



## **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 (in CT, NY & OH only)
5. A BCI report must be obtained from the Department of the Attorney General's Office and accompany the application. You can contact them by calling, 401-274-4400. (RI residents only)

***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 827, Norwich, CT 06360

E-mail: michelle@freeholdre.com

Community Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Move in Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Unit/Lot #: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Processing Fee: \$30.00  
(in CT, NY & OH only)

How did you hear about us? \_\_\_\_\_

### PERSONAL INFORMATION

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Maiden Name or Any Other Aliases: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License (or Gov. Issued ID): \_\_\_\_\_ State: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Cell Number : \_\_\_\_\_

### RESIDENCE HISTORY

Please give your residence history for the past five years beginning with the most current.

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 Expired 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 Expired When? \_\_\_\_\_

Name of Landlord or Mortgage Holder: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### EMPLOYMENT

Your Status: ☐ Employed Full-Time ☐ Employed Part-Time ☐ Student ☐ Retired ☐ Unemployed

Current Employer (or most recent): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates Employed From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position: \_\_\_\_\_

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

Current Employer (or most recent): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates Employed From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position: \_\_\_\_\_

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 recipient (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: \_\_\_\_\_  
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\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_  
\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Make of car #1: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_ ST: \_\_\_\_\_ Color: \_\_\_\_\_  
Make of car #1: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_ ST: \_\_\_\_\_ Color: \_\_\_\_\_  
Other Car, Motorcycle, Etc: \_\_\_\_\_

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**. (in CT, NY & OH only)

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.**

**X** \_\_\_\_\_  
Date

**X** \_\_\_\_\_  
Applicant Signature





P.O. Box 827  
Norwich, CT 06360  
Phone: 860.222.3997 Ext. 10  
Fax 860.222.3998

### **AUTHORIZATION FOR RELEASE OF INFORMATION**

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



## Qualifying Guidelines

Freehold Real Estate provides equal opportunity housing. We will not discriminate against applicants based on race, color, religion, sexual orientation, ethnic origin, familial status, disability or class membership. Management complies with all Federal, State and local Fair Housing and Civil Rights Laws.

Please note that these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various reporting services.

**Application:** Every future resident that is 18 years or older must complete an application. Please complete application in full. Understand that applications containing any untrue, incorrect, or misleading information will be declined. Each application must be accompanied by a government issued photo ID for each applicant (ie: driver's license, majority card, military ID, etc). All applicants in the United States on a Visa must provide a copy of the Certificate of Eligibility, which is completed upon arrival in the United States.

**Roommates:** Each resident is jointly and fully responsible for the entire rental payment and must sign the lease agreement.

**Occupancy Guidelines:** This site shall follow a two person per bedroom occupancy standard unless otherwise required by Federal, State or local law.

**Landlord Reference/Rental History:** Management requires at least two years of monthly rental payment history. The rent payment history, to be confirmed with previous landlords, must reflect prompt payment history, compliance with community policies, and return of apartment in good condition. We will not accept a reference from a relative as your only previous landlord. Any legal proceedings or evictions filed by previous landlords will result in the application for residency being declined. Applicants with no rental history will require a guarantor.

**Pets:** This site accepts pets with written permission only. Pet fees may apply. See Pet Addendum.

**Income:** Applicants must have a verifiable employment and/or income history, such as two copies of the most recent pay stubs, Leave & Earning statement or offer letter. Self-employed persons must provide a copy of the last two years tax return. Unemployed applicants must provide documentation of unearned income sources e.g. – social security, pension, savings, interest, or provide guarantor/co-signer that meet the guarantor/cosigners qualifying standards below. Notarized documentation must be submitted with your application to support additional sources of income such as alimony, dividends, military housing allowance child support, interest, retirement income, etc. Copies of all documentation will be retained in the lease file.

Gross annual income for all leaseholders is combined and entered into the credit-scoring model. Household gross monthly income must meet or exceed three times the monthly rental rate or a guarantor/cosigner must be included in the application.

**Credit History:** A credit report will be secured for all occupants of legal age to verify account credit ratings. The results will be entered into the credit-scoring model, which determines applicant eligibility to rent and security deposit level. Unfavorable accounts which will negatively influence this score, include, but are not limited to: Collection, Charge Off, Repossession, and Current Delinquency & Bankruptcy.

Applicants with Bankruptcies and Foreclosures that have been discharged within the last 24 months may be considered if they demonstrate a hardship that has since been cured, and can produce a qualified co-signer.

**Guarantors/ Cosigners:** Guarantors/cosigners must meet all the above qualifications and must have at least five times the monthly rent being applied for. The guarantor must physically sign the lease either in the office, or in front of a notary.

**Criminal:** A criminal background check will be conducted for each applicant. Any applicants who have been determined to have a criminal conviction of the following reported criminal related activities may be denied residency and occupancy:

- Conviction of any applicant or family member for a violent crime, theft, burglary, assault, battery, robbery, illegal manufacture, use or possession of a controlled and/or illegal substance
- Applicants who have been convicted for sexual or physical abuse
- Any terrorist related conviction
- Any cruelty to animals related conviction
- Any prostitution related conviction
- Misdemeanor conviction involving crime against persons or property
- Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication"
- An active status on probation or parole resulting from any of the above
- Any applicant subject to a state sex offender registration requirement

I hereby acknowledge reviewing the above Qualifications provided by Freehold Real Estate and the information I have provided is true and accurate.

