

**Branford Manor Apartments
PRELIMINARY RENTAL APPLICATION**

**MANAGEMENT WILL PROVIDE HELP IN REVIEWING THIS DOCUMENT. IF NECESSARY,
PERSONS WITH DISABILITIES OR LIMITED ENGLISH PROFICIENCY MAY ASK FOR THIS
APPLICATION IN LARGE PRINT TYPE, OR OTHER ALTERNATE FORMATS.**

Return Completed Application To:

**BRANFORD MANOR APARTMENTS
1B 37 MATHER AVENUE
GROTON, CT 06340
(860) 445-6076
FAX (860) 448-1721**

APPLICATION FOR ADMISSION

Note: Please fill in all sections completely. Failure to do so will result in processing delays or rejection of your application. Should you need help in completing this application, please contact the Rental Office.

Applicant: _____ Home Phone: _____

Present Address _____ Apt. # _____

City _____ State _____ Zip _____

Mailing Address (if different) _____

Street _____ City _____ State _____ Zip _____

Present Landlord Name _____

Address _____

Street _____ City _____ State _____ Zip Code _____

Race: (Optional Section: Information will be used for fair housing programs only, as required by State and Federal Laws.)

- American Indian/Alaskan Native Asian or Pacific Islander
 Black (not of Hispanic origin) Hispanic White (not of Hispanic origin)

SIZE OF APARTMENT NEEDED:

0BR 1BR 2BR 3BR 4BR

UNIT TYPE REQUESTED:

Market Rent Wheelchair
 Basic Rent Adapted Unit
 Low Rent Yes No

Hearing/Visual
Adapted Unit
 Yes No



Does any member of the household have any accessibility or reasonable accommodation requests or changes in a unit or development or alternate ways we need to communicate with you? If yes, please explain.

Present housing cost per month \$ _____ Including utilities? Yes No

How long have you lived at present address? _____ Years.

Do you own any pets? _____

What are the reasons for moving? _____

How did you hear about our property? _____

FAMILY COMPOSITION - List all those who will occupy the apartment - **INCLUDE YOURSELF**
(Any person not listed will not be allowed to move in.)

FULL NAME OF EACH PERSON IN HOUSEHOLD	RELATIONSHIP TO HEAD OF HOUSEHOLD	DATE OF BIRTH	SEX	SOCIAL SECURITY NUMBER	FULL TIME STUDENT
1 _____	Head of Household	_____	_____	_____	Yes or No
2 _____	_____	_____	_____	_____	Yes or No
3 _____	_____	_____	_____	_____	Yes or No
4 _____	_____	_____	_____	_____	Yes or No
5 _____	_____	_____	_____	_____	Yes or No
6 _____	_____	_____	_____	_____	Yes or No
7 _____	_____	_____	_____	_____	Yes or No
8 _____	_____	_____	_____	_____	Yes or No

Does the Head of Household have full custody of all household members under age 18? Yes or No

If No, please explain _____
(Please be prepared to supply copy of child support/custody agreement and divorce decree.)



REFERENCES – Provide the full name and address of Landlords or Officials at other places you have lived over the last five years or past two residences, whichever is more inclusive. (Include Shelters)

1) Previous Address _____

How long have you lived at this address? _____

Name of **Previous**/ Landlord /Official _____ Telephone _____
Address _____

2) Previous Address _____

How long have you lived at this address? _____

Name of **Previous** Landlord/Official _____ Telephone _____
Address _____

3) Previous Address _____

How long have you lived at this address? _____

Name of **Previous** Landlord/Official _____ Telephone _____
Address _____

Note: If you are unable to furnish a landlord or other housing reference, please furnish character references. They must have known you for one (1) year or more and not be related to you.

Name of Character Reference: _____ Telephone _____
Address _____

Name of Character Reference: _____ Telephone _____
Address _____

Have you ever been evicted from your home for any reason? If so, please give details: _____

Have you ever been convicted of any crime? If so, please give details: _____



EMPLOYMENT INCOME BY HOUSEHOLD MEMBER: Please indicate the income received and assets held by each member of your household. List each member by the corresponding number from the previous page.

Member # _____
 Name of Present Employer _____ Telephone _____
 Address _____
 Years Employed _____ Position _____ Current Wages \$ _____
 [] weekly [] bi-weekly [] monthly [] hourly (# of hrs per week _____ # weeks per year _____)

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 Address _____
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 Years Employed _____ Position _____ Current Wages \$ _____
 [] weekly [] bi-weekly [] monthly [] hourly (# of hours per week _____ # weeks per year _____)

OTHER SOURCES OF INCOME BY HOUSEHOLD MEMBER:

List all other income such as Welfare, Social Security, SSI, Pensions (including Veteran's Benefits), Disability Compensation, Unemployment Compensation, Interest, Alimony, Child Support, Annuities, Dividends, Income from Rental Property, Military Pay, Scholarships, and/or grants.

