

# ***NORWEGIAN WOOD, LLC***

## **Waitlist Application Package 2021**

Norwegian Wood LLC has started the student waitlist for the upcoming Fall 2021– Spring 2022 Semesters. It is very important to get your complete application package in **NOW** to secure your apartment home before the fall semester begins!

If you would like to be added to our student waitlist, please download the following application package and complete all items on the “Checklist”.

Mail complete application package with application fees to:

**Mailing Address:** Norwegian Wood, LLC  
1 Canyon Ridge Drive  
Broad Brook, CT 06016

Download Application Package: [Waitlist Application Package 2021](#)

All applicants with incomplete application packages will be notified by email. Incomplete packages will delay your Waitlist placement.

Please call or email the Rental Office if you have any questions.

**Office Phone:** (860) 872-2735

**Email:** [nor.applications@gmail.com](mailto:nor.applications@gmail.com)

### **Placement Notification Deadline Dates:**

If You're looking to move-in first week of:

We will notify you on OR before:

May

March

June

April

July

May

August

June

**\*If applicant waits to hear back from leasing office until the deadline month, application fees are refunded in-full if no apartment becomes available based on Apartment Selection Guide choices.**

**Please Save This Page FOR YOUR RECORDS**

# ***NORWEGIAN WOOD, LLC***

## **Applicant Check List**

### **First Step**

- \_\_\_\_\_ Complete the application.
- \_\_\_\_\_ Complete WL PROCESSING CHECKLIST and submit as top page of application.
- \_\_\_\_\_ Mail or drop off at leasing office.

**Waitlist:** The Waitlist is determined by chronological order of received **complete** Applications.

### **Second Step (Placement)**

- \_\_\_\_\_ Notification of specific unit and move-in date will be no later than 2 months before expected move-in.  
During this time, Applicants can set up an appointment to see their exact unit.  
Application Fees will only be refunded if we are not able to place you into a unit. If placed into a unit, Applicants have 48 hours, in writing, via fax or email, to notify the Leasing Office, if they would or would NOT like to rent the unit.
- \_\_\_\_\_ Set up lease signing appointment within five business days of placement.  
**All Applicants and Guarantors (if possible) must be present at lease signing or have mailed original lease to leasing office with signatures.**

### **Third Step (Lease Signing)**

- \_\_\_\_\_ Submit Security Deposit Check (one and one half months' rent) payable to: Norwegian Wood, LLC  
**Only 1 check will be accepted even though 1 or more students will be living together.**
- \_\_\_\_\_ Sign all leasing documents
- \_\_\_\_\_ Submit Proof of Renter's Insurance naming Norwegian Wood, LLC as additionally insured and having a minimum of \$100,000.00 liability coverage. (Each Applicant **MUST** have Renter's Insurance & **MUST** provide proof of insurance (Declarations Page) at Lease Signing appointment. **NO KEYS** will be released without ALL insurance policies submitted accurately.

### **Fourth Step (Move-In)**

- \_\_\_\_\_ Pay first month's pro-rated rent payable to: Norwegian Wood, LLC (only one check will be accepted)
- \_\_\_\_\_ Complete Apartment Check List, Door Damage Inspection Sheet/s and Smoke Detector Form
- \_\_\_\_\_ Get a Parking Permit from the Leasing Office

# Apartment Selection Guide

Applicant Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please circle each month you would be available to begin your lease and your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice of move-in month/apartment style preferred.

