

**\*Prices Change Daily\***



Office Hours:

Monday – Friday: 9am - 6:00pm

Saturday: 10am - 5pm

Sunday: 12pm-5pm

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## **APPLICATON PROCESS**

**APPLICATION FEE: \$65 PER PERSON OVER 18. All persons over the age of 18 must submit a rental application.**

**HOLDING DEPOSIT: \$100 refundable within 72 hours. This will be applied to your move in costs.**

**In order to process your application please submit 3 most current paystubs or offer letter when handing in application. Applications are not processed without proof of income and signed statement of rental policy/qualification acknowledgement**

**The amounts above may be paid in the form of check or money order.**

**Water, Sewer, and Trash are not included in rental pricing.**

## **FEES DUE AT MOVE IN**

SECURITY DEPOSIT option: Based on Approval

ONE TIME AMENITY FEE: \$325

MONTHLY COMMUNITY FEE: \$10

NONREFUNDABLE PET FEE: **\$400 or \$200 Rescued (if applicable`)**

MONTHLY PET RENT: **\$25 PER PET or \$15 Rescued (if applicable)**

**The Place at Catherine's Way**

30 Catherine's Way  
Manchester, CT 06042

Phone: 860-647-9980  
Fax: 860-649-7450

**EMPLOYMENT VERIFICATION**

APPLICANT: Please complete the **top portion** of this form so that your employer may release the requested information.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_  
Street City State Zip Code

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

Employee's Signature to authorize Release of Information

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**EMPLOYER:** Your employee has applied for rental of an apartment at The Place at Catherine's Way Apartment Homes. As part of the qualification process, we require verification of employment and the information requested below. Any information released will be kept in the strictest confidence. Please return the form via facsimile or U.S. mail to the number or address noted above. Thank you for your cooperation.

The Place at Catherine's Way Representative \_\_\_\_\_ Date \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Position: \_\_\_\_\_

Overtime / Commissions: \_\_\_\_\_

Average Monthly Pay: \_\_\_\_\_

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

Print Name & Title of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Phone & Ext: \_\_\_\_\_

Signature: \_\_\_\_\_

Please note: A Representative may call to verify.

# The Place at Catherine's Way

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Phone: 860-647-9980  
Fax: 860-649-7450

## LANDLORD REFERENCE

APPLICANT: Please complete the **top portion** of this form so that your current landlord may release the requested information.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

LANDLORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street Apt.# City State

LANDLORD'S PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Resident's Signature to authorize Release of Information

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LANDLORD: Your tenant has applied for the rental of an apartment at The Place at Catherine's Way Apartment Homes. As part of the qualification process, we require a reference from the applicant's current landlord and basic information requested below. Any information released will be kept confidential. Please return the form via facsimile or U.S. mail to the number or address noted above. Thank you for your cooperation.

The Place at Catherine's Way Representative \_\_\_\_\_ Date \_\_\_\_\_

Is applicant part of a lease/rental agreement? \_\_\_\_\_ If so, expiration date: \_\_\_\_\_

How long have they resided at the above address? \_\_\_\_\_

Is the rental account current? \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Does this include utilities? \_\_\_\_\_

Have you ever begun eviction proceedings against the applicant? \_\_\_\_\_ If so, when? \_\_\_\_\_

If yes, please explain reason for eviction:

\_\_\_\_\_

Rent is generally paid: \_\_\_\_\_ On-Time, \_\_\_\_\_ Occasionally Late \_\_\_\_\_ Often Late

Housekeeping Habits: \_\_\_\_\_ Good, \_\_\_\_\_ Average, \_\_\_\_\_ Poor \_\_\_\_\_

Have there been any problems with pests in the household? \_\_\_\_\_

Does/Did the applicant(s)

YES NO Permit persons other those on the lease to live in the unit on a regular basis?

YES NO Cause problems or complaints?

YES NO Engage in any criminal activity, including drug related activity?

YES NO Would you rent to the applicant(s) again? If no, please explain \_\_\_\_\_

\_\_\_\_\_  
Name/Title of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone + Ext.

\_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: A Representative may call to verify.

**SOUTH OXFORD MANAGEMENT – RENTAL APPLICATION**

**NOTE: This ENTIRE application must be completed or it may not be considered for acceptance. Please read and sign the Qualification Guidelines prior to completing application. All applicants over 18 years of age must submit separate applications.**

Apartment: \_\_\_\_\_ Desired Move-in Date: Earliest Date: \_\_\_\_\_ Latest Date: \_\_\_\_\_ Rental Rate: \$ \_\_\_\_\_

Lease Term: \_\_\_\_\_ Special Provisions: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_ Sr./Jr.: \_\_\_\_\_

Social Security: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Driver License Number: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Best time & preferred phone to contact you: \_\_\_\_\_ Do you have any pets? (Circle) yes or no

How did you learn about our community? \_\_\_\_\_ Breed: \_\_\_\_\_

Email: \_\_\_\_\_ Weight: \_\_\_\_\_

**OCCUPANTS:** Total No. of Occupants: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

**HOUSING INFORMATION:**

**Present** Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long have you lived there?: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Landlord (Co. or person): \_\_\_\_\_

Landlord's Phone: \_\_\_\_\_ Landlord's Fax: \_\_\_\_\_

Reason for moving? \_\_\_\_\_

**Previous** Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long did you live there?: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Landlord (Co. or person): \_\_\_\_\_

Landlord's Phone: \_\_\_\_\_ Landlord's Fax: \_\_\_\_\_

Reason for moving? \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

**Present** Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Human Resource Phone: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

**Previous** Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Human Resource Phone: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

**VEHICLE INFORMATION:**

VEHICLE(S)/RECREATIONAL #1 (Make, Model, Color, Year): \_\_\_\_\_

License Plate #1: \_\_\_\_\_ State: \_\_\_\_\_

VEHICLE(S)/RECREATIONAL #2 (Make, Model, Color, Year): \_\_\_\_\_

License Plate #2: \_\_\_\_\_ State: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you, your spouse, or any occupant listed in this application ever been \_\_\_ evicted, \_\_\_ filed bankruptcy, \_\_\_ been arrested for a felony or sex related crime?

Please date and list each:

\_\_\_\_\_

I understand that this application for an apartment is subject to acceptance or denial. I hereby state that the information set forth above is true and complete and authorize verification of the information and references given including the investigation of a professional credit check, arrest/convictions record and background check for all applicants. Should any statement made above be a misrepresentation or untrue, the application will be immediately declined and the application fee will be retained as compensation to the agent for holding the apartment off the market.

It is understood the hold deposit received in the amount of \$100, will be returned if applicant is not accepted as a resident. (The process can take up to 30 days). If accepted and the resident does not move in on the starting date given, the amount received is hereby acknowledged as liquidated damages for non-performance and will be forfeited by the resident as compensation for holding the apartment off the market. I understand I may cancel this application by written notice within 72 hours and received a full refund of the hold deposit. If I cancel after 72 hours, I understand I forfeit the hold deposit.

I have submitted the sum of \$50, which is a non-refundable application fee for a credit check and other processing costs of this application. This sum is not a rental payment or security deposit and will be retained by South Oxford Management, LLC to cover the costs of processing the application whether my application is accepted or not.

I will submit the sum of \$150, which is an annual amenity fee, at the time of move in. If I cancel after 72 hours, or fail to enter into a rental agreement, I understand that all fees will be forfeited. I understand I will be charged rent from the agreed upon move-date.

I hereby consent to allow South Oxford Management, LLC, through its designated agent and its employees, to obtain and verify my credit information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, South Oxford Management, LLC and its agent shall have the continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LEASING SPECIALIST: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Apartment # \_\_\_\_\_ Unit Type: \_\_\_\_\_ Applicant Last Name: \_\_\_\_\_

Person Accepting Application: \_\_\_\_\_

Person Processing Application: \_\_\_\_\_

Date the applicant(s) was notified by \_\_\_ phone, \_\_\_ letter, or \_\_\_ in person of \_\_\_ acceptance or \_\_\_ non-acceptance: \_\_\_\_\_

Name of applicant who was notified: \_\_\_\_\_

Name of owner's representative who notified applicant above: \_\_\_\_\_



## Statement of Rental Policy/Qualification Acknowledgement

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify residents for residency in our communities. Nothing contained in these requirements shall constitute representation by South Oxford Management that all residents and occupants currently residing in our community have met or currently meet these guidelines.

**FAIR HOUSING STATEMENT.** South Oxford Management and the Owner are committed to compliance with all federal, state, and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including those that prohibit discrimination based on race, color, religion, national origin, sex, familial status, or disability.

**IDENTIFICATION.** Applicants must present a government issued photo identification card for all persons age 18 years and older that will be living in the apartment.

**APPLICATION AND FEE.** A separate rental application must be completed, dated and signed by each applicant and any individual over the age of 18. All individuals 18 years of age, or legally considered an adult by law if not living with a legal guardian, are required to be made a party to the lease. Spouses may complete one application. A non-refundable application fee, deposit and/or bond are required at the time an application is submitted.

**OCCUPANCY.** Unit occupancy shall not exceed 2 persons per bedroom. Children younger than six months are not considered occupants in determining this factor of eligibility. The Company will comply with applicable laws that require higher or lower occupancy ratios.

**INCOME.** All applicants must have a combined source of income in an amount no less than **Two and a half (2.5) times** the market rental rate. Acceptable Sources of Income may be any of the following: Three (3) most current paycheck stubs. If applicant is starting a new job, the future position and salary must be verified in writing via an offer letter on company letterhead and effective on or before the proposed move-in date. If applicants are self-employed or receive money from non-employment sources, proof of income through: (1) a copy of the previous year's tax returns, (2) a financial statement from a CPA verifying income, or photocopies of three (3) most current bank statements illustrating the ability to pay rent through the entire lease term. (Other income may mean, but is not limited to, alimony/child support, trust accounts, social security, unemployment, welfare, grants/loans).

**INCOME RESTRICTED:** If you are applying at an income restricted community please review the supplemental income exhibit for specific income qualifications.

**RENTAL HISTORY** Less than satisfactory rental history including, Evictions and/or Outstanding Debt to a previous Landlord may result in an automatic denial.

**CREDIT HISTORY.** Our screening agency evaluates credit, debt to income and rental history against indicators of future rent payment performance. Any unsatisfactory finding may result in the requirement of an additional deposit, guarantor, or denial.

**GUARANTORS.** All guarantors must have a combined source of income in an amount no less than Six **(6)** times the market rental rate. If a guarantor is needed, they must meet the entire qualifying criteria as presented herein. The guarantor must pay an application processing fee and sign the Guarantor Addendum.

**CRIMINAL HISTORY.** A criminal background screening will be conducted for all applicants including Felony and Misdemeanor convictions and charges. The following offenses including Deferred, Convictions, Charges, and Sex Offender Registrants will result in automatic denial.

