

**NuCo Management  
Hayden Village Center**

**HELPFUL INFORMATION FOR SUBMITTING YOUR RENTAL APPLICATION**

Thank you for looking to **Hayden Village Center**, a 55 and over **fully independent** senior living community, for your next home. The following information will help us in processing your rental application as quickly as possible:

1. ***Please fill out the rental application legibly in its entirety and don't forget to sign it. Please sign the Landlord Verification form as well.***

2. Along with your application, please submit an application fee made payable to Hayden Village Associates LLC in the amount of \$25.00. Each person listed on the Lease must fill out an application, but there is only one application fee. You will also need to provide us with a recent credit report.

3. Upon execution of the Lease, you must present us with a Certified Check or Money Order made payable to Hayden Village Associates LLC in the minimum amount equal to one month's rent as your Security Deposit.

4. Income guideline: NuCo Management will review each application and determine from the information provided the feasibility of the prospective tenant to afford rent in the project. All forms of income, salary, social security, etc. will be used in the final determination.

5. Roommate guideline: each adult applicant (except married couples), shall qualify individually. The maximum number of individuals who may live in a studio apartment is two persons. The maximum number of individuals who may live in a one bedroom apartment is three persons. Each person must be 55 years old or older and fully independent. This is NOT an assisted living facility.

6. We will need a copy of your photo ID, including your social security number.

7. We will need your current, as well as former landlord's name, address and phone number. If you now own your home, we will need mortgage information. We will also need documentation regarding your plans for that home (i.e., copy of listing for sale, copy of sales contract, copy of lease agreement).

8. We will need your current employer information as well as copies of your recent pay stubs. If you have been on the job less than 6 months, your former employer's information will be needed. **NOTE:** If you are **self-employed**, we will need your tax returns for the previous two (2) years.

9. MILITARY PERSONNEL: N/A

10. If you are relying on any "other" income, i.e., Social Security benefits, etc., we will need a copy of the document stating your benefits.

The Property Manager whose property you are applying for will process your application. Your credit history, criminal history, landlord references and your employer references will be evaluated in qualifying you to rent the property. If we receive all information needed and it can be verified easily, the application process will normally take 24 to 48 hours. We will contact you immediately upon completing the process to discuss the results with you. Thank you!

Hayden Village Associates LLC, c/o Luna Development, 2601 Granby St, Norfolk, VA 23517  
(757) 416-5862 (Office) - (757) 416-5835 (Fax)

**NuCo Management  
Hayden Village Center**

**Application for Tenancy**

**All sections must be completed legibly. *Incomplete applications will not be processed.***

I would like to apply to rent Unit \_\_\_\_\_ located at Hayden Village Center, 680 Oak St., Franklin, VA 23851 beginning \_\_\_\_\_ for a term of \_\_\_\_\_ at \$\_\_\_\_\_ per month.

This building is designed for fully independent living. We have two (2) fully accessible handicap units in the project. Do you require a fully accessible unit? Y \_\_\_\_ N \_\_\_\_

If yes, please clarify: \_\_\_\_\_  
\_\_\_\_\_

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**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
(Mr/Mrs/Ms/Miss)      First                      Middle                      Last (Sr/Jr/ 1st/2nd)

Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_      Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Co-Applicant: \_\_\_\_\_

Current Address:

\_\_\_\_\_ Street    City                      State                      Zip

Phone:      (H): \_\_\_\_\_      (W): \_\_\_\_\_      (C): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

Dates at this address: From \_\_\_\_\_ to \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Do you have a lease: Yes \_\_\_\_ No \_\_\_\_      Expiration Date: \_\_\_\_\_

Notice given: Yes \_\_\_\_ No \_\_\_\_

Former Address: \_\_\_\_\_  
Street    City                      State                      Zip

Former Landlord Name: \_\_\_\_\_ Former Landlord Phone: \_\_\_\_\_

Dates at former address: From \_\_\_\_\_ to \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

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**EMPLOYMENT INFORMATION**

Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ How long there: \_\_\_\_\_

Salary: \_\_\_\_\_ (Wk/Mo/Yr) Other Income: \_\_\_\_\_

Source: \_\_\_\_\_

**IF EMPLOYED LESS THAN A YEAR, PLEASE COMPLETE THIS SECTION**

Former Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ How long there: \_\_\_\_\_

**IF MILITARY, PLEASE COMPLETE THIS SECTION**

Duty Station: \_\_\_\_\_

Rate/Rank: \_\_\_\_\_ Phone: \_\_\_\_\_

Commanding Officer: \_\_\_\_\_ Home of Record: \_\_\_\_\_

**IN CASE OF EMERGENCY, NOTIFY: (Must be someone who does not reside with you)**

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

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Street City State Zip Phone: (\_\_\_\_) \_\_\_\_\_

**CREDIT/DEBT INFO:**

OUTSTANDING DEBTS	MONTHLY PYMT	OUTSTANDING DEBTS	MONTHLY PYMT
\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL OF MONTHLY PAYMENTS:</b>			\$ _____

