

**Trellis at Lee's Mill Apartments**  
**308 Charles Street, Newport News, VA 23608**  
**757-887-1399 trellis@gellerproperties.com**

**Rental Policy**

The following summarizes the charges and minimum requirements necessary to qualify for an apartment.

**Application Fees:**

- \$50 non-refundable application fee per applicant (applies to all occupants 18 years of age or older, and/or any Guarantors and Lease Holders. This fee is payable when application is submitted.)
- \$200.00 holding fee, which will be paid in the form of a money order or other guaranteed funds at the rental office, or online, is due within two days of application approval. When the lease is signed the holding fee will be applied to your first month's rent.

All applicants must be 18 years of age or older, and occupy the apartment full-time as their primary residence. All applicants, including Guarantors and Lease Holders who may not occupy the apartment, will be subject to a credit and background check. Each applicant must have their own individual email address.

**Required Documents:**

Documents needed for approval must be submitted when application is completed:

- A government issued photo identification.
- A Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). If a SSN or ITIN does not exist you may qualify on the condition that one of the two requirements for conditional acceptance are met.
- 4 most recent pay stubs if paid weekly. 2 paystubs if paid bi-weekly.

If approved, the rental office will hold an apartment no more than five days from the initial move-in date scheduled or 2 days from application approval.

**Candidate Qualifications:**

There are four main areas of required and preferred qualifications that Management will review to determine approval or denial of an application:

**Income Requirements:**

- Monthly gross income (before taxes) must be equal to or greater than three times the amount of the monthly rent. If there is more than one applicant, the incomes may be combined to meet this requirement. Child and/or spousal support may also be included as a source of income for consideration of your application if you wish it to be included for income eligibility.
- Your income must be verifiable with paycheck stubs, a tax return, a bank statement reflecting an amount in savings equal to or greater than the rent total for the lease term.
- If you are not currently employed, you must show proof of ownership of liquid assets equal to one year's rental obligation. These assets must be verifiable and be in your name or you must have ownership rights in the assets – for example a savings account, retirement account, or trust.

- Or, at least one applicant must be continuously employed for six months with the current employer. In the event an applicant is receiving Social Security benefits, proper documentation must be provided to the office to verify your income. Co-signers may be considered for income purposes. Co-signers must qualify under the same terms and conditions and be a homeowner in the state where applying. Co-signer is required to be a lease holder.

**Credit Requirements:**

- Applicant(s) credit report must be favorable to our preselected criteria. Management will review all reported credit history to determine approval. Any accounts in collections (excluding medical and/or educational accounts) could negatively affect your application.
- Applicant(s) must not have gone through bankruptcy in the last 12 months and any bankruptcy must be discharged for a minimum of 12 months. Applicant(s) must have re-established favorable credit if a bankruptcy is found on the credit report. Chapter 13 applicants must have continuous good payment history for at least 18 months of their plan and have no defaults or motions to dismiss.
- Applicant(s) must not have any utility balance owed or in collections.
- Applicant(s) must not have any judgment activity on their credit history.
- Applicant(s) must not have any repossession activity on their credit history.

**Background Requirements:**

- Applicants and all proposed Lease Holders or Guarantors must not have a violent felony conviction, nor be on probation or a participant in community control in the last seven years.
- Applicants and all proposed Lease Holders/Guarantors must not have been convicted of any crime or received a deferred adjudication for any crime involving violence against others, including but not exclusively: assault, battery, rape, abuse of an adult, or any crime involving assault or endangerment of a child. Applicant(s) may not have been adjudicated a sexual predator, habitual sexual offender, or sexual offender.
- Applicant(s) and all proposed occupants must not have been convicted of misdemeanors involving the use, possession, or intent to distribute any controlled substance or illegal drug within the last five years.
- Applicant(s) and all proposed Lease Holders or Guarantors must not have been convicted of any misdemeanor charges of domestic violence or animal cruelty.

**Landlord Requirements:**

- Applicant(s) and all proposed Lease Holders or Guarantors must have good rental history. Any balances owed to a landlord or in collections must have been cleared for at least six months before the applying for an apartment.
- Applicant(s) must have given proper notice to their last landlord, before final approval of the application.
- Applicant(s) must have prompt payment history that is verifiable and receive a positive recommendation from his/her previous/current landlord(s). Exception is made if this is the applicant's first apartment.
- Applicant(s) may not have more than one eviction filed against them in the last five years.

**Pet Policy:**

Trellis at Lee's Mill Apartments is proud to identify as a pet friendly community! The payment of a one-time, non-refundable \$300 deposit for each pet is due at move-in. There is also a \$40 monthly fee for each pet. Up to two domesticated pets with a weight limit of 35 pounds each are accepted. Reptiles must fit into a 15 gallon tank. The

following breeds are excluded, including mixes of these breeds - American Pit Bulls, Akitas, German Shepherds, Rottweilers, Alaskan Malamutes, Presa Canaries, Siberian Huskies, Chows, Doberman Pinchers, American Staffordshire Bull Terriers, Dogo Argentino, Can Corso, and/or Staffordshire Bull Terriers. All pets must be registered with the office.

All dogs are subject to a visual inspection and Meet & Greet with a member of the office staff. Any dog that is deemed aggressive in nature towards people or other animals will not be permitted. Trellis at Lee's Mill Apartments does not allow visiting pets. All Pets must be classified as indoor pets and are prohibited from being tied, chained, kenneled or otherwise left outdoors in any area of the community for any reason.

### **General Information:**

Upon receipt of keys and physical possession of an apartment, the holding fee will be applied to the security deposit or first month's rent for the apartment. This fee will be forfeited if the move-in is canceled by the applicant for any reason.

At Management's discretion, if you do not meet our preselected qualifications for income, credit history, or rental history you may be conditionally accepted with the addition of a Guarantor or Lease Holder. All Guarantors or Lease Holders must qualify on their own. All Guarantors must meet our financial requirements and receive a gross monthly income greater than or equal to six times the amount of monthly rent. Lease Holders may be required for a lack of credit/rental history.

If approved, Renter's Insurance is required for every unit. Trellis at Lee's Mill Apartments does not maintain insurance to cover your personal property or any personal injury. Before move-in, the applicant is required to provide proof of Personal Property coverage in the amount of \$20,000.00 and Personal Liability coverage for injuries in the amount of \$300,000.00 per occurrence basis. Trellis at Lee's Mill Apartments reserves the right to request proof of continuing coverage every six months.

On move-in day you must show proof that utilities for the unit have been put into your name before your will be given keys to the apartment. Additionally, a move in check sheet will be provided at lease signing and must be returned completely filled out, signed and dated prior to receiving apartment and/or mail keys.

We will make every effort to accommodate your schedule your schedule for move in however, no move ins are conducted after 3 pm Monday through Friday.

Additional charges that may apply per month:

Pest control fee: \$3.00

Trash fee: \$6.00

Washer/Dryer fee: \$40.00

RLL Insurance fee: \$12.00

Pet fee: \$40.00 per pet

Storage fee: \$75.00

**If your application is denied you will be notified by mail. For your privacy protection we will not review denial details over the phone.**