

BRENT PLACE

Application Instructions

Brent Place Apartments offers comfortable living in our 1, 2, and 3 bedroom apartments with amenities designed to fit your lifestyle. Residents enjoy free parking, after-school programs, and much more. Our community is conveniently located just a 7-minute walk from the Van Dorn Metro Station, with easy access to I-495 and I-395 for an easy commute. Located in Alexandria County, the Fairfax County Public Schools system allows families to benefit from access to strong academics and a commitment to student success.

A non-refundable fee of \$25 for each adult member listed on the application will be charged to process the application.

2 Ways to Apply

1. Online

Visit our website at
www.BrentPlace.com

The application fee payment can be submitted via ACH or debit/credit card.*

**Online payments made with a credit card will incur a non-refundable 2.5% convenience fee. Debit cards will incur a non-refundable fee of \$3.95.*

If you start an application online and do not complete it within 14 days, your application will be automatically canceled. You will always be welcome to submit a new application in the future, should you wish to apply for an apartment at a later date.

2. Mail

By printing this Application Packet and mailing it in for submission along with the application fee payment. The application fee can be paid in the form of a certified check or money order made payable to
www.BrentPlace.com

**Cash cannot be accepted.*

Paper applications and payments can be mailed to the following address:


Brent Place Apartments
375 S Reynolds St,
Alexandria, VA 22304
ATTN: Property Manager

Applications will be reviewed on a first-come, first-served basis. After your application is reviewed, a member from the office will contact you to schedule an interview appointment.

Brent Place Apartments

(703) 370-6080 TTY:711
375 S Reynolds St,
Alexandria, VA 22304
www.BrentPlace.com

Income guidelines apply and are subject to change.

TTY: 711  
An Equal Housing
Opportunity Resource

Dear Prospective Residents:

Any documents pertaining to your household will be needed for your interview process.

A non-refundable fee of \$25 for each adult member listed on the application will be charged to process the application. If you submit your application online, you can pay the application fee online via ACH or credit/debit card.*

If you submit a paper application, the application fee can be paid in the form of a certified check or money order made payable to Brent Place. Cash cannot be accepted. Please thoroughly review and sign the Resident Selection Criteria attached to this application.

Income Information

Please provide all income items that apply for each household member.

- Original social security cards, birth certificates, and/or proof of legal U.S. status
- Photo ID for anyone ages 18 and over
- Current Social Security Award Letter
- Current Pension/Annuity Statement
- Current Pay Stubs (Two most recent & consecutive)
- Current Alimony/ Child support Information (You may provide a printout of recent payments from the agency/portal)
- Last year's Tax Returns (or 1099 for Self Employed/Business Owner including Lyft, Doordash, Uber or other Rideshare operators)
- Any Sources of Income not listed above

Pet & Service Animal Information

If you are bringing a service animal or pet that meets the guidelines, you will need to register your animal with our Pet screening service vendor prior to move in. There is a non-refundable \$300 fee required at move in. Applicants will be required to upload a photo and vaccination records of all animals to the software.

**Online payments made with a credit card will incur a non-refundable 2.5% convenience fee. Debit cards will incur a non-refundable fee of \$3.95.*

Thank you. We appreciate your cooperation!

Habitat America, LLC, Management Company
RESIDENT SELECTION CRITERIA
For TAX CREDIT Properties

Property Name: BRENT PLACE
375 South Reynolds St, Alexandria, VA 22304

Effective Date: February 18, 2026
Phone: 703-370-6080 TTY: 711

Thank you for applying to live at our community. This document is provided to explain the process we use to select our residents. Habitat America, LLC is an Equal Housing Opportunity provider. It is our policy to treat all residents and visitors at our properties fairly and consistently without regard to race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity, marital status or source of income. This community and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988 (“Fair Housing Act”) and, to the extent applicable, the Americans with Disabilities Act. Furthermore, this community complies with the State and Local fair housing regulations of the jurisdictions in which it is located.