Move-In Date will be around the 1<sup>st</sup> week of the month:

\_\_\_\_ March \_\_\_\_ APRIL \_\_\_\_ MAY \_\_\_\_ JUNE \_\_\_\_ JULY \_\_\_\_ AUGUST \_\_\_\_ SEPTEMBER

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\_\_\_\_ One bedroom Heat/Hot water Included AND updated cabinets

\_\_\_\_ One bedroom Heat/Hot water Included

\_\_\_\_ One bedroom with **NO** heat/hot water with updated cabinets

\_\_\_\_ One bedroom with **NO** heat/hot water

*ALL Units on 1<sup>st</sup> floor*

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\_\_\_\_ Two bedroom Deluxe Heat/Hot water Included AND updated cabinets

\_\_\_\_ Two bedroom Deluxe Heat/Hot water Included

\_\_\_\_ Two bedroom Deluxe with **NO** heat/hot water with updated cabinets

\_\_\_\_ Two bedroom Deluxe with **NO** heat/hot water

*ALL Units on 1<sup>st</sup> floor*

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\_\_\_\_ Two bedroom Traditional Heat/Hot water Included AND updated cabinets

\_\_\_\_ Two bedroom Traditional Heat/Hot water Included

\_\_\_\_ Two bedroom Traditional with **NO** heat/hot water with updated cabinets

\_\_\_\_ Two bedroom Traditional with **NO** heat/hot water

*ALL Units on 2<sup>nd</sup> floor*

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\_\_\_\_ Two bedroom Loft Heat/Hot water Included AND updated cabinets

\_\_\_\_ Two bedroom Loft Heat/Hot water Included

\_\_\_\_ Two bedroom Loft with **NO** heat/hot water with updated cabinets

\_\_\_\_ Two bedroom Loft with **NO** heat/hot water

*ALL Units on 2<sup>nd</sup> floor*

# NORWEGIAN WOOD, LLC

1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016

PH: 860-872-2735 FAX: 860-872-5608

## Student Application

Apt. # \_\_\_\_\_

Today's Date \_\_\_\_\_

Move-In Date \_\_\_\_\_

### IMPORTANT REQUIREMENTS FOR APPLICANT:

PLEASE REMIT COMPLETE RENTAL HISTORY VERIFICATION FORM, COPY OF VAILD PHOTO ID,  
COPY OF STUDENT ID, AND CHECK FOR \$100.00 WITH APPLICATION.

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

### Print Full Name:

Last, First, Middle Initial:		Social Security Number:	
Date of Birth:	Driver's License Number:		State:
Email:		Cell Phone #:	

### Address:

Current Street Address:		Town/City:	
State:	Zip Code:	Rented Before?:	YES NO

If YES, Submit COMPLETED Rental History Verification form by you Landlord.

Landlord/Management Company:	Landlord Phone Number:	Length of Residency:	Rent Amount:
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Full-Time Student?	YES NO	Expected Graduation Date:
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Where did you hear about us?:
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### In the Event of an Emergency Please Contact:

Name:	Address:		
Cell Phone #:	Home Phone #:	Relationship:	

### Release:

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

**It is understood that I am submitting to the Landlord a Non-Refundable Application Fee of \$ 100.00**

Made Payable To: Norwegian Wood, LLC. It is understood that I 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 hereby apply for the apartment listed in this application. With my signature, I authorize and request all credit reporting agencies, employers, landlords, and personal references to release any pertinent information regarding me. A photocopy of this should be as valid as the original. I understand that the credit report will be done through the facilities of: RentGrow, Inc. 275 Wyman Street Suite 14, Waltham, MA 02451.

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

\_\_\_\_\_  
Date

# NORWEGIAN WOOD, LLC

1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016 PH: 860-872-2735 FAX: 860-872-5608

## Rental History Verification

I give permission to Norwegian Wood, LLC to obtain the following information from my past and/or present landlord. *(Please Print Clearly)*

\_\_\_\_\_  
Applicant Name

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

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

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

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

(\_\_\_\_)\_\_\_\_\_  
Landlord Phone

(\_\_\_\_)\_\_\_\_\_  
Fax Number

### Applicant Do Not Write Below This Line

The above person has recently applied for housing at Norwegian Wood Apartments in Tolland, CT. In order to assist us in the approval process, we would appreciate you answering the following questions and returning the completed form as soon as possible. It may be scanned and emailed to [nor.applications@gmail.com](mailto:nor.applications@gmail.com) or faxed to us at 860-872-5608.

