



1 Canyon Ridge Drive Phone:(860)872-6011
 Broad Brook, CT 06016 Fax: (860)627-8991
chapmanapartmenthomes@gmail.com

Chapman Apartment Homes, LLC

Rental Application

Apt. # _____ Today's Date _____ Move-In Date _____

Please fill out the following form completely

Application Fee \$100.00 **CASH AND CREDIT CARD NOT ACCEPTED**

The information provided is used to qualify prospective tenants and in case of emergencies.

Applicant's Full Name:		Phone:		Social Security Number:	
Driver's License Number:	State:	Email:		Date of Birth:	
Current Street Address:		Town/City:		State:	Zip Code:
Landlord/Management Company:		Landlord Phone Number:		Length of Residency:	Rent Amount:
Current Employer:	Occupation:		Length of Employment:		Monthly Income:
Street:	Town/City:	State:	Zip Code:	Work Phone:	

Second Applicant's Full Name:		Phone:		Social Security Number:	
Driver's License Number:	State:	Email:		Date of Birth:	
Current Street Address:		Town/City:		State:	Zip Code:
Landlord/Management Company:		Landlord Phone Number:		Length of Residency:	Rent Amount:
Current Employer:	Occupation:		Length of Employment:		Monthly Income:
Street:	Town/City:	State:	Zip Code:	Work Phone:	

Name of All Other Persons Occupying Apartment:

Name:	d.o.b.	Relationship:	SSN:
Current Address:			
Name:	d.o.b.	Relationship:	SSN:
Current Address:			

In The Event of an Emergency Please Contact:

Name:		Address:	
Contact Phone:	Email:	Relationship:	

Rental Application

If you have a prior address in one or more of the states listed below enter them in the space provided.

California	Massachusetts	Wyoming
Delaware	Nevada	
Louisiana	West Virginia	

Street Address:	Town/City:	State:	Zip Code:

Street Address:	Town/City:	State:	Zip Code:

Street Address:	Town/City:	State:	Zip Code:

Rental Application

The contents of this application are true to the best of the applicant(s) knowledge.
The applicant(s) understands that falsifications found in this application shall lead to disqualification.

It is understood that I(we) am(are) submitting to the Landlord an application fee of \$100.00.
In the event I(we) do not qualify for the apartment, \$50.00 of the application fee will be returned while the other half will be retained by the Landlord as a processing fee.
If I(we) decide not to rent after a particular apartment has been held,
it is understood that the full \$100.00 deposit will be retained by the Landlord.
It is also understood that if I(we) do sign a lease, the \$100.00 will be deducted from the first month's rent.

It is understood that I(we) acquire no rights to the apartment until:

1. The Landlord has verified the contents of this application including incomes, credit references, prior rental and arrest histories.
2. The application has been approved and notification given.
3. There is a signed lease and the security deposit has been paid as set forth by the Landlord.

Release:

I(We) hereby apply for the apartment listed in this Application. With my(our) signature(s), I(we) authorize and request all credit reporting agencies, employers, landlords, and personal references to release any pertinent information regarding me(us). A photocopy of this should be as valid as the original.
I(We) understand that the credit report will be done through the facilities of: RentGrow, Inc. 275 Wyman Street, Suite 14 Waltham, MA 02451.