PROJECT ELIGIBILITY

This community may be designated for a special population. Applicants must be adults and must meet the restrictions as indicated below in order to proceed with the application process.

No special population restrictions apply to this community.

Valid identification with a picture will be required (photocopy may be kept on file). Applicants must disclose social security numbers (SSN) for all family members. A valid SSN card issued by the Social Security Administration is the necessary documentation required. If an SSN card is not available, the community will accept a letter from the Social Security Administration stating that a new card has been applied for. Where applicable an assigned Federal Identification Number may be used. United States Code Title 8, subsection 1324 (a) (1) (A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. All applicants will be required to provide proof of citizenship or legal immigration status.

STUDENTS

This community follows the student regulations written in Section 42 of the Internal Revenue Code. The regulation states that a household comprised of all full-time students will not be eligible for this program. There are, however, five exceptions to this rule. For more information contact the Community Manager.

OCCUPANCY STANDARDS

Habitat America, LLC has established occupancy standards to permit the resident to select the apartment size they deem appropriate to their needs while preventing overcrowding and underutilization of the apartment. The occupancy standard is based on 2 persons per bedroom plus one: Note: *Children under 2 may not be counted towards number of occupants allowed, and no adult members can be added to the household in the first 12 months of occupancy that would compromise the tax credit section 42 restrictions.

Number of Bedrooms	Maximum # of Occupants Allowed
1	3
2	5
3	7

INCOME REQUIREMENTS

The household's total gross annual income shall not exceed the property's applicable area median income as posted by HUD each year. All forms of household income must be disclosed. In addition, minimum income limits apply. Proof of all income and assets is required.

TAKING APPLICATIONS

The Application:

Each adult (18 years of age or older or emancipated) must complete and sign the Rental Application. **There is a non-refundable application fee of \$25 per adult due at the time the application is submitted.** An application cannot be processed unless it is fully complete, and the application fee has been paid. Applicants must list all members who will reside in the apartment unit and designate the number of bedrooms being requested. Apartments specially designed for the disabled will be marketed only to persons with disabilities. If an apartment is not available when the application is submitted, the applicant will be put on a waiting list. The application will be fully screened and verified when an apartment becomes available for occupancy. Once the application is approved and the available unit accepted, the applicant will be required to sign a lease agreement in which applicant agrees to abide by all property rules and regulations. If assistance is needed in completing the application or lease documents, contact the Community Manager. If any information provided by the applicant proves to be untrue during the verification process, these applications will be denied on the basis of attempted fraud.

Wait List: If an apartment for which the applicant qualifies is not available at the time of application, the applicant will be placed on the property's wait list. The applicant will then be contacted for the first apartment that becomes available based on the selection guidelines.

Screening: An initial credit screening report will be obtained through a commercial credit reporting agency which will determine whether the credit screening is accepted or denied. If accepted, a criminal screening report will be obtained to determine continuance of application processing.

Credit/Rental History:

- Applicants with negative credit may be denied.
- Rental history will be verified and must indicate the ability to care for the property without damage and pay rent on time. Applicants owing balances at other Habitat America properties will be denied.
- Applicant must be able to establish the necessary utilities with the appropriate utility provider and must not have unpaid gas and/or electric bills.
- Discharged bankruptcies will be considered for a period of one year from date of discharge.
- Medical bills and student loans are excluded from consideration.

Criminal Background History: Applicant will be denied if:

- Any household member has been evicted from Federally assisted housing for drug-related criminal activity or is currently engaging in the illegal use of a drug.
- Any household member with a felony conviction of drug-related criminal activity including but not limited to possession (other than marijuana), distribution, transport, sale, manufacture or storage of illegal drugs and/or drug paraphernalia, or conviction of any State or Federal laws relating to illegal drugs and/or paraphernalia.
- Any household member is subject to lifetime registration requirements under a state or federal sex offender registration program.

- Any other felony conviction that exists that would threaten the health, safety or peaceful enjoyment of the premises by other residents or the health and safety of the owner, employee, contractor, or agent who is involved in the housing operations, or otherwise threatens the owner’s investment in the property.

