



Waitlist Application

Norwegian Wood Apartments has started a student-based waitlist for the upcoming academic year. We offer 12-month lease terms. Available apartment options are listed in this packet.

It is important to get your application package submitted to secure your apartment home. Applications are time stamped, dated, and are processed on a first received basis. Applications must be completed in full. Applications that are missing documents will NOT be accepted.

E-Mail your COMPLETED Waitlist Application to:
norwood@chapmanapartmenthomes.com

If you are applying with a roommate/s, **ALL** applications must be submitted together. This includes **ALL** Guarantor Applications. Only **COMPLETED IN FULL** applications are processed for placement. Please do not submit an application if documents are missing.

Please call our leasing team directly if you have any questions.

Monday - Friday
9am - 5pm

860-627-8999
(press 7 to skip prompt)

Applicant Check List

First Step

- Complete your application
- Complete Apartment Selection Guide and submit as top page of application
- Email to:
norwood@chapmanapartmenthomes.com

**Please save
this page for
your records.**

Waitlist: Completed applications will be dated and timestamped and added to the waitlist in the order to which they are received

Second Step (Placement)

- Notification of specific unit and move-in date will be provided when a unit match is solidified. If placed into a unit, applicants have 48 hours to notify the Leasing Office, in writing, to confirm or deny the match

Third Step (Lease Signing)

- Create an Online Payment Portal via RentCafe with your leasing agent to pay your Security Deposit payment online. Only one deposit in full accepted per apartment.
- Security Deposit payment will be accepted per apartment, we do not split deposit payments
- 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. NO KEYS will be released without proof of insurance from each tenant.

Fourth Step (Move-In)

- Pay first month's pro-rated rent in your Online Payment Portal (Only one Payee per month per apartment can be accepted)
- Return all completed forms in your Welcome Folder to receive a parking permit

Apartment Selection Guide

Applicant Name(s):

Please mark your 1st, 2nd, and 3rd choice of move-in month AND your 1st, 2nd, and 3rd choice of the apartment style preferred.

____ March ____ April ____ May ____ June ____ July ____ August ____ Sept.

____ 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 1st floor

____ 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 1st floor

____ 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 2nd floor

____ 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 2nd floor

TOP PAGE OF WAITLIST APPLICATION

1 Canyon Ridge Drive
Broad Brook, CT 06016

860-627-8999
fax 860-627-8991

norwood@chapmanapartmenthomes.com



Statement of Rental Policy

Equal Housing: Non-discrimination based on 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 deposit or otherwise re-rented. Apartment availability cannot be guaranteed until a given unit is vacated by the current tenant(s).

Pets: Only service animals or emotional support animals with the proper documentation are allowed. 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 require written verification. 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.

Applications: To be completed by every person over the age of 18 regardless of who appears on the lease. After approval, a lease agreement must be signed within 3 business days. Deposit must be paid within 3 business days of lease signing. Applicants must be at least 18 years old.

Qualifications:

Guarantor: Norwegian Wood, LLC will run a complete credit check on each Guarantor. Guarantors 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 collection items paid or unpaid, except medical or student loans, no current delinquent account, 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. Guarantors must have verifiable income and must meet our income guidelines.

Student: Norwegian Wood, LLC will run a complete background criminal check on each student applicant. Student applicants should have no reports of convicted felonies, violent misdemeanors, misdemeanor A. or arrest for misconduct or assault.

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.

Occupancy: All lessees are equally responsible for the rent.

Cars: Each apartment is allowed parking for two cars; three cars are permitted for loft apartments. Permit required provided by office.

Other: Waterbeds and 10 gallons or less aquariums for fish are permitted. **Surround Sound Systems are not permitted.** Unit transfers are not permitted. You agree, 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 \$1,000.00 Lease Breaking Fee.

Insurance: Proof of Renter's Insurance is required for all residents due at Lease Signing.

Security Deposit: The Security Deposit is one-and one-half month's rent due at Lease Signing. Only one security deposit is accepted per apartment. If after you have signed a lease agreement and decide not to move in and give your Two-Month Notice to Vacate (Four-Month Notice for student residents) on the vacate form available at leasing office, you will forfeit your entire security deposit.

Rental Payment: Monthly rent is due on the first of each month. Payment must be made on the online rent portal, RentCafe. Personal checks and cash are not accepted. Only one payment per apartment will be accepted. In addition, a \$35.00 NSF fee and a \$50.00 late fee, if applicable, will be due. Evictions start on the 1st of the month if rent is not received. Tenants are equally responsible for all eviction legal fees.

