



Approval Guidelines

Application Guidelines:

- Total household income needs to be three (3) times the monthly rent. Applicant **must** provide copies of their most current paycheck stubs for the last 4 weeks or 2 weeks if paid bi-weekly, copy of “Offer Letter” or previous years W-2 (if application is received between January 1st and March 31st. If you are not employed, you must prove 2 years rent in savings account, trust fund, CD’s, etc.
- Positive identification must be proven. A valid and current government issued ID, such as a driver’s license, military ID, passport, Social Security Card, etc., must be presented with your application.
- Only 2 people per bedroom are permitted unless the third is less than 24 months of age.
- Application **must** be filled in **completely** and **must** be signed and dated.
- Any applicant 18 years & older **must** fill out their own application and be approved through our 3rd party rating system.

Deposit Guidelines:

- Application Fee of \$100.00 per applicant (non-refundable)
- Hold Deposit of \$400.00, separate check from application fee, (refundable if denied)
- Signed consent form to run credit/criminal background check (form is attached)

Approval Guidelines:

- Applicant(s) must be approved through our 3rd party rating system
- Proof of income must be provided
- Positive identification must have been shown
- All monies owed must have been paid as outlined in “Deposit Guidelines”
- If an eviction is evident debt must be paid off. Eviction must be older than 3 years. Must provide proof of zero balance.
- Co-signers are accepted.
 - Co-signer must be approved at first degree to qualify.

Criminal Background Check:

- In order for your application to be approved, the results of the criminal background check must be favorable.

Cancellation Policy:

- Application Fee is not refundable
- If the application is approved, but the undersigned chooses not to or for any other reason does not enter into the lease with in eight (8) weeks of approval, the deposit will be forfeited as liquidated damages incurred by the owner as a result of not having been able to rent the apartment to another party during this time, unless otherwise agreed to in writing. Upon rejection of the application, the undersigned will be refunded the full holding fee.
- The apartment being held for you will go back on the market

Application Denied:

- You will receive a letter from our 3rd party rating system stating that the application was not approved for residency with in 7-14 days of application. Contact information will be provided in the letter should you choose to contact them for a copy of your credit report or to discuss any questions or concerns regarding the results of your credit inquiry.
- If you have had a bankruptcy, you **must provide proof of discharge**, this could increase your score.
- Application fee is not refunded
- Hold deposit of \$400.00 is refunded

We look forward to your residency at Stafford Preserve. As always, if you have any questions regarding this or any information provided to you, please do not hesitate to contact the Leasing Office at 609-978-8005.

Last Name			First Name			M.I.			Co-Applicant Last Name			First Name			M.I.		
Date of Birth		Social Security Number		Home Telephone			Date of Birth		Social Security Number		Home Telephone						
/ /		- -		() -			/ /		- -		() -						
E-Mail Address				Mobile Telephone				E-Mail Address				Mobile Telephone					
				() -								() -					
Current Street Address				City		Stat	Zip		Co-Applicant Current Address				City		Stat	Zip	
						e	Code		(if different)						e	Code	
Previous Street Address				City		Stat	Zip		Co-Applicant Previous Address				City		Stat	Zip	
						e	Code		(if different)						e	Code	
Length of Residence at Current Address			Ever Filed for Eviction?		Own or Rent?			Length of Residence at Current Address			Ever Filed for Eviction?		Own or Rent?				
__ months			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Own <input type="checkbox"/> Rent			__ months			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Own <input type="checkbox"/> Rent				

Present Housing Information

Landlord or Agent Name			Landlord Telephone Number			Co-Applicant Landlord or Agent Name			Landlord Telephone Number					
			() -						() -					
Reason for Leaving			Length of Rental		Monthly Rent			Reason for Leaving			Length of Rental		Monthly Rent	
			__ months								__ months			

