

King & Queen Apartments, LLC

732 Scotland Street, Williamsburg, Virginia 23185

Managed by:



Rev. 1/17

Thank you for your interest in applying for tenancy at King & Queen Apartments!
More information about the apartments can be found at the King & Queen Apartments website,
www.KingandQueenApts.com!

About King & Queen Apartments:

- 26 one bedroom/one bathroom apartments. Some units have slightly larger living areas than others.
- The maximum occupancy is two (2) occupants per apartment.
- Monthly rent for the 2017-2018 lease term ranges from \$1,050-\$1,150, depending on the apartment unit.
- Rent includes sewer, recycling, trash pick-up and parking (maximum of one (1) parking permit per apartment).
- The apartments do not have central air-conditioning; however, you do have the option of purchasing a freestanding air-conditioning unit, or an approved window air-conditioning unit and having it installed at your own cost by an approved contractor. More information about this can be found at KingandQueenApts.com.
- The 2017-2018 lease dates for new leases typically start June 9, 2017 and continue to May 22, 2018.

Please review and complete the following documents:

- **Tenant Application** - *Tenant Application is subject to approved Guarantor.*
- **Guarantor Application**
- **Guarantor Acknowledgement**
- **Sample Lease for review**
- **Sample Rules & Regulations for review**

To successfully apply for an apartment, Management will need the following:

- Each person applying to live in the apartment will need to complete a separate, online application and
- Provide a \$45 application fee, per applicant, with a copy of a government-issued photo ID and student ID.
- \$1,000 Application Deposit for the apartment, in certified funds, at time of application. The application is not complete and cannot be processed without the application Deposit.
- Each Applicant/Tenant must have a Rent Guarantor. Each Rent Guarantor must complete and sign the Guarantor Application and Guarantor Acknowledgement, submit a \$45 application fee & a copy of their government-issued photo ID. **The Rent Guarantor will not be on the lease and will only be financially guaranteeing the lease.** An addendum to the lease will be sent to the Rent Guarantor for a notarized signature at time of lease signing.
- Application Fees and Application Deposit are to be made payable to "**Howard Hanna William E. Wood and <Your Name>**".

King & Queen Apartments, LLC is managed by;

Ann Rowe, Property Manager
Howard Hanna William E. Wood Property Management
5208 Monticello Avenue, Williamsburg, VA 23188.

Office: 757-220-0000 | Fax: 757-941-0666 | Email: annrowe@howardhanna.com

- **Mail, fax or email all applications and/or lease documents to Howard Hanna William E. Wood Property Management. Application Fees and Deposits must be mailed or brought to Property Management Office.**
- Phone calls are always welcome; however, emails are preferred and will receive a quicker response.
- ***NOTE* The office located at 732 Scotland Street is a private office.**

ALL APPLICATION FEES & APPLICATION DEPOSITS MUST BE PAID SEPARATELY AND MUST BE IN THE FORM OF CERTIFIED FUNDS (CERTIFIED BANK CHECKS OR MONEY ORDERS ONLY).. PERSONAL CHECKS OR CASH ARE NOT ACCEPTED FOR APPLICATION FEES OR HOLDING FEES/APPLICATION DEPOSITS.

In order to process applications they must be complete, including funds and guarantor application.

Complete applications will be accepted on a first-come, first-serve basis.