Signature of Applicant #1

Date

Signature of Applicant #2

Date

Statement of Rental Policy

- Equal Housing:** It is unlawful to discriminate against an applicant or tenant because of their race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability or physical or mental disability, and sexual orientation, gender identity or expression, or veteran status pursuant to CONN. GEN. STAT. 46a-64c and 46a-81e, and the Federal Fair Housing Act, 42 U.S.C. section 3601 et seq.
- Availability:** All apartment rentals are based on availability in the form of vacancies and/or apartments for which tenants have given notice to vacate that are not under deposit or otherwise re-rented. Apartment availability cannot be guaranteed until a given unit is vacated by the current tenant(s).
- Pets:** No pets allowed. Emotional support, therapy, or service animals with verifiable documentation are permitted. A \$500.00 Pet Violation Fee *per pet per day* will be assessed for any pet, including visiting pets, found inside the apartment home without verifiable documentation.
- Income:** Monthly rent shall not exceed 28% of gross monthly income. Income must be verified as part of the application process. Allowances from scholarships, study subsidiaries and/or inconsistent income such as alimony, commissions or tips will not be accepted. Three quarters (3/4) of liquid savings and investments may be counted toward annual income. Any assets must be in accounts within the United States.
- Rental Application:** An application is to be completed by every person over the age of 18 regardless of who appears on the lease. The Application Fee is \$100.00. The guarantor application fee is \$50.00 when applicable. If the Application is approved and a lease is executed; the Application Fee (less any fees expended for employment verification) will be applied towards the first month's rent. If a given Application is denied, half of the Application Fee will be returned. If the Applicant decides not to rent after an apartment has been held, the Application Fee is forfeited. After approval, a Lease must be signed within 3-5 business days.
- Qualifications:** Chapman Apartment Homes, LLC will run a complete credit and criminal background check on each applicant and criminal background checks on all occupants over 18 years of age. Applicants must have satisfactory credit ratings with no significant patterns of late-payments and/or reports of bankruptcies or foreclosures in the last five years. There must be no collection items paid or unpaid (except medical or student loans), no current delinquent accounts, and no charge off accounts paid or unpaid. Grace is given and allowed for either **one** charge-off or **one** collection item up to the amount of \$250.00 and documentation must be provided.
- Present and prior rental history will be researched. Rental history must be favorable, without any reports of evictions, lease breakage, late payments, NSF checks, complaints, or damages.
- Applicants must have verifiable income and must meet our income guidelines.
- Applicants should have no reports of convicted felonies, violent misdemeanors, misdemeanor A or arrest for misconduct or assault.
- All applicants must be at least 18 years old and have a United States Social Security Number.
- Occupancy:** All lessees are equally responsible for the rent. Every bedroom occupied by more than one person shall contain no less than 50sqft of floor area for each occupant.
- Cars:** Each apartment is guaranteed parking for **two** cars.
- Other:** Waterbeds and aquariums for fish (10 gallons or less) are permitted. Surround sound systems are not permitted. Unit transfers are not permitted. At time of lease signing, the tenant agrees that the unit meets their needs and specifications. If a tenant(s) breaks their lease before the initial 12-month lease term is completed, there is a \$1,000.00 Lease Breakage Fee.
- Insurance:** Proof of Renter's Insurance is required for all residents due at Lease Signing. The policy must be renewed each year the tenants are in residence.
- Security Deposit:** The Security Deposit is 1 month's rent plus \$100.00 due at Lease Signing. If a Lease is signed but the resident decides not to move in, they forfeit their entire security deposit. A Two-Month Notice to Vacate form must be submitted.
- Rental Payment:** Monthly rent is due on the first of each month. Only a personal check, bank check, or money order are permitted. Cash payments will not be accepted at any time. Only one check per apartment will be accepted made payable to: Chapman Apartment Homes, LLC. Late payments must be paid in a bank check or money order along with a \$60.00 Late Fee. If a personal check is returned due to non-sufficient funds (NSF), immediate payment in the form of a bank check or money order is required. In addition, a \$35.00 NSF Fee and Late Fee, if applicable, will be due. No personal checks will be accepted for Rent past the 10th of the month. Evictions are started on the 15th of the month if rent is not received.

