**Applicant Cover Sheet 2019**

 **Features Section on Lease** (Check All that Apply before sending to Lease Preparer to Make):

1. The Mill Bylaws \_\_\_\_\_\_ (Attached to Lease)
2. Parking Addendum/Decal: Mill, 855, 1015, 1017, 1305 Melrose, 1336 Melrose, 2800 Colonial, 2810 Colonial, 3910 Bowdens, 4032 Bluestone, 5004 Colley, Titus, Delaware \_\_\_\_\_\_ (Attached to Lease)
3. Unique Parking: 782 49th- only park in driveway\_\_\_\_\_ 1334 42nd- parks behind the house\_\_\_\_\_ 1336 42nd- parks behind house and has 1 spot in front\_\_\_\_\_\_ 1322 42nd and 1326 42nd- has no parking except for on street\_\_\_\_\_\_
4. Lead Paint (before 1978- check prop info sheet) Disclosure and Brochure \_\_\_\_\_\_ (Attached to Lease)
5. Security Alarm Instructions?( check “property info sheet” if property has it) \_\_\_\_\_ if so Attach to Lease)
6. Door/Security Alarm Codes (Last 4 of SSN) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_
7. Flat $30/tenant/month Water Fee: Mill, 835, 841, 857, 855, 1017, 1305, 1336 #3, 3910, 4719, Titus, Delaware 1br \_\_\_\_\_\_\_\_\_\_

Delaware 2br Flat $40/tenant/month \_\_\_\_\_\_\_\_

1. Gas at Property? and which Appliance; heat / stove / water heater? \_\_\_\_\_\_\_\_

 **Circle if address below applies**

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Norfolk, VA 23508 \*Delaware 23504 \*Titus 23505

Year 19-20 Total Rent Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Per Person Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Water Rate per person\_\_\_\_\_\_\_\_\_\_\_\_\_

Lease Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lease End Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Specials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R (if renewed and deposit is on file already)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_ Deposit \_\_\_\_\_\_\_ Date Pd \_\_\_\_\_\_ ID \_\_\_\_ BR# \_\_\_\_\_\_

Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_ Deposit \_\_\_\_\_\_\_ Date Pd \_\_\_\_\_\_ ID \_\_\_\_ BR# \_\_\_\_\_\_

Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_ Deposit \_\_\_\_\_\_\_ Date Pd \_\_\_\_\_\_ ID \_\_\_\_ BR# \_\_\_\_\_\_

Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_ Deposit \_\_\_\_\_\_\_ Date Pd \_\_\_\_\_\_ ID \_\_\_\_ BR# \_\_\_\_\_\_

Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_ Deposit \_\_\_\_\_\_\_ Date Pd \_\_\_\_\_\_ ID \_\_\_\_ BR# \_\_\_\_\_\_

Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_ Deposit \_\_\_\_\_\_\_ Date Pd \_\_\_\_\_\_ ID \_\_\_\_ BR# \_\_\_\_\_\_

Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Finalized & Moved into Buildium by Manager (Initials) \_\_\_\_\_\_\_\_