information provided by an applicant is limited to the information made available to us by CreditRetriever.

Anyone occupying the apartment 18 years of age or older must be listed as a Leaseholder and are required to execute the Lease Contract and meet all rental qualifications. Lease Guarantors are accepted.

Ashton Judiciary Square and its authorized agents and/or employees, in compliance with State and Federal Fair Housing Guidelines, do not discriminate against any person because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, source of income, status as a victim of an intrafamily offense and place of residence or business of any individual.

"I certify that all information provided is true and accurate and can be verified."

Applicant(s) Signature

Owner's Representative

Applicant(s) Signature

Date



Revised 06.05.09

May 20, 2009

**Privacy Policy for Personal Information
of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access. In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic version of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator Services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees-even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

Applicant(s) Signature

Date

Owner's Representative

Date

CONSTRUCTION RESERVATION ACKNOWLEDGMENT

The prospective resident, as indicated below (referred to herein as the "Prospective Resident", whether one or more) has, on the date indicated below, delivered to Hanover R.S. Limited Partnership (the "Manager") as the authorized representative of Ashton Judiciary Square, LLC (the "Owner") (i) the sum of \$_____ which represents the non-refundable application fee (the "Application Fee") for processing the Prospective Resident's application for unit number _____ (the "Unit") at Ashton Judiciary Square (the "Apartments") and (ii) the sum of \$_____ which represents the deposit and/or administrative fee given to the Manager to reserve the Unit for occupancy by the Prospective Resident ("Security Deposit/Administration Fee").

The prospective Resident acknowledges that the Apartments are currently under construction and that the Unit is scheduled for completion on or about _____ ("Target Completion Date"), subject to an extension of fourteen (14) days from such scheduled completion date for any unforeseen construction delays or other matters beyond the reasonable control of the Owner or its contractor. In the event the Unit is not completed for the prospective Resident's occupancy by fourteen (14) days after the original scheduled completion date as denoted above, the prospective Resident may, at its discretion, elect to exercise one of the following options:

- 1) Wait until the Unit is completed for occupancy; or
- 2) Accept an alternative unit (at the alternative unit's Domain Brewers Hill market rental rate) at the Apartments, if available; or
- 3) Request a refund of the Security Deposit.

In the event that the prospective Resident elects to exercise either option 1 or 2 above, the Security Deposit will be retained by the Manager in accordance with the terms and provisions of the lease agreement subsequently entered into by and between the parties hereto. In the event that the prospective Resident elects to exercise option 3 above, the Security Deposit will be returned to the prospective Resident in accordance with the applicable laws in the state in which the Apartments are situated, and neither the prospective Resident nor the Manager will have any further obligations hereunder; however, in no event shall the Application Fee be refunded to the prospective Resident.

Within 72 hours following receipt of notification from the Manager that the Unit will not be available for occupancy by the Target Completion Date, the Prospective Resident must notify the Manager in writing as to which option the Prospective Resident has elected to exercise. Failure to provide Manager with written notice of the Prospective Resident's election within such 72-hour period shall be deemed the Prospective Resident's election of option 1 above.

The prospective Resident's right to take occupancy of the Unit or an alternative unit at the Apartments is subject to approval by the Manager of the rental application and execution of a lease agreement and related addenda by the prospective Resident. If the rental application is not approved or after having been approved, the prospective Resident fails or refuses to execute a lease agreement, the Security Deposit shall be refunded to the prospective Resident but the Application Fee shall be deemed earned and retained by the Manager.

The Prospective Resident has read the above acknowledgment and understands and agrees to the terms hereof.

PROSPECTIVE RESIDENT:

(Signature)

(Date)

(Signature)

(Date)

Applicant Contact Information:
Mailing Address: _____
City, State, Zip _____

MANAGER:

HANOVER R.S. LIMITED PARTNERSHIP

By: _____
Name: _____
Title: _____
Date: _____

Contact Information:
Mailing Address: 750 3rd Street, NW
Washington, DC 20001