Rejection Procedures:

Credit/Rental History: If credit/rental history screening was rejected, a denial letter will be sent that will advise the applicant that if they believe there are errors in their screening report or believe that there may be extenuating factors that they wish for us to consider, they have fourteen (14) days to respond in writing to request an appeal. If an applicant disputes the accuracy of any information provided to the landlord by a screening service, the applicant may contact the screening company to obtain a copy of screening results. The name, address and phone number of the screening company will be provided in the denial letter. Applicants who choose not to appeal or miss the deadline to appeal the denial may reapply at the community in 60 days.

Criminal History: If an applicant is rejected due to criminal history, the applicant will have the option to conduct an individualized assessment with a third party. This assessment will analyze the criminal record and its impact on the household’s suitability for admission. The process will be outlined in a notice should the applicant choose to exercise this option. If after the individualized assessment we conclude that we cannot proceed with the approval of the screening, a denial letter will be sent to the applicant advising them that if they don’t agree with management’s decision, they have (14) days from the date of receiving the denial letter to dispute the decision as either inaccurate, incomplete, or irrelevant. Please note that management will automatically reject and waive the right to an individualized assessment of a member of the applicant’s household that has been convicted of a felony offense or violent misdemeanor offense any time during the application period.

The following may not be considered in determining eligibility:

- Juvenile records, or any expunged, vacated, pardoned, or sealed records;
- Convictions for crimes that are no longer illegal in the state of Maryland; and
- Charges that are pending for eligible crimes at the time of screening may be considered, subject to the individualized assessment.

SECTION 504

Habitat America, LLC has developed a Section 504 Policy to address all reasonable accommodation requests for persons with disabilities. For more information on reasonable accommodation requests, contact the Community Manager.

BRENT PLACE

Security Deposit:	\$350 with Approved credit or 1 month’s rent with Conditional credit
Lease Term:	1 year
Utilities Included:	Water, Sewer, Trash, Gas and Electric

Rent & Income Requirements:

Total household income will be reviewed and verified for occupancy in our community in accordance with the following maximum and minimum income limits based on family composition. Voucher holders do not have a minimum income requirement but must meet all the other requirements. (Rents and Income Limits are subject to change without notice.)

Floor Plan	Square Footage	Rental Amount	Minimum Income (2.5x Rent)	Maximum Income 60%
1BR 1 BA 60% 47 units	680	\$1,602	\$48,060	1 Person - \$68,880 2 People - \$78,720 3 People - \$88,560 4 People - \$98,340 5 People - \$106,260 6 People - \$114,120 7 People - \$121,980
2 BR 2 BA 60% Classic 89 units	864	\$1,721	\$51,630	
2 BR 2 BA 60% 11 units	864	\$1,921	\$57,630	
3 BR 2 BA 60% 50 units	1,120	\$2,220	\$66,600	

Pet Policy: Dogs, cats, birds, turtles and fish in small aquariums (20 gallons max) are welcome. A maximum of two dogs, cats or birds in any combination are permitted in each apartment with a maximum weight of up to 35lbs. full grown for each pet. A non-refundable pet fee of \$300 per pet will be required at move in along with a monthly fee of \$10 per dog or cat. Management must see all pets prior to their move in and has the right to deny any pet that may violate the community rules and regulations or be a danger to the Community. Dog and Cat owners are required to present a copy of a current license and proof of current rabies inoculation at move in and annually. Dogs, specifically, “Pit bulls” or other perceived vicious breeds (including but not limited to Pit bull crossbreeds, Pit bull mix, American Staffordshire terrier, Staffordshire bull terrier) are not permitted on the property at any time. Visiting pets and other reptiles are not permitted. Management has the right to revoke the privilege of having a pet if the pet policies are violated. Animals which are designated as assistance animals to the disabled are accepted with the appropriate documentation.

