

Prices Change Daily



Office Hours:

Monday – Friday: 9am - 6:00pm

Saturday: 10am - 5pm

Sunday: 12pm-5pm

APPLICATON PROCESS

APPLICATION FEE: \$65 PER PERSON OVER 18. All persons over the age of 18 must submit a rental application. Application fees are not refundable at any time.

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

In order to process your application please submit 1 months of 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: \$30 PER PET or \$15 Rescued (if applicable)



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. South Oxford Management will not discriminate against any person based on race, color, religion, national origin, sex, familial status or any other specific classes protected by applicable laws. South Oxford Management will allow any reasonable accommodation or reasonable modification based on disability-related need. The person requesting any reasonable modification may be responsible for the related expense.

IDENTIFICATION. Applicants must present one form of government issued photo identification for all person age 18 years and older that will be living in the apartment. South Oxford Management is not responsible for verifying residency status on applications. Non-US-citizen applicants must present two forms of identification. One form must be a photo ID

APPLICATION AND FEE. A separate rental application must be completed, dated and signed by each applicant and any individual 18 years of age or older. All individuals 18 years of age or older, or legally considered an adult by law if not living with a legal guardian, are required to be a party to the lease. A non-refundable application fee is required at the time an application is submitted. The initial applicant fee will be outlined by the community, and each additional occupant application fee will be \$25.00.

OCCUPANCY. Unit occupancy shall not exceed 2 persons per room plus 1. Children younger than 24 months of age 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. All income must be verifiable. Verifiable income includes, but is not limited to wages, self-employment income, social security benefits, pensions, trust funds, grants, school loans, child support, unemployment benefits, military benefits, other government assistance and alimony. Acceptable Sources of Income may be any of the following: Three (3) most current paycheck stubs. If an 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 an applicant is self-employed or receives money from non-employment sources, proof of income through: (1) a copy of the previous year's tax return, (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. (4) The amount of any housing choice voucher currently being received by an applicant must also be included as income, even if you are not accepting the voucher as payment.

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

RENTAL HISTORY. Rental history in conjunction with landlord debt will be considered when processing your application. Evictions within the previous two (2) years and/or outstanding debt to a prior landlord may result in denial or an additional rental deposit.

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. Should a pending bankruptcy appear an automatic denial may result. A history of a prior bankruptcy filing may result in an additional rental deposit.

GUARANTORS. Guarantors will be accepted for anyone who does not meet the income qualifications. A Guarantor must have a combined source of income in an amount no less than five (5) 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: The criminal records of all household members 18 years of age and over will be checked for all felony and misdemeanor convictions. The information gathered as the result of this check will affect the approval of the application as follows:

- A.) Applicants with any of the following felony convictions in the 50 years preceding the date of application will be denied approval - sexual assault, aggravated sexual assault, indecency with a child, sexual performance by child, trafficking of persons, burglary if committed with the intent to commit felony sexual assault, aggravated sexual assault, sexual abuse of a child, or prohibited sexual conduct, offenses relating to any felony conviction increased in punishment as a result of use of a child in commission of such offenses, and any offense where the offender used or exhibited a deadly weapon during the commission of a felony offense or during immediate flight therefrom.
- B.) Applicants with any of the following felony convictions in the 25 years preceding the date of application will be denied approval- murder, capital murder, homicide related offenses.
- C.) Applicants will be automatically denied for any prior felony conviction in the 15 years preceding the date of application for illegal manufacturing or distribution of a controlled substance.
- D.) Applicants will be automatically denied if they are currently subject to registration as a sex offender.
- E.) Any other **felony conviction** other than those set forth above related to **crimes against persons** will result in denial if the conviction occurred in the fifteen (15) year period preceding the date of application.
- F.) Any other **misdemeanor conviction** other than those set forth above related to **crimes against persons** will result in denial if the conviction occurred in the seven (7) year period preceding the date of application.
- G.) Any other **felony conviction** other than those set forth above related to **crimes against property** will result in denial if the conviction occurred in the ten (10) year period preceding the date of application.
- H.) Any other **misdemeanor conviction** other than those set forth above related to **crimes against property** will result in denial if the conviction occurred in the five (5) year period preceding the date of application.
- I.) Any other **felony conviction** other than those set forth above related to **crimes against society** will result in denial if the conviction occurred in the fifteen (15) year period preceding the date of application.
- J.) Any other **misdemeanor conviction** other than those set forth above related to **crimes against society** will result in denial if the conviction occurred in the five (5) year period preceding the date of application

Animal- Animal restrictions vary at each community. If you have animals, please see your leasing representative for more information.

Rental Scoring & Your Rental Application

We rely upon a "Rental Score" to estimate the relative financial risk of leasing an apartment to you. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant applicant information and help speed the application approval process.

How is my rental score determined?

Rental scoring systems assign points to certain factors identified as having a statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application data, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics like-- race, color, sex, familial status, handicap, national origin, or religion as factors.

What can I do to improve my rental score?

Your rental score may change based upon changes of the underlying information. The total improvement, however, generally depends on how that factor relates to other factors considered by the scoring system. Nevertheless, to improve your rental score, concentrate on paying your bills on time, paying down outstanding balances, and not taking on new debt.

NOTIFICATION OF DENIAL OR CONDITIONAL APPROVAL

You have a right under the Fair Credit Reporting Act to a free copy of your consumer report from CoreLogic Safe Rent, LLC, the reporting agency used by South Oxford Management to evaluate your background information if the request is made no later than 60 days after you receive notification of a denial or conditional approval. In evaluating your application, information obtained from or through CoreLogic Safe Rent, LLC, which may include credit information or consumer information from one or more of the credit bureaus or consumer reporting agencies, may have influenced South Oxford Management decision in whole or in part. **These consumer-reporting agencies and/or credit bureaus DID NOT make the decision to take adverse action and are unable to provide specific reasons why adverse action was taken.**

Signature of Applicant	Date
Signature of Applicant	Date
Signature of Applicant	Date
Signature of Applicant	Date
South Oxford Management /Agent for Owner	Date

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: _____

<p>FOR OFFICE USE ONLY</p> <p>Apartment # _____ Unit Type: _____ Applicant Last Name: _____</p> <p>Person Accepting Application: _____</p> <p>Person Processing Application: _____</p> <p>Date the applicant(s) was notified by ___ phone, ___ letter, or ___ in person of ___ acceptance or ___ non-acceptance: _____</p> <p>Name of applicant who was notified: _____</p> <p>Name of owner's representative who notified applicant above: _____</p>
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The Place at Catherine's Way

30 Catherine's Way
Manchester, CT 06042

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

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.

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

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.