



601 Hillpoint Boulevard, #161
Suffolk, Virginia 23434
757-923-2700 / 757-923-5200 (fax)
Office@hillpointwoods.com
WWW.HILLPOINTWOODS.COM



We are an Equal-Housing Opportunity Rental Community striving to provide good values in attractive housing. We welcome all responsible persons who enjoy a tranquil environment and respect property and the rights of peaceful enjoyment by the other residents in the community.

Our community is operated in compliance with the Federal and State Housing Laws. No one is denied the right to or discouraged from renting or applying for an apartment because of race, color, religion, sex, national origin, elderliness, familial status, or a handicap.

We are happy to accept rental applications, but we **suggest** that you first read the following policies. Then, if there are any questions, feel free to discuss them with us **before** making application.

APPLICATION FEE

There is a **non-refundable** application fee required to defray the cost of processing your application.

This must be paid when making application.

All individuals eighteen (18) years old or older who will reside in the apartment must complete a rental application and be on the lease.

QUALIFICATION REQUIREMENTS

Applicants for rental of a dwelling unit are subject to approval as follows:

(1) INCOME. The total gross monthly income(s) of the applicant(s) must equal or exceed an amount equal to **two and one-half** (2 ½) times the monthly rental for the particular dwelling unit specified by the applicant(s) on the rental application.

(2) EMPLOYMENT. Employed by the same employer for at least one year prior to the date of making application unless applicant is being released from active duty with the Armed Services, is a recent college graduate without a previous employment history, and transferees of a multi-location national corporation to a facility in the local area.

(3) CREDIT. A credit history acceptable to Ashby Development, LLC. In accordance with the Fair Credit Act (FCRA).

(4) RENTAL RECORD. Satisfactory reference from previous landlord, i.e., compliance with the requirements of the lease as to payment of rent and observance of other obligations of the tenant specified therein.

WAIVER OF CRITERIA. In instances where one or more of the criteria (but not credit) are not met, an application may be considered favorably if the applicant makes an additional security deposit, and/or provides an in-state guarantor with satisfactory income and credit standing to meet the applicant's responsibilities under the lease.

SECURITY DEPOSIT

See Rental Staff for current Security Deposit. An Additional Security Deposit or an acceptable guarantor may be required: as indicated above.

In the event your application is disapproved, any Security Deposit (but not the Application Fee) you have paid will be refunded to you. If your application is approved, notification is made part of the lease entered into by Lessor and Lessee. After apartment selection and notification we will withdraw the apartment from the market and not offer it to others. A deposit, in the amount indicated on application, will be retained for the purpose of holding said apartment. The applicant has 48 hours to cancel the assigned apartment, after which, if the applicant fails to take the apartment, the deposit will be applied to any cost or damages incurred by us. Any excess will be returned to applicant.

With approved applications the Security Deposit will be held until you vacate the premises. At that time, your Security Deposit, (together with any interest due) will be refunded in compliance with the terms of your lease and applicable Virginia Statutes.

Satellite Dish: in accordance with the FCC we do allow satellite dishes. We require an additional deposit of \$250.00 and an addendum to be signed prior to installation. Please ask the rental staff for more information.

Pets: Pets under one (1) year in age require an additional security deposit of \$500.00 prior to approval.

All Security Deposits received must be in the form of certified funds (i.e. money order or cashiers check)

OCCUPANCY RESTRICTIONS

See Rental Staff for current Occupancy Restrictions.

LEASE AND RULES REGULATIONS

All applicants must sign a lease and related rules and regulations prior to occupancy. We expect full compliance with these documents by all tenants. Copies of these may be obtained from the rental staff for your review if you so desire.

We are proud of our reputation for courteous service, our concern for the needs of our tenants, and to our adherence to all Federal and State laws guaranteeing equal housing opportunities to all citizens. Any persons who feels he or she has not been treated courteously and fairly or has been discriminated against because of race, color, religion, sex, national origin, elderliness, familial status, or handicap is urged to call or write:

**Patrick L. Reynolds, President, Ashby Development, LLC, 2001 Old Greenbrier Road, Ste A, Chesapeake, VA 23320,
Office: 757.216.8438, Fax: 757.828.5228, Monday through Friday, 9am – 5 pm**

AGENCY DISCLOSURE:

Patrick L. Reynolds is a licensed real estate broker in the state of Virginia and Principal Broker of Ashby Real Estate Group. Patrick L. Reynolds and one of the ownership members of Hillpoint Woods Apts are ownership members of Ashby Development, which manages the daily operations of Hillpoint Woods Apartments. Ashby Real Estate Group does not directly represent Hillpoint Woods Apartments, but let it be disclosed that by the close relationship and ownership interest in Ashby Development and Hillpoint Woods Apartments Patrick L. Reynolds discloses his interest as an Owner/Agent for Hillpoint Woods Apartments.

Thank you for visiting us and for giving us the opportunity to serve you.

HILLPOINT WOODS APARTMENTS

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