



How to Apply for a Housing Alexandria Property

What does the application process look like?

Thank you for being interested in our building. In order to ensure you are eligible to rent with us, you will be required to complete the following steps:

1. Initial call with the leasing team to discuss required documentation and schedule the application appointment
2. Screening for credit and background check
3. Application appointment
4. Application is approved by our compliance department
5. Application corrections based on compliance feedback
6. Schedule move in
7. Move into your home!

While it is a multi-step process, we are committed to making it as seamless as possible for you.

Leasing Contact Information

Email Sansleasingup@housingalexandria.org
rentready@housingalexandria.org

What documents do I need to apply?

For us to aid you in filling out this application, we will need the items shown below that apply to you or anyone who will be living in the apartment:

1. Identification

- Government-issued photo ID (driver's license, state ID, passport) for all adult household members
- Social security cards/ ITIN for all household members
- Birth certificates for all household members

2. Income Verification (for every adult household member)

- Most recent 4-6 consecutive paystubs
- Employer's Business Card
- Most recent tax return 1099 Form (if self-employed)
- Social Security/SSI/Disability award letters dated within 120 days of move-in (if applicable)
- Unemployment benefits statement (if applicable)
- Child support or alimony documentation (court order or payment history) (if applicable)
- Pension or retirement income statements (if applicable)
- Any other income documentation (bonuses, tips, seasonal, recurring gifts, etc.)

3. Assets (documents below are only needed if total family assets exceed \$51,600)

- Checking and savings account statements (last 3-6 months)
- Statements for 401(k), IRA, stocks, bonds, CDs, or other investment accounts



- Proof of cash on hand (self-declaration form if required)

4. Other (if applicable)

- Student status verification (for any household member in school over the age of 18)
- Custody agreements (if children are not living full-time with the applicant)
- Verification of zero income (if any adult household member is unemployed with no income)
- Housing Choice Voucher
- Car registration
- Pet vaccination records

FAQs

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Will there be a background check?

There will be a background check to look at credit and criminal history. We look specifically for:

1. Your credit score:
 - a. 601 and over pass (\$500 security deposit)
 - b. 550 to 600 conditional passes (1st months' rent)
 - c. 549 and under fail. You may choose to provide mitigating information for our team to review.
2. Bankruptcy
 - a. When someone files for bankruptcy, it means they have officially declared that they are unable to repay their debts. This question is often asked in various contexts, such as job applications, loan applications, or background checks, to assess an individual's financial history and responsibility.
 - b. Open Chapter 7 bankruptcies can disqualify an applicant from renting.
3. Eviction
 - a. When someone is evicted, it means they were told to move out of their home by their landlord and a court order. This could happen for reasons like not paying rent on time, causing damage to the property, or violating the terms of the lease agreement.
 - b. Those with evictions that were over 3 years ago and have been paid in full are typically still eligible to rent at one of our properties. If you have been evicted within three years and have not paid off the collections, you may choose to provide mitigating information for our team to review.

Housing Choice Vouchers

We do accept Housing Choice Vouchers as rent payment. You will need to provide documentation that you receive a voucher from ARHA and how much the voucher is for.