Bank: \_\_\_\_\_ Acct #: \_\_\_\_\_

Address: \_\_\_\_\_

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**LIST OTHER PERSON WHO WILL OCCUPY THE PROPERTY:**

\_\_\_\_\_  
Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_  
Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

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VEHICLE TYPE: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

VEHICLE TYPE: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

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**PETS:**

Maximum of 2 pets per apartment. No large, aggressive animals. The combined weight of any two (2) pets may not exceed fifty-five (55) pounds and the weight for any one individual pet cannot exceed thirty-five (35 pounds). **There is a \$200 non-refundable pet deposit PER pet.**

Do you have any Pets? Y \_\_\_\_\_ N \_\_\_\_\_ How many? \_\_\_\_\_

Type and size (weight): \_\_\_\_\_ Type and size (weight): \_\_\_\_\_

Neutered/Spayed? Y \_\_\_\_\_ N \_\_\_\_\_ Age of all pets: \_\_\_\_\_

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Do you have any unpaid judgments or collections? Y \_\_\_\_\_ N \_\_\_\_\_

Have you filed Bankruptcy in the last 3 years? Y \_\_\_\_\_ N \_\_\_\_\_

Are you now being or have you ever been evicted? Y \_\_\_\_\_ N \_\_\_\_\_

Have you ever been convicted of a crime? Y \_\_\_\_\_ N \_\_\_\_\_

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

Renter's Insurance? Y \_\_\_\_\_ N \_\_\_\_\_ With Whom? \_\_\_\_\_

Do any occupants have special needs? Y \_\_\_\_\_ N \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Applicant hereby authorizes Agent to verify all information and to conduct credit and criminal background checks. Applicant certifies that information given is true and accurate to the best of Applicant's knowledge. Should Applicant withhold or provide false information, this application and any lease entered into based on this information may be voided immediately. Application fee must be received with application made payable to Hayden Village Associates LLC and is NON-REFUNDABLE.

Self employed persons must submit a copy of the previous two (2) years tax returns for purposes of income verification.

If this application is approved and Applicant fails to enter into a lease agreement, any fees/deposits paid by Applicant may be retained. The application fee must be presented in cash or certified funds made payable to Hayden Village Associates LLC with application or within 24 hours after application is approved or the Premises will be returned to the rental market.

No representations, promises, or agreements as to occupancy or date of possession have been made and this application shall not be construed as a lease or agreement therefore.

Applicant acknowledges that Agent represents the Landlord/Owner and signatures below indicate this fact has been disclosed. Agent adheres to all applicable Federal and State Fair Housing and Equal Housing Opportunity Laws.

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**SIGNATURE: (required for processing)**

Applicant's Signature: \_\_\_\_\_

Phone number where applicant may be contacted: \_\_\_\_\_

Application fee received: \$ \_\_\_\_\_ Cash / M.O. / Certified Check #: \_\_\_\_\_

Received by: \_\_\_\_\_ Date/Time of Application: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY APPLICANT**  
**LANDLORD VERIFICATION**

TO: (Name and address of Landlord)

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

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

Landlord Phone Number: \_\_\_\_\_ / Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Applying to rent property located at: Hayden Village Center, 680 Oak St., Franklin, VA 23851.

**I hereby authorize release of my rental history/information.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The individual named directly above is an applicant of a rental housing that requires verification of rental payment history and care of rental property. The information provided will remain confidential and will be used for the stated purpose only. Your prompt response is crucial and greatly appreciated.

Sincerely:  
Hayden Village Associates LLC  
Property Manager

**Return Form To: Hayden Village Associates LLC**  
2601 Granby St.  
Norfolk, VA 23517  
**Fax: (757) 416-5835**

**THIS SECTION TO BE COMPLETED BY LANDLORD**

Dates of Residency? Lease from \_\_\_\_\_ to \_\_\_\_\_

Amount of monthly rent \$ \_\_\_\_\_ Number of returned checks: \_\_\_\_\_

Do they pay their rent on time? Yes \_\_\_ No \_\_\_ If not, how many times late? \_\_\_\_\_

Proper move-out notice given? Yes \_\_\_ No \_\_\_ Notice given by: Tenant \_\_\_ Landlord \_\_\_

Reason? \_\_\_\_\_

Were there any deductions from their security deposit? Yes \_\_\_ No \_\_\_ Please comment: \_\_\_\_\_

Do they have an outstanding balance? Yes \_\_\_ No \_\_\_ If so, how much? \$ \_\_\_\_\_

Would you rent to them again? Yes \_\_\_ No \_\_\_ Please comment: \_\_\_\_\_

If pets, any problems? (i.e.: odor, fleas, damage, etc.) Yes \_\_\_ No \_\_\_ Please comment: \_\_\_\_\_

Did you ever take legal action on them? Yes \_\_\_ No \_\_\_ Please comment: \_\_\_\_\_

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Landlord's Printed Name

\_\_\_\_\_  
Date