

Riverview Court Apartments

65 River Road, Nutley, New Jersey, 07110

Phone Number: (973) 661-1672

Fax: (973) 667-3036

Application For Lease

Must be completed in its entirety to be processed.

All verification services to be provided to RIVERVIEW COURT APARTMENTS under terms of this agreement entered into with a licensed contracted consumer credit agency and the accuracy thereof shall be conditioned by the requirement that applicant and customer provide the following information as to the individual applicants below. Where inapplicable information is requested, mark N/A. Applicant and customer shall sign and date this document in appropriate space below prior to its submission to a licensed contracted consumer credit agency. Multiple applicants, including spouse, must complete and sign.

The undersigned hereby agrees to execute a lease, in the event of the approval if the rental application for apartment _____ for the term of _____ commencing on (approximately) _____ at a monthly rate of \$_____ payable monthly in advance on the first day of each month.

Once the rental application has been approved and the applicant accepts an apartment, the applicant must submit a reservation fee in the amount equal to one month's rent. Other than the application fee, all monies are to be in the form of a money order or certified check only. **Applicant agrees that if applicant fails to take possession of the premises, Landlord may retain as liquidated damages, the reservation fee and any other monies paid by applicant. Upon signing the lease, the first month's rent and/or pro-rated rent, security deposit and any other fees, must be paid in full before any apartment keys will be given out.**

The undersigned has read the foregoing and certifies that the facts set forth in the accompanying rental application are true and correct and that the rental application submitted for the purpose of inducing approval of the application in the undersigned's behalf. **The \$75.00 fee per application for investigation of the undersigned's application is under no circumstances refundable.**

APPLICANT NAME _____ Date of birth _____

SS# _____
First Middle Last

CO-APPLICANT NAME _____ Date of birth _____

SS# _____
First Middle Last

App. Drivers Lic. No. _____ State _____ Co-App. Drivers Lic
No. _____ State _____

Other
Occupants: _____

Name SS# Age Relationship

Name SS# Age
Relationship

APPLICANT Home Phone# _____ Cell

Phone# _____

Present Address

Street Apt# City State
Zip

From:

Dates: To:

Present Landlord/Resident Mgr. Apt. Name/If
Home-Mortgage Co. \$ Loan#

Monthly Payment _____ Reason for
moving _____

Have you ever been evicted from any leased premises? _____ If yes, explain

APPLICANT

Previous Address

Street Apt# City State
Zip

Previous Apt. Name or Landlord _____
Address _____ Phone _____
How long? _____

Monthly Payment _____ Reason for moving _____

APPLICANT EMPLOYER _____ Phone _____ Position _____

Business Address _____

Street _____ City _____ State _____ Zip _____
Supervisor _____ Employed since _____ Gross weekly salary _____
Previous Employer _____ Phone _____ Position _____

Business address _____

Supervisor _____ Employed since _____ Gross weekly salary _____
Additional monthly income (if any) _____
Source _____

CO-APPLICANT Home Phone# _____ Cell Phone# _____

Present Address _____
Street _____ Apt# _____ City _____ State _____ Zip _____

From: _____

Dates: To: _____

Present Landlord/Resident Mgr. _____ Apt. Name/If _____
Home-Mortgage Co. \$ Loan# _____

Monthly Payment _____ Reason for moving _____

Have you ever been evicted from any leased premises? _____ If yes, explain _____

CO-APPLICANT

Previous Address

Street Apt# City State Zip
Previous Apt. Name or Landlord

Address Phone
How long?
Monthly Payment _____ Reason for
moving _____

CO-APPLICANT EMPLOYER _____ Phone _____

Position _____

Business

Address _____

Street City State Zip
Supervisor _____ Employed since _____ Gross weekly
salary _____

Previous _____ Employer Phone _____ Position

Supervisor _____ Employed since _____ Gross
weekly salary _____

Business address

Additional monthly income (if any) _____ Source

BANKING INFORMATION

APPLICANT

CO-APPLICANT

Bank Name and Branch _____ Checking Bank Name and
Branch _____ Checking

Bank Name and Branch _____ Savings Bank Name and
Branch _____ Savings

CREDIT INFORMATION

APPLICANT

Name _____ Type _____ Acct. No. _____ Mo. Payment
_____ Open Closed

Name _____ Type _____ Acct. No. _____ Mo.
Payment _____ Open Closed

Name _____ Type _____ Acct. No. _____ Mo.
Payment _____ Open Closed

CREDIT INFORMATION

CO-APPLICANT

Name _____ Type _____ Acct. No. _____ Mo.

Payment _____ Open Closed

Name _____ Type _____ Acct. No. _____ Mo.

Payment _____ Open Closed

Name _____ Type _____ Acct. No. _____ Mo.