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

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Best Time to Call

## Statement of Rental Policy

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- 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. If the applicant chooses not to rent after an apartment has been offered, the application fee is forfeited. After approval, a Lease must be signed within 3-5 business days.  
**Student Waitlist:** The application fee is \$100 per student application and \$50 per guarantor application. All full-time students are required to have a guarantor. Applicants will not be placed on the waitlist until all required documentation is received. Waitlist application fees are non-refundable unless an apartment that meets the requested selection guidelines is unavailable at the end of the deadline period.  
**Non-Student Resident:** The application fee is \$100. Applications must be complete within 3 business days. If a given application is denied, half of the application fee will be returned within 30 business days.
- Qualifications:** Norwegian Wood, 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. **Three** for Lofts Only. Permit required.
- 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 one- and one-half month's rent 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 (Four-Month Notice for student residents) 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: Norwegian Wood, 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 10<sup>th</sup> of the month. Evictions are started on the 15<sup>th</sup> of the month if rent is not received.

Initial \_\_\_\_\_

## ***Income Guidelines***

<b><i>NORWEGIAN WOOD</i></b>	<b><i>GROSS ANNUAL REQUIREMENT</i></b>
<i>1 Bed Traditional Electric Heating:</i>	
<i>Rates \$885 - \$1,005</i>	<i>\$37,930 - \$43,070</i>
<i>1 Bed Traditional Heat/Hot Water:</i>	
<i>Rates \$980 - \$1,100</i>	<i>\$42,000 - \$47,140</i>
<i>2 Bed Traditional Electric Heating:</i>	
<i>Rates \$1,060 - \$1,155</i>	<i>\$45,430 - \$49,500</i>
<i>2 Bed Traditional Heat/Hot Water:</i>	
<i>Rates \$1,165 - \$1,260</i>	<i>\$49,930 - \$54,000</i>
<i>2 Bed Deluxe Electric Heating:</i>	
<i>Rates \$1,035 - \$1,155</i>	<i>\$44,360 - \$49,500</i>
<i>2 Bed Deluxe Heat/Hot Water:</i>	
<i>Rates \$1,155 - \$1,275</i>	<i>\$49,500 - \$54,640</i>
<i>2 Bed Loft Electric Heating:</i>	
<i>Rates \$1,305 - \$1,400</i>	<i>\$55,930 - \$60,000</i>
<i>2 Bed Loft Heat/Hot Water:</i>	
<i>Rates \$1,420 - \$1,515</i>	<i>\$60,860 - \$64,930</i>

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

***\*Co-Signers Not accepted. ALL applicants MUST meet verifiable income requirements and be in good credit standing.***

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

\*Add \$25 for newly installed plank flooring 1st floor units only

\*Add \$35 for newly installed oak cabinets and counter tops

\*Add \$60 for newly installed energy efficient windows/doors

\*Guarantor Accepted For Full-Time Student Applicant

\*Guarantor Must Meet Income Requirement To Apply

# NORWEGIAN WOOD, LLC

1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016

PH: 860-872-2735 PH: 860-872-6011

## Insurance Information

All residents at Norwegian Wood Apartments are required to have Renter's Insurance. Each resident will need to choose an insurance company and setup Renter's Insurance prior to your lease signing appointment.

At your lease signing appointment, a copy of your Policy Declarations Page is required. If you have any questions or concerns while purchasing Renter's Insurance, please feel free to call the Rental Office Phone: (860) 872-2735.