Smoking/Fire Risk Reduction Policy: Smoking will not be permitted in the units or anywhere on property grounds. Smoking is defined as carrying or inhaling or exhaling smoke from any lighted cigar, cigarette, e-cigarette, vaporizer, pipe or consumer product modified for smoking or any other lighted tobacco or plant product. Additionally, burning of incense and candles is prohibited to reduce risk of fire. All leaseholders will be required to sign a Non-smoking Lease Addendum agreeing to these rules prior to occupancy.

Violence against Women Act: The VAWA Act protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence that is reported and confirmed. VAWA also provides that an incident of actual or threatened domestic violence, dating violence or stalking does not qualify as a serious or repeated violation of the lease nor does it constitute good cause for terminating the assistance, tenancy, or occupancy rights of the victim.

If you need additional information concerning the Selection Criteria, please see the Community Manager. Please note this Resident Selection Criteria in its entirety is subject to change without notice.

Acknowledgment/Receipt:

By signing below, I/We acknowledge that we were given and have received a copy of the Resident Selection Criteria for Brent Place. I/We also understand that the property owner may disclose the application status to any agency with program regulations applicable to the community.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Management Signature

Date



APPLICANT or CO-SIGNER CONSENT

“I hereby authorize Brent Place Apartments to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment salary details, and/or any other necessary information.”

“I hereby expressly release Brent Place Apartments, and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.”

“I understand that should I lease an apartment, Brent Place Apartments, through its agents, assignees and employees, shall have a continuing right to review my consumer report information, rental application, payment history and occupancy history for account review purposes, future renewal consideration, collection purposes and for improving application methods.”

Applicant or Co-signer Signature

Date

Applicant or Co-signer Signature

Date

Applicant or Co-signer Signature

Date

Applicant or Co-signer Signature

Date

Community Manager/Agent's Signature



PRIVACY PROTECTION ACT LETTER (Virginia)

Brent Place Apartments
(Property Name)

NOTICE OF DISCLOSURE FOR APPLICATION

As provided by the Virginia Privacy Protection Act of 1976, any one who is requested to provide personal information about himself must be informed whether he is legally required to provide such information, or whether he may refuse to supply the information requested. As an applicant for housing he/she is required to provide certain information that will enable Habitat America, LLC to complete the eligibility process for Section 42 Low Income Housing Tax Credit Program or other federal housing programs.

A Photostat or facsimile copy of your signature may be used to retrieve information required to determine gross annual income. It may be used to verify information listed on our application or re-certifications for the purpose of approval and/or retrieval of income and asset information during the compliance period of the property, deemed necessary for the Section 42 Low Income Housing Tax Credit Program or other federal housing program guidelines set forth for this property.

Your signature below indicates authorization to request verifications of necessary information concerning any income or asset sources by phone, fax or Photostat copy of this form, along with the necessary identifying verification form during the declared compliance period of this property.

The information requested will be used to determine an adjusted annual income, which you and your family receive from all income sources. This is necessary because the Rules and Regulations adopted pursuant to the Authority conferred on the Virginia Housing Development Authority limit eligibility for initial occupancy to families whose adjusted income does not exceed certain established limits. In addition, it is necessary to know the composition of your family (number of dependents) so that the proper size of dwelling unit may be authorized for you and your family.

Although you are not legally required to provide the information requested, your failure to do so will result in our inability to determine your eligibility for housing in this development.

This paperwork is retained in your file and is subject to audits by Virginia Housing Development Authority, 601 South Belvedere Street, Richmond, Virginia, 233220. It is possible that information provided by you will be revealed to others for the purpose of confirmation or for other purposes in accordance with the Virginia Freedom of Information Act, but any information so supplied is subject to the safeguards of the Virginia Privacy Protection Act.

My/Our signature(s) below indicate my/our acceptance of the application for occupancy in its entirety.

Applicant #1 Signature

Date

Applicant #2 Signature

Date

Applicant #3 Signature

Date

Authorized Agent Habitat America, LLC

Date