Payment _____ Open Closed

VEHICLE INFORMATION

Year & Make _____ Color _____ Tag No. _____ State _____

Registered to _____

Year & Make _____ Color _____ Tag No. _____ State _____

Registered to _____

OFFICIAL USE: LEASE INFORMATION

Beginning Date _____ Ending Date _____ Move in date _____

Size of Apt: _____ Monthly Rental _____ Yearly Rental _____

Pro rate _____ Reservation fee\$ _____

BALANCE DUE UPON EXECUTION OF LEASE BY CERTIFIED CHECK OR MONEY ORDER\$ _____ SECURITY DEPOSIT\$ _____

I or we authorize RIVERVIEW COURT APARTMENTS to verify all information on the rental application by all available means, including consumer reporting agencies, public records, current and previous rental property owners, employers and personal references. Re-verification of preliminary findings is not required.

APPLICANTS SIGNATURE _____ Date _____

APPLICANTS SIGNATURE _____ Date _____

APPLICATION TAKEN BY _____ Date _____

APPLICATION DATE _____ UNIT TYPE _____ MONTHLY RENT\$ _____

MOVE IN DATE _____ AFTER 2PM _____

PET YES NO
TYPE? _____

KIND _____ WEIGHT _____ NAME _____

RIVERVIEW COURT APARTMENTS
65 River Road
Nutley, NJ 07110
973-661-1672

RIVERVIEW COURT APARTMENTS STATEMENT OF RENTAL POLICY

1. **We are an equal opportunity housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, disability, familial status, sexual orientation, or national origin. We also comply with all state and local fair housing laws.**

2. **Apartment availability policy.** Apartments become available when they are ready to rent. A vacant apartment may not be deemed available until it has been cleaned, repainted, and thoroughly prepared for your occupancy, and where applicable, has been inspected by local or state agencies. We do our best to keep our lists current and try to update our lists as soon as apartments become available. An apartment that was unavailable in the morning may become available later that same day.

3. **Occupancy guidelines.** To prevent overcrowdings noise and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow only two persons per bedroom. Only bedrooms may be used as sleeping areas. For example, a one-bedroom apartment may house up to two people, and a two bedroom apartment may house up to four people. These rules set a higher standard than the minimums set by the housing code, but we believe this is necessary to protect our tenants and the quality of life in our buildings. You should bear in mind that if your family grows you may reach a point where you need a larger apartment. We may or may not be able to offer you a larger unit. We cannot promise that one will be available if you need one.

4. **Application process.** We evaluate every apartment in the following manner. You must submit a rental application and truthfully answer all questions on the form. No rental application will be taken without proper original photo identification. We also reserve the right to request a form of government identification, which may be an original driver's license, a passport, etc. and your original social security card in order to verify that the information we are checking matches u with the person or persons applying for an apartment. If you are in the military, you must present us with your military identification. **NO APARTMENT WILL BE SHOWN WITHOUT PROPER ORIGINAL PHOTO IDENTIFICATION.** You must pay the \$75.00 per person nonrefundable application fee in the form of a money order, or personal check. We will not process any application that is not filled out in its entirety. Once the application has been filled out in its entirety, we will send your application to our screening company, which will process your application and we will notify you with the outcome.

5. **Rental criteria.** To qualify for an apartment at Riverview Court Apartments, you must meet the following criteria:

- a. **Income.** 90% of one week's gross income must be equivalent to one month's rent. You must be gainfully employed or have a reliable source of income and we reserve the right to request reasonable documentation to help facilitate the rental process. That documentation may be 2 recent pay stubs, an IRS tax filing, bank statements, investment portfolio, etc. If you are self employed, you must present us with last year's tax returns and/or quarterly taxes. If you have been a full-time student at any time within the past year, we will require you to have your lease guaranteed.
- b. **Rental history.** You must have a satisfactory rental reference for the prior 12 month rental history or from at least two prior landlords. If you have ever been evicted or sued for any lease violation, we have the right to reject your application.
- c. **Credit history.** Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we have the right to reject your application.
- d. **Criminal history.** If you have ever been convicted of a felony, we reserve the right to reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we reserve the right to reject your application. If you have a history of any convictions for assault, rape, arson, drug related matters, destruction of property, or any matters that would be a risk to our residents, we reserve the right to reject your application.

INFORMATION FOR APPLICANT:

The undersigned fully understands that the application fee in the amount of \$75.00 per person to process the rental application is non-refundable. Once the rental application has been approved and the applicant accepts an apartment, the applicant must submit a reservation fee equal to one month's rent. The reservation fee will be applied towards the first month's rent. Other than the application fee, all monies are to be paid in the form of a money order or bank check only. Applicant agrees that if applicant fails to take possession of the premises, Landlord may retain as liquidated damages, any monies paid by applicant. Upon signing the lease, the first month's rent and/or pro-rated rent, security deposit and any other fees, must be paid in full before any apartment keys will be given out.

MAKE PAYMENT PAYABLE TO: Riverview Court Apartments

I or we authorize Riverview Court Apartments to verify all information on the rental application by all available means, including consumer reporting agencies, public records, current and previous rental property owners, employers and personal references. Re-verification or investigation of preliminary findings is not required.

Applicant's signature

Date

Applicant's signature

Date