

**APPLICATION FOR RESIDENCY**

Date \_\_\_\_\_ Apt # \_\_\_\_\_  Sole Lease Holder  Multiple Lease Holders-see Attached

**PERSONAL INFORMATION**

First Name	Middle Initial	Last Name	Suffix
Social Security Number	Visa Number	If no SSN, are you in the US on a Visa?	
Date of Birth	Marital Status (optional)	Former Last Name (maiden/married)	
Drivers License Number	State License Issued in		

**OCCUPANT INFORMATION - (persons under 18 years of age) No Additional Occupants - Initial here**

Full Name	DOB	Relationship
Full Name	DOB	Relationship
Full Name	DOB	Relationship
Full Name	DOB	Relationship

**RESIDENCE INFORMATION**

Street	City	State	Zip
Phone Number	email address		
Apt Community/Mortgage Co. Name	Do you Rent or Own	Dates of Residency - From/To	
Monthly Payment	Reason for Moving	Contact Name & Phone Number for Rental Verification	

PREVIOUS Street	City	State	Zip
Apt Community/Mortgage Co. Name	Did you Rent or Own	Dates of Residency - From/To	
Monthly Payment	Reason for Moving	Contact Name & Phone Number for Rental Verification	
Have you ever been evicted or asked to move out?	No	Yes	
Have you previously filed or are you currently filing for bankruptcy?	No	Yes	Date Filed _____

**EMPLOYMENT INFORMATION/ADDITIONAL INCOME**

Employer as of Move In Date	Phone Number	Industry
Street	City	State Zip
Supervisor	Supervisor Phone Number	Dates of Employment-From/To
Position	Annual Income	
Additional Income Source	Additional Annual Income	
PREVIOUS Employer	Phone Number	Industry
Street	City	State Zip
Supervisor	Supervisor Phone Number	Dates of Employment-From/To
Position	Annual Income	

**PET INFORMATION**      If you own pets, fill in below:      **By initialing here, I confirm that this household is pet free:** \_\_\_\_\_

Number of Pets	Type	Breed	Age	Weight	Color
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**VEHICLE INFORMATION**      *Edgewood Properties cannot guarantee parking for all vehicles listed below.*

Make	Model	Year	Color	License Plate #	State
Make	Model	Year	Color	License Plate #	State
Make	Model	Year	Color	License Plate #	State

**CONVICTION INFORMATION**      **Have you ever been convicted of, or plead Guilty or No Contest to, a Misdemeanor or Felony?**

No    Yes      *If Yes:* When \_\_\_\_\_ What State \_\_\_\_\_

Explanation: \_\_\_\_\_

**EMERGENCY INFORMATION - (not an occupant):**

First Name	Middle Initial	Last Name	Suffix
Street	City	State	Zip
Phone Number	Relationship	Allow Key Access - yes or no	

In connection with this Application for an apartment located at \_\_\_\_\_, JSM at Galloway LLC, the undersigned ("you" or "your") hereby deposits with Edgewood Properties, Inc. ("we", "us", or "our") the sum of the Reservation Fee & Application Fee as detailed below.

RESERVATION FEE - MI Date w/in 30 days: \$300

We will apply the Reservation Fee in accordance with the provisions set forth below. The Application Fee is a non-refundable application fee for processing this Application and will not be refunded to you. Upon receipt of this Application, Application Fee and Reservation Fee, we will set aside and reserve the Apartment Home for you. **ALL PAYMENTS MUST BE MADE PAYABLE TO THE COMMUNITY LISTED ABOVE. EDGEWOOD PROPERTIES ASSUMES NO LIABILITY FOR IMPROPERLY ENDORSED/BLANK PAYMENTS.**

By submitting this Application, you agree to enter into a lease ("Lease") for the Apartment Home under the terms specified in this Application. We may require you to sign the Lease concurrently with your submission of this Application. However, if we put you on a waiting list for an Apartment Home, you will not be obligated to sign a Lease until we advise you (in writing, in person or by telephone) that an Apartment Home is available, and you accept the Apartment Home. You will have 24 hours after you are notified by us to accept or reject the Apartment Home, which you may do in writing, in person or by telephone. If you accept the Apartment Home, you will have 72 hours to pay all associated deposits and you must sign a lease within the specified timeframe or your rights to lease the Apartment Home will terminate. If you do not timely notify us of your acceptance of the Apartment Home, we will thereafter have no obligation to lease the Apartment Home to you.