Household Member	Type of Income	Gross Earnings (Before Taxes)
_____	_____	_____ per _____
_____	_____	_____ per _____
_____	_____	_____ per _____

(week, month, year)



INCOME FROM ASSETS:

Assets include Checking Accounts, Savings Accounts, Term Certificates, Money Markets, Stocks, Bonds and Mutual Funds.

Member # _____
Name of Financial Institution _____
Address _____
Account # _____ Type of Account: _____ Current Balance \$ _____
Interest Rate: _____ . If Stock, Number of Shares: _____ Dividends per Share: _____

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Account # _____ Type of Account: _____ Current Balance \$ _____
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Name of Financial Institution _____
Address _____
Account # _____ Type of Account: _____ Current Balance \$ _____
Interest Rate: _____ . If Stock, Number of Shares: _____ Dividends per Share: _____

OTHER ASSETS (Real Estate, Cash Value of Life Insurance, Treasury Bills, etc.)

Household Member	Type of Asset	Value of Asset
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Additional Required Information

Are you, or any member of your household, required to register as a sex offender under Connecticut or any other state law? _____ If yes, list the name of the persons and the registration requirements (i.e. place where registration needs to be filed, length of time for which registrations is required.) _____

The Dur Sjodin National Sex Offender Public Website and/or the National and State Sex Offender Register will be verified on all household members age 18 and older during the application and annual recertification process.

I / We hereby certify that the information furnished on this application is true and complete, to the best of my/our knowledge and belief. **Inquiries may be made to verify the statements herein.** All information is regarded as confidential in nature, and a **consumer credit report and a Criminal Offenders Record Information report (CORI) or other criminal background report will also be requested.** I/We certify that I/We understand that false statements or information are punishable under applicable State or Federal Law.

I / We hereby certify that we have received a notice from the management agent describing the right to reasonable accommodations for persons with disabilities.

Signed under the pains and penalties of perjury.

Head of Household/Applicant Date _____
Co-Applicant _____
Date

Bay Management does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, familial status or physical or mental disability in the access or admission to its programs or employment, or in its programs, activities, functions or services.



To: Branford Manor Apartments

Re: Release to Obtain Information

In consideration for being permitted to apply for this apartment, I, Applicant, do represent all information in this application to be true and accurate and that owner/manager/employee/agent may rely on this information when investigating and accepting this application. I, Applicant, hereby authorize the owner/manager/agent to make independent investigations to determine my credit, financial and character standing. I, Applicant authorize any person or credit checking agency having any information on me, to release any and all such information to the owner/manager/employee/agent or credit checking agencies. Applicant, hereby releases, remises, and forever discharges, from any action whatsoever, in law and equity, all owners, managers, and employees, or agents, both of landlord and their credit checking agencies in connection with processing, investigating, or credit checking this application, and will hold them harmless from any suit or reprisal whatsoever.

All applicants over 18 must sign

Applicant _____
Signature Social Security # Date

Print Name

Applicant _____
Signature Social Security # Date

Print Name

Applicant _____
Signature Social Security # Date

Print Name

NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

If you have a disability, which is defined as having a physical or mental impairment, that substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment, and you need:

A change in the rules or policies or how we do things that would make it easier for you to live here and use the facilities or take part in programs on site,

A change or repair in your apartment or a special type of apartment that would make it easier for you to live here and use the facilities or take part in programs on site,

A change or repair to some other part of the housing site that would make it easier for you to live here and use the facilities or take part in the programs on site, or

A change in the way we communicate with you or give you information,

You can ask for this kind of change, which is called a **Reasonable Accommodation**.

If you can show that you have a disability and if your request is reasonable, if it is not too expensive, and if it is not too difficult to arrange, we will try to make the changes you request.

We will give you an answer within fifteen business days following our review of your information unless there is a problem getting the information we need or unless you agree to a longer time frame. We will let you know if we need more information or verification from you or if we would like to talk with you about other ways to meet your needs.

If we turn down your request, we will explain the reasons and you can give us more information if you think that will help.

If you need help filling out the reasonable accommodation request form, or if you want to give us your request some other way, we will assist you.

You can get a reasonable accommodation request form from your property manager or contact:

