

# Townhouse Gardens Apartments

1 Canyon Ridge Drive Phone:(860)872-6011  
Broad Brook, CT 06016 Fax: (860)872-9084  
[chapmanapartmenthomes@gmail.com](mailto:chapmanapartmenthomes@gmail.com)

Townhouse Gardens, 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:

In The Event of an Emergency Please Contact:

Name:		Address:			
Contact Phone:	Email:	Relationship:			

Revised 11/2015

Agent: \_\_\_\_\_

# 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	

<b>Street Address:</b>	<b>Town/City:</b>	<b>State:</b>	<b>Zip Code:</b>
------------------------	-------------------	---------------	------------------

<b>Street Address:</b>	<b>Town/City:</b>	<b>State:</b>	<b>Zip Code:</b>
------------------------	-------------------	---------------	------------------

<b>Street Address:</b>	<b>Town/City:</b>	<b>State:</b>	<b>Zip Code:</b>
------------------------	-------------------	---------------	------------------

# Rental Application Terms

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:**

Non-discrimination on the basis of race, color, sex, national origin, familial status and/or source of income in accordance with the 1988 Fair Housing Amendment, effective 3/12/89.

**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 depositor otherwise re-rented. Apartment availability cannot be guaranteed until a given unit is vacated by the current tenant(s).

**Pets:**

No pets allowed, with the exception of fish in a 10 gallon or less aquarium. \$500 Pet Violation Fee per pet per day will apply to any pet, including visiting pet, inside apartment home.

**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 require written verification. One half of liquid savings and investments may be counted toward annual income. Any assets must be in accounts within the United States.

**Rental Applications:**

To be completed by every person over the age of 18 regardless of who appears on the lease. The Application Fee is \$100 per application. If a given application is denied, half of the Application Fee will be returned. If the applicant decides not to rent after a particular apartment has been held, the Application Fee is forfeited. It is also understood that if I(we) do sign a lease, the \$100.00 will be deducted from the first month's rent.

**Qualifications:**

Townhouse Gardens, LLC will run a complete credit and criminal background check on each applicant(s) and any other occupant. Applicants must have satisfactory credit ratings with no significant patterns of late-payments and/or reports of bankruptcies, foreclosures, in the last five years. Also, there must be no outstanding collection items, current delinquent accounts or unpaid charge-offs. Only One unpaid charge-off up to the amount of \$1,000.00 is allowed. Documentation must be provided in the event of a charge-off, paid or unpaid.

Present and prior rental history will be researched. Rental history must be favorable, without any reports of evictions, lease breakage, late payments, NSF checks or complaints or damages.

Applicant 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:**

No more than two (2) residents per apartment. All lessees are equally responsible for the rent.

**Cars:**

Each apartment is allowed parking for two cars only.

**Other:**

Cooking with curry or curry and oil is not permitted. Surround Sound Systems are not permitted. Unit transfers are not permitted. You agree to, at time of lease signing, that the unit meets your needs and specifications. If a tenant(s) breaks their lease before the initial 12-month lease term is completed, there is a \$1,000 Lease Breaking Fee.

**Insurance:**

Proof of Renter's Insurance is required at lease signing naming Landlord, Townhouse Gardens LLC, as additional interest.

**Security Deposit:**

The Security Deposit is 1 month's rent plus \$100.00 required at lease signing. If you decide not to move in after the lease has been signed, then you must give your 60-Day notice and will forfeit your entire security deposit.

**Rental Payment:**

Rent is due on the first of each month. You may pay your rent with a personal check, bank check, or money order. Cash payments will not be accepted at any time. Only one check per apartment will be accepted made payable to: Townhouse Gardens, LLC. Late payments must be paid in a bank check or money order with a \$60.00 Late Fee. If your 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, would be due. If this occurs more than once, personal checks will no longer be accepted.

Initial \_\_\_\_\_

# *Townhouse Gardens, LLC*

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 Townhouse Gardens, LLC. You are listed as a present or previous employer. Please complete this form and return to us as soon as possible. It may be faxed to us at 860-872-9084.

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**\*Applicant - please provide two previous pay stubs when returning this form\***

# Townhouse Gardens, LLC

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

---

## Rental History Verification

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Apartment Community

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Address/Unit #

\_\_\_\_\_  
Landlord Name

\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_  
Landlord Phone/ Fax Number

---

This portion to be completed by Landlord Only:

The above person has recently applied for housing at Townhouse Gardens Apartments located at 9 Strawberry Road, Ellington, CT. 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. Lease Period: \_\_\_\_\_ / \_\_\_\_\_
2. In a current lease: Yes or No
3. Breaking lease: \_\_\_\_\_
4. Rent Amount: \$ \_\_\_\_\_
5. Did the resident pay on time? \_\_\_\_\_, if not, how many times late? \_\_\_\_\_
6. Did the resident have any checks returned due to insufficient funds? \_\_\_\_\_
7. Were there complaints ever registered against this resident? \_\_\_\_\_
8. Does the resident have any pets? \_\_\_\_\_
9. Has the resident ever been subject to disciplinary or legal action? \_\_\_\_\_
10. Have eviction proceedings ever been started on this resident? \_\_\_\_\_
11. Has tenant given proper notice to vacate? \_\_\_\_\_
10. Would you rent to this resident again? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Best Time To Call