If, for any reason, we decline this Application, then we will refund the Reservation Fee to you in full. If we approve this Application, we will ask that you execute the Lease (if you have not already done so). Upon your execution of the Lease, we will apply a portion of the Reservation Fee to the First Full Months Rent. If, however, you decide prior to executing the Lease that, notwithstanding this Application, and our approval, you no longer wish to proceed with the Lease, you must so notify us in writing (the "Termination Notice"). To be effective, the Termination Notice must be delivered by you during regular business hours to one of our representatives at the leasing office where the Apartment Home is located. Concurrently with your delivery of the Termination Notice to us, in consideration for our having held the Apartment Home off the market and reserved the Apartment Home for you, it is agreed that the Reservation Fee specified above will be Forfeited.

In all events, if you have not executed and returned the Lease within the time required as outlined above, we will assume that you are not interested in proceeding, the Apartment Home will no longer be reserved for you, and the Reservation Fee will be forfeited.

By accepting the Reservation Fee and Application Fee from you, we are not obligated to approve this Application or rent the Apartment Home to you. Our approval of this Application is contingent upon our receipt of a satisfactory report of your rental history, credit history, criminal history and other information that we deem necessary.

By signing this Application, you certify that all persons over eighteen years of age who will be occupying the Apartment Home have completed and provided to us a separate Application for Residency, and that each such occupant of the Apartment Home will sign the Lease at the time required by us.

You authorize us, through our designated agent or employees, to obtain and verify all credit and criminal information for the purpose of determining whether or not to lease the Apartment Home to you. You understand that should you enter into the Lease for the Apartment Home, we and our designated agents and employees will have a continuing right to review your credit and criminal information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

If you misrepresent any information on the application you will be denied. In general, if misrepresentations are found after the Lease is signed, your Lease will be terminated.

**It is unlawful to discriminate against an applicant or tenant because of their race, color, national origin, religion, gender, familial status, disability, or any other basis that may be protected under applicable state or local law.**

**All Terms offered must be approved by the Property Manager to be valid. All offers subject to credit and criminal approval. Actual rates/discounts may change based upon credit reporting.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



\_\_\_\_\_  
Leasing Consultant

\_\_\_\_\_  
Date



FOR OFFICE USE ONLY:	
<b>MARKET RATE INFORMATION</b> <i>(To be completed by Leasing Consultant)</i>	<b>APPLICANT TERMS OFFERED</b> <i>(To be completed by Property Manager)</i>
Unit Type _____	
App Fee \$ _____	App Fee \$ _____
Short Term Fee \$ _____	Short Term Fee \$ _____
Furnished Fee \$ _____	Furnished Fee \$ _____
Base Rent \$ _____	Base Rent \$ _____
Mo Pet \$ _____	Mo Pet \$ _____
	RECURRING CONCESSION \$ _____
Fire Insp or C/O \$ _____	Fire Insp or C/O \$ _____
Amenity Fee \$ _____	Amenity Fee \$ _____
Admin Fee \$ _____	Admin Fee \$ _____
Sec Dep \$ _____	Sec Dep \$ _____
Pet Fee \$ _____	Pet Fee \$ _____
	ONE TIME CONCESSION \$ _____
Exp MI Date & Term _____	
Preferred Employer _____	
	<b>Property Manager Signature</b> _____ <b>Date</b> _____



## QUALIFICATION STANDARDS For Prospective Residents

### **Fair Housing**

Edgewood Properties complies with the Federal Fair Housing Act. Edgewood Properties does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

### **Applications**

Each person that will occupy the apartment who is 18 years old or older must complete an application and sign the lease. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. If an approved applicant is found with untrue, incorrect or misleading information, landlord reserves the right to terminate lease contract. Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, or seek additional requirements for approving the lease. Examples of additional requirements are as follows: (1) negative check writing history: you are required to make all payments in certified funds; (2) fraud alert: provide copies of social security number card, photo ID and proof of current address; (3) negative credit or no credit history: prepay full lease term up front, also prepay upon renewal; and add a co-signer/guarantor; (4) conditional credit report: paying 1.5 security deposit; (5) no credit history or income: add a Guarantor or prepay full lease term upfront; (6) any and all other conditional standards required by the specific community you are applying for.