Initial _____

Income Guidelines

<i>TOWNHOUSE GARDENS</i>	<i>Minimum Annual Income</i>
<i>1 Bd Flat - \$690 / \$700</i>	<i>\$29,570 / \$30,000</i>
<i>Planking \$705 / \$715</i>	<i>\$30,210 / \$30,640</i>
<i>1 Bd Townhouse - \$765 / \$775</i>	<i>\$32,790 / 33,210</i>
<i>Planking \$780 / \$790</i>	<i>\$33,430 / \$33,860</i>
<i>NORTHGATE</i>	
<i>1 Bd Flat - \$1,140 / \$1,165</i>	<i>\$48,860 / \$49,930</i>
<i>w/ new cabinets - \$1,175 / \$1,200</i>	<i>\$50,360 / \$51,430</i>
<i>2 Bd Flat - 1st Floor \$1,365 / \$1,390</i>	<i>\$59,790 / \$59,570</i>
<i>w/ new cabinets - \$1,400 / \$1,425</i>	<i>\$60,000 / \$61,070</i>
<i>2nd Floor \$1,375</i>	<i>\$58,930</i>
<i>w/ new cabinets - \$1,410</i>	<i>\$60,430</i>
<i>2 Bd Townhouse - \$1,380 / \$1,405</i>	<i>\$59,140 / \$60,210</i>
<i>w/ new cabinets - \$1,415 / \$1,440</i>	<i>\$60,640 / \$61,710</i>
<i>*\$25.00/month extra if apartment has vinyl</i>	
<i>wood plank flooring.</i>	
<i>SOUTHGATE</i>	
<i>1 Bd Flat \$950 - \$1,070</i>	<i>\$40,710 - \$45,860</i>
<i>Bldg 1 \$885 - \$990</i>	<i>\$37,930 - \$42,430</i>
<i>2 Bd Townhouse \$1,120 - \$1,250</i>	<i>\$52,430 \$53,570</i>
<i>Bldg 1 \$1,055 - \$1,150</i>	<i>\$45,210 - \$49,290</i>

**Monthly rent shall not exceed 28% of gross monthly income.*

Initial _____

Revised 2/11/2020



1 Canyon Ridge Drive, Broad Brook, CT 06016 Phone: (860) 872-6011 Fax: (860) 872-9084

Employment Verification

Name of Applicant:

Applicant Signature:

Date:

The above person has applied for an apartment at Chapman Apartment Homes, LLC. You are listed as a present or previous employer. Please complete this form and return within 3 business days. Please Fax: 860-872-9084 or email: chapmanapartmenthomes@gmail.com

***Please provide two current pay stubs when returning this form**

This form authorizes all references to furnish information requested.

This portion to be completed by **Employer Only:**

Applicant Employed: From: _____ To: _____

Monthly Income: \$ _____

Any Overtime? Yes No

Remarks or Comments:

Signature of Employer

Printed Name of Employer

Title

Date

Phone

Time to be reached



1 Canyon Ridge Drive, Broad Brook, CT 06016 Phone: (860) 872-6011 Fax: (860) 872-9084
ATTN:KAY

Rental History Verification

I give permission to Chapman Apartment Homes, LLC to obtain the following information from my past and/or present landlord(s).

Applicant's Name

Apartment Community

Applicant's Signature

Address/Unit #

Landlord Name

Date

_____/_____
Landlord Phone/Fax Number

The above person has recently applied for housing at Chapman Apartment Homes, LLC. In order to assist us in the approval process, we would appreciate you answering the following questions and returning the completed form to the fax number 860-872-9084 as soon as possible.

1. Dates of Occupancy/ Lease: _____
2. Breaking Lease: _____
3. Rent Amount: \$ _____
4. Did the resident pay on time? _____, if not, how many times late? _____
5. Did the resident have any checks returned due to insufficient funds? _____
6. Were there complaints ever registered against this resident? _____
7. Does the resident have any pets? _____
8. Has the resident ever been subject to disciplinary or legal action? _____
9. Have eviction proceedings ever been started on this resident? _____
10. Has tenant given proper notice to vacate? _____
11. Would you rent to this resident again? _____

Comments: _____

Landlord Signature

Title

Date

Printed Name

Phone Number

Best Time To Call