

COMPLETING THE APPLICATION FOR OCCUPANCY

Thank you very much for your interest in our community! Below, please find instructions on how to complete your application so that we are able to process it quickly and efficiently. Complete applications allow us to process without having to repeatedly contact you for information. We will not process any incomplete applications. Please note each occupant 18 or older must submit an Application for Occupancy.

In order to accept your Application for Occupancy ***we must receive the following documents with your application.***

1. A copy of your government issued photo ID and Social Security Card.
2. The Application for Occupancy with **all fields completed**. If you do not have a previous landlord's phone number on hand, take a moment to locate it before submitting the application.
3. Proof of income or significant savings that you may have. This includes:
 - 2 or more pay stubs
 - 1099
 - W-2
 - Social Security statements
 - VA statements
 - Bank statements
4. A \$30.00 processing fee, per person, must accompany the application (if applicable)

The Application for Occupancy must be completed in its entirety in order to be processed.
Please write legibly!

For Those Purchasing a Home from an Existing Resident in the Community

Once an Application for Occupancy is accepted, an inspection of the home is required in order to ensure that the home meets park standards (in applicable states). Once any repairs called for are verified complete, you will receive a letter of approval from the park. You must provide the park with proof of homeowner's liability insurance prior to signing a lease.

***Thank you again for applying!
We look forward to working with you!***



All Applicants' last names: _____/_____/_____/_____/_____
(All members of household over age 18 must fill out separate Application for Occupancy)

Application for Occupancy

Rental Office: 860-222-3997 Ext.18 Fax: 860-222-3998

P.O. Box 577, Gales Ferry, CT 06335

E-mail: michelle@freeholdre.com

Community Name: _____

Date: ____/____/____ Move in Date: ____/____/____

Unit/Lot #: _____ Monthly Rent: _____ Security Deposit: _____ Processing Fee: \$30.00

How did you hear about us? _____

Personal Information:

First Name: _____ MI: _____ Last Name: _____

Soc. Sec. #: _____ - _____ - _____ Date of Birth: ____/____/____

Driver's License (or Gov. Issued ID): _____ State: _____ Exp: ____/____/____

Email: _____

Home Telephone: _____ Cell Number : _____

Present Street Address: _____

City: _____ State: _____ Zip: _____

Length of Time: _____ ☐ Months ☐ Years Monthly Rent/Mortgage: \$ _____

☐ Owned ☐ Rented Do you have a Lease? ☐ Yes ☐ No Expires When? _____

Name of Landlord or Mortgage Holder: _____ Phone Number: _____

Previous Street Address: _____

City: _____ State: _____ Zip: _____

Length of Time: _____ ☐ Months ☐ Years Monthly Rent/Mortgage: \$ _____

☐ Owned ☐ Rented Did you have a Lease? ☐ Yes ☐ No Expires When? _____

Name of Landlord or Mortgage Holder: _____ Phone Number: _____

Employment:

Employer: _____ Address: _____

Phone Number: _____ Date First Employed: ____/____/____

Position: _____ Supervisor: _____

Income \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly

Former Employer: _____ Address: _____

Phone Number: _____ Date First Employed: ____/____/____

Position: _____ Supervisor: _____

Income \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly

Unearned Income:

If you have other sources of income for us to consider, please list income source, and person (ie: ssi, tanf, snap, alimony, child support, pension etc.) in the spaces provided. All sources of legal income will be considered.

Source: _____

Phone Number: _____ Date First Started Receiving: ____/____/____

Income \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly

Source: _____

Phone Number: _____ Date First Started Receiving: ____/____/____

Income \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly



Banking Information:

Bank Name: _____ Account # _____

Address: _____ Balance: \$ _____

Bank Name: _____ Account # _____

Address: _____ Balance: \$ _____

HAVE YOU:Ever broken a rental agreement? ☐ Yes ☐ No

If yes, explain: _____

Ever been sued for non-payment of rent? ☐ Yes ☐ No

If yes, explain: _____

Ever been evicted from any premises? ☐ Yes ☐ No

If yes, explain: _____

Ever been foreclosed on from any premises? ☐ Yes ☐ No

If yes, explain: _____

Ever filed for bankruptcy? ☐ Yes ☐ No

If yes, when: ____/____/____

If yes, explain: _____

Are you currently being evicted, in foreclosure or filing bankruptcy? ☐ Yes ☐ No

If yes, explain: _____

Ever been convicted of a crime? ☐ Yes ☐ No

If yes, explain: _____

Why are you leaving present landlord? _____

Pets:Do you have any pets? ☐ Yes ☐ No

Please refer to pet policy

YOU MAY ONLY HAVE A PET IF APPROVED AND YOU SIGN A PET AGREEMENT

PET FEE & INSURANCE MAY BE REQUIRED

(Certain Breeds of Dogs Are Not Permitted)

In case of emergency notify: _____ Address: _____

Tel. #: _____ Relationship: _____

List all other people to live in unit:

PLEASE NOTE THAT ALL PERSONS 18 OR OLDER MUST FILL OUT AN APPLICATION FOR OCCUPANCY_____
Relationship: _____ Age: __________
Relationship: _____ Age: __________
Relationship: _____ Age: __________
Relationship: _____ Age: __________
Relationship: _____ Age: _____

Make of car #1: _____ Year: _____ License Plate #: _____ ST: _____

Make of car #2: _____ Year: _____ License Plate #: _____ ST: _____

I understand the processing fee is a non-refundable cost of processing this application. I understand the \$30.00 processing fee is a **per applicant fee**.

I acknowledge that the above information is true and correct, and authorize verification of ALL above information. Any false information or failure to provide backup documentation to complete application may constitute cause for rejection of this application and forfeiture of my deposit.

I have read and agree to ALL of the terms contained here.

Renters Only:

We will not guarantee the unit available with the earnest money deposit. I have deposited the sum of \$_____ (hereinafter the "earnest money deposit") in consideration for Owner/Manager taking the unit off the market while processing this application. If this application is approved, I agree to enter into a Lease Agreement and take possession of the unit by the move in date listed on this Application for Occupancy. The earnest money deposit shall be refunded to me if the application is NOT approved. I understand that I may cancel this application by written notice within 24 hours of initial submission and receive a full refund of this earnest money deposit. After 24 hours, I understand that:

EARNEST MONEY DEPOSIT IS NON-REFUNDABLE IF YOU ARE APPROVED FOR OCCUPANCY AND DON'T TAKE THE UNIT

Initial: **X**_____ Time: **X**_____

At the time the Lease Contract is executed, the earnest money deposit will be applied to and become a part of the first month's rent.

FALSE INFORMATION GIVEN ON AN APPLICATION IS IN ITSELF GROUNDS FOR REJECTION OF THE APPLICATION OR TERMINATION OF TENANCY.

Authorization for Release of Information: For the term of the relationship with Landlord, the Applicant hereby consents to and authorizes the Landlord's investigation into the Applicant's credit worthiness. Such consent and authorization is given with respect to any and all persons who may conduct an investigation of the Applicant's credit worthiness on behalf of the Landlord, including independent contractors and credit agencies retained by Landlord for such purpose. Applicant hereby holds Landlord, its agents, and anyone involved in the investigation, free and harmless of any liability for requesting or providing written or verbal information and/or discussing the quality or history of Applicant. Any false information provided by Applicant or Applicant's failure to provide backup documentation for information provided herein may constitute cause for rejection of this application and forfeiture of my earnest money deposit.

X_____
Date

X_____
Applicant Signature

X_____
Date

X_____
Leasing Agent