### ***Helpful Tips When Purchasing Insurance:***

Some companies offer multi-policy discounts if you have an existing policy i.e. auto insurance. Call your auto insurance provider first for a quote. Some insurance companies will allow up to 3 non-related tenants on one policy. Some do NOT. Ask the agent first and then ask for quote. If they say no, take the quote anyway and call around if you are not satisfied with the premium quoted. Minimum personal property and additional coverages are different at each company. Some are \$20,000 some are \$10,000. If your household items i.e. furniture/electronics, clothing/jewelry, does not exceed 10-15k, then \$20,000 is not necessary. Ask for basic coverage and their minimum coverage requirements up front.

- Inform the agent Each resident is required to have **\$100,000 minimum** Personal Liability Coverage.
- Inform the insurance agent that landlord, Norwegian Wood LLC, is required to be listed as ***Additional Interest Party*** with mailing address listed:

Additional Interest Party Address:  
(Landlord Mailing Address)

**Norwegian Wood, LLC  
1 Canyon Ridge Drive  
Broad Brook, CT 06016**

- Insured Names:  
(Tenants Occupying Apt) \_\_\_\_\_  
\_\_\_\_\_
- Your Apartment Address:  
(Premises Insured) **609 Merrow Road Apt# \_\_\_\_\_  
Tolland, CT 06084**
- Policy/Lease Start Date: \_\_\_\_\_
- After you have purchased your policy, ask your Insurance Agent to fax the Policy Declarations Page directly to the Rental Office **Fax: (860) 872-5608**

***I/We have read the above Norwegian Wood, LLC adopted policy and I/we understand Renter's Insurance is required at Norwegian Wood Apartments.***

\_\_\_\_\_  
**YOU (Applicant) /Date**

\_\_\_\_\_  
**YOU (Applicant) /Date**

# NORWEGIAN WOOD, LLC

1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016

PH: 860-872-2735 FAX: 860-872-5608

## Guarantor Application

Apt. # \_\_\_\_\_

Today's Date \_\_\_\_\_

Move-In Date \_\_\_\_\_

### IMPORTANT REQUIREMENTS FOR GUARANTOR:

PLEASE REMIT COMPLETE EMPLOYMENT VERIFICATION FORM, COPY OF VAILD PHOTO ID,  
COPIES OF 2 CURRENT PAYSTUBS, AND CHECK FOR \$50.00 WITH APPLICATION.

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

### Print Full Name:

First, Middle, Last:		Social Security Number:	
Date of Birth:	Driver's License Number:		State:
Email:	Cell Phone #:		
	Home Phone #:		

### Address:

Current Street Address:		Town/City:	
State:	Zip Code:	Home Owner:	YES NO
Landlord/Management Company:	Landlord Phone Number:	Length of Residency:	Rent Amount:

### Employment:

Current Employer:		Occupation:
Length of Employment:	Gross Monthly Income:	Gross Annual Income:
Employer Address:		Employer Phone #:

### Release:

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

**It is understood that I am submitting to the Landlord a Non-Refundable Guarantor Application Fee of \$ 50.00**

Made Payable To: Norwegian Wood, LLC. It is understood that I 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.

I hereby apply for the apartment listed in this application. With my signature, I authorize and request all credit reporting agencies, employers, landlords, and personal references to release any pertinent information regarding me. A photocopy of this should be as valid as the original. I understand that the credit report will be done through the facilities of:

RentGrow, Inc. 275 Wyman Street Suite 14, Waltham, MA 02451.

\_\_\_\_\_  
Guarantor Signature

\_\_\_\_\_  
Date

# NORWEGIAN WOOD, LLC

1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016 PH: 860-872-2735 FAX: 860-872-5608

## Employment Verification

Name of Applicant:

Applicant Signature:

Date:

\_\_\_\_\_

The above person has applied for an apartment at Norwegian Wood Apartments in Tolland, CT. You are listed as a present or previous employer. Please complete this form and return to us as soon as possible. It may be scanned and emailed to [nor.applications@gmail.com](mailto:nor.applications@gmail.com) or faxed to us at 860-872-5608.

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

\_\_\_\_\_