Arbors of Arlington

OWNER/TENANT INFORMATION FORM

Please Mail To: Arbors of Arlington, C/O AMV, 722 East Market Street #201, Leesburg, VA 20176
Office Phone: 703-771-3995 / Fax Number: 703-771-4185
PLEASE PRINT CLEARLY

PROPERTY ADDRESS: BUILDING #_____ S. OLD GLEBE ROAD UNIT #_____

HOMEOWNER INFORMATION

Owner Name(s) _____ ☐ **I do not have a tenant**

Mailing address if different: _____

Ph: H_____ **W**_____ **C** _____**E-mail** _____

INFORMATION ABOUT MY TENANT(S)

Tenant Name(s) _____

Ph: H_____ **W**_____ **C** _____**E-mail** _____

List additional persons living in the unit and their ages: _____

_____

_____

LANDLORD MUST FILE A COPY OF THE CURRENT LEASE AGREEMENT WITH AMV.

MOVE-IN / MOVE-OUT FEE

In accordance with Arbors Policy Resolution #2, a nonreturnable move-in/move-out fee of $100 is levied by the Association on all persons moving into the community to cover associated costs/damages. Owners are to direct payment of the fee to the Arbors of Arlington, c/o AMV. (Owners will be charged for any damages that exceed this amount.)

Office Use ONLY:

Fee Received: Date: _____ **Amount:** _____ **Check/M.O. #:** _____ **Mailbox Blank:** _____

BICYCLE ROOM KEY

For a deposit of $25, residents may obtain a key and store up to 2 bikes per unit in the bike room (Bldg 20) if space is available. Only bicycles may be stored, and they must be locked to racks only, not pipes or other utilities. Lost/stolen keys may be replaced for $25. Owners and tenants must return keys to AMV on moving out. Please identify any bike(s) below if currently stored in the bike room or if you are applying for a key: (The Arbors is not responsible for missing, damaged or improperly secured bikes. Unclaimed bikes will be permanently removed on scheduled dates after posting notice to the community.)

☐ **Requesting key** ☐ **Currently storing bike(s), described below; have key**

Bike 1 ☐ **Adult** ☐ **Child Make:** _____**Style (road, mountain, etc.):**_____**Color(s):**_____

Bike 2 ☐ **Adult** ☐ **Child Make:** _____**Style (road, mountain, etc.):**_____**Color(s):**_____

Office Use ONLY:

Fee Received: Date: _____ **Amount:** _____ **Check/Money Order #:** _____

KEY RECEIVED: ☐ **MAILED ON** _____ ☐ **PICKED UP ON** _____