Employment / Income Information

Present Employer Name			Position			Co-Applicant Employer Name			Position						
Supervisor Name			Telephone Number			Supervisor Name			Telephone Number						
			() -						() -						
Employer Address			City		Stat	Zip		Employer Address			City		Stat	Zip	
					e	Code							e	Code	
Employed <input type="checkbox"/>			Salary / Wages		per <input type="checkbox"/>		Employed <input type="checkbox"/>			Salary / Wages		per <input type="checkbox"/>		per <input type="checkbox"/>	
Check Here if Not Employed					month		Check Here if Not Employed					month		month	
From To					<input type="checkbox"/> year		From To					<input type="checkbox"/> year		<input type="checkbox"/> year	
Other Income			Amount		per <input type="checkbox"/>		Other Income			Amount		per <input type="checkbox"/>		per <input type="checkbox"/>	
<input type="checkbox"/> SSI <input type="checkbox"/> Disability <input type="checkbox"/>					month		<input type="checkbox"/> SSI <input type="checkbox"/> Disability <input type="checkbox"/>					month		month	
Retirement <input type="checkbox"/> Other					<input type="checkbox"/> year		Retirement <input type="checkbox"/> Other					<input type="checkbox"/> year		<input type="checkbox"/> year	

Banking Information

Bank Name			Telephone Number			Name			Telephone Number		
			() -						() -		
Account Number		Account Type		Ever Filed for Bankruptcy?		Account Number		Account Type		Ever Filed for Bankruptcy?	
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Checking <input type="checkbox"/> Savings		<input type="checkbox"/> Yes <input type="checkbox"/> No	



LUXURY APARTMENT HOMES

I hereby consent to allow Stafford Preserve, through its designated agent and its employees, to obtain and verify my credit information (including a criminal background check) for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Stafford Preserve, and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving methods.

Applicant name

Applicant name

Applicant signature Date

Applicant signature Date

CO-SIGNER NAME

CO-SIGNER SIGNATURE DATE

MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

The **New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 to -49**, makes it unlawful to discriminate in the sale or rental of housing based on a person's race, creed, color, national origin, ancestry, nationality, affectional or sexual orientation, disability, gender, marital status, familial status (whether you have a child, a parent-child relationship with a minor, or you are pregnant), lawful source of income or rental subsidy used for rental payments.

The **New Jersey Division on Civil Rights** is the State agency that is authorized to enforce the Law Against Discrimination. Under the Division's **Multiple Dwelling Reporting Rules, N.J.A.C. 13:10-1.1 to -2.6**, the Division requires landlords to collect and record information about applicants for apartment rentals and tenants in apartment complexes throughout New Jersey. The **Multiple Dwelling Reporting Rule** requires landlords to provide a summary of this information to the Division and to retain the information on this form. **The information is used to prevent and eliminate discrimination in housing.** Your cooperation in filling out this form will assist the Division in enforcing the Law Against Discrimination.

Please note that, although landlords must record certain information about the race and ethnicity of applicants and tenants, it is unlawful to record or ask applicants or tenants about other characteristics such as religion, gender, marital status or affectional or sexual orientation.

If you feel you have been denied housing or treated differently for one of the reasons listed above, you may contact the Division on Civil Rights at (609) 984-3138 for referral to a local Division office for additional information or assistance.

Visit the Division on Civil Rights Web site at: www.NJCivilRights.org



Tenants/applicants: Fold & tear along dotted line and retain top portion for your records

MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

If the tenant/applicant chooses not to complete this form, the landlord or the landlord's representative is required to conduct a visual observation of the tenant or applicant and then complete this form as accurately as possible.

This form is not intended to be a part of the rental application process and must be kept separate and apart from rental records.

Tenant Applicant Name: _____

Address: _____

City: _____ State: _____ Zip code: _____ Phone Number: _____

Race/Ethnicity: Please check all that apply to leaseholders (tenants) or applicants.

- Black or African American:** a person having origins in any of the original peoples of Africa
- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname
- Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- American Indian or Alaska Native:** a person having origins in any of the original peoples of North or South America
- Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Date: _____ Completed by: Tenant Applicant Landlord

If you have any questions regarding this inquiry please contact the Division on Civil Rights, Multiple Dwelling Unit at 609-984-3138 between the hours of 9:00 to 5:00 Monday through Friday, or e-mail the MDRR unit at DCRMDRR@njcivilrights.org.