X

Prospective Resident

Date

X

Prospective Resident

Date





P.O. Box 827  
Norwich, CT 06360  
Phone: 860.222.3997 Ext. 10  
Fax 860.222.3998

## Pet Addendum

The Applicant(s) understands that if the Application for Occupancy is approved, this Pet Addendum will therefore be attached to the Lease Agreement and will run concurrent with the lease terms.

Applicant(s) Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

### APPLICANTS WITHOUT PETS

Applicant verifies that they do **NOT** have any pets that will be housed or visiting in the community and that if, in the future, one is acquired that they will immediately contact the property manager, have pet approved to amend their lease and pay any such charges associated with having a new pet.

### **NO VISITING PETS ARE ALLOWED**

Signature: **X** \_\_\_\_\_ Date: **X** \_\_\_\_\_

### APPLICANTS WITH PETS

Type of Pet: ☐ Dog ☐ Cat ☐ Other If Other Explain: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Color: \_\_\_\_\_ Pet Breed: \_\_\_\_\_

Weight of Pet: \_\_\_\_\_ Pet Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Pet: ☐ Dog ☐ Cat ☐ Other If Other Explain: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Color: \_\_\_\_\_ Pet Breed: \_\_\_\_\_

Weight of Pet: \_\_\_\_\_ Pet Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant agrees to pay Landlord a monthly pet fee of **\$20.00 PER PET** (in CT, NY & OH only) in addition to the other monthly rent payments. Landlord agrees that the Applicant may keep approved pets on the leased premises subject to the following terms and conditions:

1. Applicant may have up to 2 cats **or** dogs residing with them in their home. Only the pet(s) listed & described in this pet addendum that have previously been approved by the Landlord are authorized per this agreement. Additional and/or other pets must be approved by the Landlord.
2. Management reserves the right to restrict any breed.
3. Applicant agrees to maintain Homeowners or Rental liability insurance at all times and must provide management with a copy of the Homeowners or Rental Liability Certificate within 30 days of the lease start date. The certificate must list the community as additionally insured. A list of excluded breeds the insurance company may have, or proof that there are none must accompany this certificate.



4. All pets must be spayed or neutered unless a veterinarian deems the procedure medically unsafe or professionally unreasonable for that pet (purebred, show animal, or service dog). Certification of either is to be provided to Landlord.
5. Applicant agrees that the pet shall be subject to all town, county and state ordinances as applicable. An up to date Proof of Vaccination must be provided annually.
6. No visiting pets are allowed.
7. Applicant agrees to accept full and sole responsibility for any injuries to persons caused by actions of the applicant's pet. Applicant agrees to identify and hold Landlord harmless against any claim for damage to property or injuries to person based on or caused by action of applicant's pet.
8. Applicant agrees to accept full responsibility for any damage to the home by the Applicant's pet. Damages include, but are not limited to, soiling, staining, and/or tearing of carpeting and scratching of walls or doors. If the pet does damage the home in any manner, the Landlord will bill the applicant's, as additional rent, the cost of replacement of damaged items, or for any necessary repairs. ANY NON-REFUNDABLE FEES OR MONTHLY RENT ARE FOR THE PRIVILEGE OF HOUSING A PET AND WILL NOT BE USED TO OFFSET THE COST OF ANY DAMAGES OR REPAIRS THAT ARE THE RESULT OF YOUR PET.
9. The pet shall be considered an indoor pet and/or allowed outdoors only under the applicant's control on applicant's patio area on a hand-held lease or in a pet carrier. Even if tethered, the pet is never to be left unattended.
10. Applicant agrees that the pet will not constitute a nuisance in any manner on the premises. If pet constitutes a nuisance, of which the Landlord will be the sole judge, Applicant agrees to terminate pet's occupancy of the leased premises upon 5 days written notice from Landlord to Applicant. The termination of pet's occupancy shall not in any way affect the Applicant's liability under the lease. Examples of nuisance for purposes of this addendum are:
- a) unruly behavior that causes personal injury or property damage;
  - b) failure to dispose of pet waste;
  - c) making noise continuously for a period of a ½ hour or more to the disturbance of other residents in the community;
  - d) Pets in common areas that are not under complete control on a hand-held leash or in a pet carrier;
  - e) Pets who relieve themselves on walls or floors of common areas or inside homes;
  - f) Pets who exhibit aggressive or otherwise potentially dangerous behaviors.
11. If there is reasonable cause to believe an emergency situation exists with respect to the pet, and if efforts to contact the applicant and emergency caretaker are unsuccessful, Landlord or its agents may contract the local animal control authority and assist its staff members in entering applicant's home. Examples of emergency situations include: suspected abuse, fire or other disaster, or prolonged disturbance. If it becomes necessary for the pet to be boarded, all costs incurred will be the sole responsibility of the applicant.

Provided all terms are met, this agreement will run concurrent with lease terms and is subject to review for renewal.

**X** \_\_\_\_\_

Date

**X** \_\_\_\_\_

Applicant Signature

**X** \_\_\_\_\_

Date

**X** \_\_\_\_\_

Landlord Signature