Initial(s) _____

1 Canyon Ridge Drive
Broad Brook, CT 06016

860-627-8999
fax 860-627-8991

norwood@chapmanapartmenthomes.com

**Norwegian
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APARTMENTS

Student Application

APT. # _____
FOR OFFICE USE ONLY

Important requirements for applicant: Please remit rental history verification form, copy of valid photo ID (driver's license, passport, visa) and copy of student university photo ID. *The information provided is used to qualify prospective tenants.*

Print Full Name: First, Middle, Last

Social Security Number

Date of Birth

Driver's License Number

Email

Phone

Current Address: Street

City

State

ZIP

Rented Before? YES NO If YES, Submit **COMPLETED** Rental History Verification form by your Landlord.

Landlord/Management Company

Landlord Phone

Length of Residency

Full time student? YES NO

Expected Graduation Date

Where did you hear about us?

Emergency Contact: Name

Relationship

Phone

Address

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 under Connecticut State Law effective October 1, 2023 there is NO Application fee.

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 an apartment at Norwegian Wood with this Waitlist Application. By signing below, 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. 27S Wyman Street Suite 14, Waltham, MA 02451.

Applicant Signature _____

Date _____

1 Canyon Ridge Drive
Broad Brook, CT 06016

860-627-8999
fax 860-627-8991

norwood@chapmanapartmenthomes.com



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

Applicant Signature _____

Apartment Community

Address/Unit Number

Landlord Name

Landlord Phone

Landlord Fax

APPLICANT DO NOT WRITE BELOW THIS LINE

The above person has recently applied for housing at Norwegian Wood Apartments in Tolland, CT. 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 **Norwood@chapmanapartmenthomes.com** or **faxed to us at 860-627-8991**.

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 _____

Printed Name _____

Title _____ Date _____

Phone _____

Best time to call _____

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norwood@chapmanapartmenthomes.com



Insurance Information

All residents at Norwegian Wood Apartments are required to have Renter's Insurance.

If you have any questions or concerns while purchasing Renter's Insurance, please feel free to call the Rental Office Phone: (860) 627-8999.

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

- Insured Name (Tenant Occupying Apt): _____
- After you have purchased your policy, ask your Insurance Agent to mail, fax, or email the Policy Declarations Page to
Fax: (860-627-8991) Email: norwood@chapmanapartmenthomes.com

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

I/We cannot pick up keys until I've provided proof of renter's insurance.

YOU (Applicant) /Date

YOU (Guarantor) /Date

1 Canyon Ridge Drive 860-627-8999
Broad Brook, CT 06016 fax 860-627-8991

norwood@chapmanapartmenthomes.com



Guarantor Application

APT. # _____
FOR OFFICE USE ONLY

Important requirements for guarantor: Please remit completed employment verification form, copy of valid photo ID, copies of 2 current paystubs.
The information provided is used to qualify prospective tenant.

Today's Date _____

Move-In Date _____

Print Full Name: First, Middle, Last

Social Security Number

Date of Birth

Driver's License Number

State

Email

Phone

Address: Street

City

State

ZIP

Home owner? YES NO

Landlord/Management Company

Landlord Phone

Length of Residency

Rent Amount

Employment: Current Employer

Occupation

Length of Employment

Gross Monthly Income

Gross Annual Income

Employer Phone

Employer Address

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.

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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 an apartment at Norwegian Wood with this Waitlist Application. By signing below, 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. 27S Wyman Street Suite 14, Waltham, MA 02451.

Guarantor Signature _____

Date _____

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APARTMENTS

Income Guidelines

Apartment Styles and Rental Rates*	Gross Annual Requirement
1 Bed Traditional Electric Heating Rates \$1,180, \$1,240	\$50,570 - \$53,140
1 Bed Traditional Heat/Hot Water Included Rates \$1,275 - \$1,335	\$54,640 - \$57,200
2 Bed Traditional Electric Heating Rates \$1,335 - \$1,415	\$58,070 - \$60,640
2 Bed Traditional Heat/Hot Water Included Rates \$1,460 - \$1,520	\$62,570 - \$65,140
2 Bed Deluxe Electric Heating Rates \$1,330 - \$1,390	\$57,000 - \$59,570
2 Bed Deluxe Heat/Hot Water Included Rates \$1,450 - \$1,510	\$62,140 - \$64,700
2 Bed Loft Electric Heating Rates \$1,600 - \$1,635	\$68,570 - \$70,000
2 Bed Loft Heat/Hot Water Included Rates \$ 1,715 - \$1,750	\$73,500 - \$75,000

Guarantor Signature _____ Date _____

Applicant Signature _____ Date _____

Co-Signers are 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

One Guarantor Accepted **ONLY** Per Full-Time Student Applicant

Guarantor **MUST** Meet Income Requirements

* *Rental rates subject to change without notice per management.*

1 Canyon Ridge Drive 860-627-8999
Broad Brook, CT 06016 fax 860-627-8991

norwood@chapmanapartmenthomes.com



Employment Verification

Applicant Name

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 emailed to norwood@chapmanapartmenthomes.com or faxed to: 860-627-8991**

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

Employer Signature _____

Printed Name _____

Title _____

Company Name _____

Phone _____

Date _____

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