**NOTE:** The following **MUST** accompany **ALL** applications:

- The two most recent original pay stubs or signed offer letter on company letterhead with start date within 60 days of application date (copies to be maintained in resident file).
- A valid driver's license, age of majority card, military ID or state issued Photo ID card (view and document only).
- All applicants in the United States on a visa must list the visa number and expiration date on the Application for Residency. Lease agreements will not be written for terms beyond the visa expiration date.
- Emancipated minors presenting court appointed documentation are eligible to qualify as long as they meet the noted criteria.

### **Credit History**

- Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application.
- Unsatisfactory credit history can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments, bankruptcies, etc. If an applicant is declined for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.
- Applicants who meet all other qualifying criteria but do not have credit, may be required to prepay the full lease term up front including renewal, or re-qualify with a Guarantor.

### **Rent/Mortgage Payment History**

- Any legal proceedings/judgments/evictions/skips may result in a declined application.
- Outstanding rental balances at any Community may result in a declined application.

**Income Requirements**

- Gross monthly household income must equal three times the monthly rent. Official documentation must be submitted to support the stated income. All documents submitted must be current. The following sources of income may be considered:
  - \*Previous Year Tax Returns \*Dividends \*Court Ordered Child Support \*Disability \*Consecutive Pay Stubs
  - \*Retirement Income \*Military Housing Allowance \*Trust Fund Income \*Alimony \*Employment Offer Letter
  - \*Bank account/investment account statement with a balance of \$500,000.00 or more

**Employment History**

- Employment must be verified with current paystubs (within 60 days). In the case of new employment, applicant must present a signed offer letter on company letterhead stating income, position, hours per week & start date. Employment must begin within 60 days of the application date.
- Casino Employees – who don’t qualify under the above requirements must provide the following: (1) two pay stubs; (2) proof of full-time employment; and (3) final approval for criminal and credit screening.
- Self-employed applicants must provide their most current annual tax return.

**Conviction Information**

- The application of any person who has been convicted or plead guilty or “no contest” to a misdemeanor or felony (other jurisdictions) or a petty disorderly persons offense, disorderly person offense or crime (N.J.), or charge involving sexual misconduct shall be declined.
- Nothing set forth in these Qualification Standards should be construed to be a guaranty by Edgewood Properties that residents of this community have not been convicted or plead guilty or “no contest” to any misdemeanor or felony (other jurisdictions) or a petty disorderly person offense, disorderly person offence or crime (N.J) involving sexual misconduct.

**Guarantors**

- Guarantors may be permitted based on the screening recommendation. Guarantors' gross annual income must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant(s).
- Guarantors must meet all other qualification standards for credit and criminal like all other applicants. Guarantor’s primary residence must be in the same Country as the rental community and they must have a valid Social Security Number.
- Guarantors will be accepted for applicants without credit history, insufficient income, and negative credit history. Guarantors are required to make 5X market rent for income qualification.

**Roommates**

Each resident and Guarantor is jointly and severally (fully) responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders. Change in Roommates requires written request, agreement by all parties involved and qualification of remaining leaseholders according to the qualification standards in place at the time of the request. No changes are valid without proper written approval from the Landlord. All Notices to Vacate must be signed by all leaseholders.

**Affordable Housing Program/Below Market Rent Programs**

Applicants for the Affordable Housing Program/Below Market Rent Program (if applicable at this community) must be qualified based on the governing authority’s income classifications. The income ranges are derived from the maximum low/moderate income. Please reference the Affordable Housing Rent/Income Guidelines to determine eligibility. Affordable Housing Program/Below Market Rent Program guidelines supersede these Qualification Standards.

**Occupancy Guidelines**

Occupancy standards are governed by state, city, and local ordinances. In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the age of 18 months will not be considered in the occupancy guidelines. (Input by jurisdiction) An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time.

**Renewals**

We reserve the right to re-evaluate income qualifications upon renewal.

**NOTE:** Lofts and Dens are not considered bedrooms.

Tenants Initials

\_\_\_\_\_

\_\_\_\_\_

## 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](http://www.NJCivilRights.org)

**CIVIL RIGHTS**

**E**

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](mailto:DCRMDRR@njcivilrights.org)

**CIVIL RIGHTS**