

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.
 - o 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 <u>not</u> 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.

Stafford Preserve, LLC-Rental Application: Tel: (609) 978-8005 • Fax: (609) 978-3548

Last Name First Name M.I.			Co-Applicant Last Name First Name M.I.					
	Number		Home Telephone	Date of Birth	Social Securit Number	ty Hom	e Telephone) -	
E-Mail Address	100 -00	N	Mobile Telephone	E-Mail Address		Mobi	Mobile Telephone	
) -			1	, -	
Current Street Address C		City	Stat Zip e Code	Co-Applicant Cur (if different)	rent Address	City	Stat Zip ^e Code	
Previous Street Address		City Stat Zip e Code		Co-Applicant Previous Address (if different)		City	^{Stat} Zip ^e Code	
Length of Residence at Current		Ever File	d Own or Rent		Length of Residence at		Own or	
Address		for Eviction?	Own 🗆 Re	Current Address		for Eviction?	Rent?	
months		☐ Yes ☐	No	months		☐ Yes ☐ No	☐ Own ☐ Rent	
			Present Housin					
Landlord or Agent Name		Landlord Telephone Number () -		er Co-Applicant Lar Agent Name	Co-Applicant Landlord or Agent Name		Landlord Telephone Number () -	
Reason for Leaving		Length of Monthly Rent Rental		Reason for Leavi	Reason for Leaving		Monthly Rent	
		months						
			mployment / Inco					
Present Employer Name		Position		Co-Applicant Employer Name		Position		
Supervisor Name		Telephone Number		Supervisor Name	Supervisor Name		Telephone Number	
		() -					() -	
Employer Address		City	^{Stat} Zip ^e Code	Employer Addres	ss	City	^{Stat} Zip ^e Code	
		Salary /	per 🗌	Employed	🗆 .	Salary / Wages	per 🔲	
Check Here if Not Employed From To		Wages month ☐ year			Check Here if Not Employed From To		month ☐ year	
Other Income		Amount per		Other Income		Amount	per 🗌	
☐ SSI ☐ Disability ☐ Retirement ☐ Other		month ☐ year		☐ SSI ☐ Disability ☐ Retirement ☐ Other			month ☐ year	
Banking Information								
Bank Name		Telephone Number		Name	Name		Telephone Number	
		()	-			()	-	
Account Number	Account Ty		Ever Filed for Bankruptcy?	Account Number	Account Typ	В	ver Filed for ankruptcy?	
			I T Vec T No			L Cavings F	TVes □No I	



Emergency Contact Information Telephone Number Name Telephone Number Name Address Relationship Address Relationship Pet Information How Many Pets? Kind of Pet, Breed, Weights & Age Other Information License Plate State / Car Year / Make / Model License Plate State / Car Year / Make / Model Number Number 1 1 Other Residents (Names / Ages) Other Residents (Names / Ages) Have you ever Nature of Conviction If "Yes", Date Nature of Conviction Have you ever If "Yes". Date been convicted of Most been convicted of Most of a crime? Recent of a crime? Recent Conviction? Conviction? ☐ Yes ☐ ☐ Yes ☐ No No If "Yes", #: If "Yes", #: Applicant Signature(s) In the event the rental application is approved, the undersigned will pay a \$400.00 holding fee (deposit). (in addition to the application fee) The owner or agent will apply the deposit of \$400.00 towards the move in monies. 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. Applicant(s) certifies and represents that all information on this application is correct; that he/she is not breaking his/her lease. that he/she has paid his/her rent/mortgage payments in a timely fashion; that he/she has received no notices of Lease Termination or Eviction: that he/she has not filed for bankruptcy within the past five (5) years, and is presently financially solvent: and that no adverse credit information is on record. Applicant(s) hereby understands that the discovery of any negative rental/mortgage, credit or financial information or providing any false information is reason for denial. A non-refundable charge of \$100,000 will be retained for credit/criminal check purposes. Applicant(s) authorizes Lessor and/or National Tenant Network to verify the accuracy of all statements in this application, and also authorizes all employers, present and previous landlords, and creditors to release all information concerning applicant or applicant's account(s) for the purpose of verifying this application and determining applicant's ability to afford the contractual obligations of the lease. Applicant releases all persons delivering this information from any inadvertent error. Co-Applicant: X Date: Date: Applicant: X OFFICE USE ONLY Address/Unit Applied for: Monthly Rent Amount for unit applicant is applying NTN Access Number: for: \$

Apartment / Unit Type:

Projected Move-In Date:

Date Screened:



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 INOUIRY

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

CIVILLE RIGHTS

Tenunts/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.

☐ Te	nant Applicant Na	me:			
Addres	ss;				
City:_		State:	Zip code:	Phone Number:_	
Race/E	Ethnicity: Please check	k all that ap	ply to leaseholders (I	enants) or applican	its.
	Hispanic or Latino: other Spanish origin of	a person of or culture, o	Cuban, Mexican, Pur r a person having a S	erto Rican, South of Spanish surname	ginal peoples of Africa or Central American or East, Southeast Asia, or
		nt, including	g Cambodia, China, I		Malaysia, Pakistan, the
П		Alaska Na		g origins in any of	the original peoples of
		Other Pa			s in any of the original
					s of Europe, the Middle
	Date:	Comple	ted by: 🔲 Tenani	t 🗌 Applicant	Landlord
		11 (1		4 441 TOT 1 1	

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 CIVILLE RICHTS to 5:00 Monday through Friday, or e-mail the MDRR unit at DCRMDRR@njcivilrights.org.

DCR/ITU/MDRR/LS2005