



## 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. ***You must complete as much of the application as possible.*** Complete applications allow us to process without having to repeatedly contact you for information.

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

1. 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.
2. Proof of any 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
3. A copy of your Driver's License and Social Security card.

***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. 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.***

## **Application for Occupancy**

Rental Office: 860-367-2220 Fax: 860-464-6329

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

E-mail: [matt@ironrealtyct.com](mailto:matt@ironrealtyct.com)

Date: \_\_\_/\_\_\_/\_\_\_ Property Name: \_\_\_\_\_ Profile #: \_\_\_\_\_

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

Pet Fee: \_\_\_\_\_ \$20 a month per pet. Move In Date: \_\_\_/\_\_\_/\_\_\_ How did you hear about us? \_\_\_\_\_  
(Only in CT)

### **Applicant #1 Personal Information**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

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

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Present Landlord: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Previous Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Previous Landlord: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Gross Weekly Income \$ \_\_\_\_\_ Employer: \_\_\_\_\_ Tel. #: \_\_\_\_\_

How Long? \_\_\_\_\_ Job Title/Rank: \_\_\_\_\_ Supervisor or CMC \_\_\_\_\_

Tel. #: \_\_\_\_\_ Address: \_\_\_\_\_ Former Employer: \_\_\_\_\_

Tel. #: \_\_\_\_\_ How Long? \_\_\_\_\_ Job Title/Rank: \_\_\_\_\_

When do you expect a job transfer or Separation from service? \_\_\_\_\_

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

Account # \_\_\_\_\_ Balance: \_\_\_\_\_

### **HAVE YOU**

Ever filed Bankruptcy? \_\_\_\_\_ ever been evicted? \_\_\_\_\_ ever been convicted of a felony? \_\_\_\_\_

ever broken a rental agreement? \_\_\_\_\_ ever been sued for non-payment of rent? \_\_\_\_\_

Why are you leaving present landlord? \_\_\_\_\_

Any pets? \_\_\_\_\_ \$20 a month per pet. Describe: \_\_\_\_\_ (dogs allowed at mobile homes only)

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

(Certain breeds of dogs are not permitted)

Nearest Relative \_\_\_\_\_ Address: \_\_\_\_\_ Tel. #: \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Address: \_\_\_\_\_

**Applicant #2 Personal Information**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

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

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Present Landlord: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Previous Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Previous Landlord: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Gross Weekly Income \$ \_\_\_\_\_ Employer: \_\_\_\_\_ Tel. #: \_\_\_\_\_

How Long? \_\_\_\_\_ Job Title/Rank: \_\_\_\_\_ Supervisor or CMC \_\_\_\_\_

Tel. #: \_\_\_\_\_ Address: \_\_\_\_\_ Former Employer: \_\_\_\_\_

Tel. #: \_\_\_\_\_ How Long? \_\_\_\_\_ Job Title/Rank: \_\_\_\_\_

When do you expect a job transfer or Separation from service? \_\_\_\_\_

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

Account # \_\_\_\_\_ Balance: \_\_\_\_\_

**HAVE YOU**

Ever filed Bankruptcy? \_\_\_\_\_ ever been evicted? \_\_\_\_\_ ever been convicted of a felony? \_\_\_\_\_

Ever broken a rental agreement? \_\_\_\_\_ ever been sued for non-payment of rent? \_\_\_\_\_

Why are you leaving present landlord? \_\_\_\_\_

Any pets? \_\_\_\_ \$20 a month per pet. Describe: \_\_\_\_\_ (dogs allowed at mobile homes only)

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

**(Certain breeds of dogs are not permitted)**

Nearest Relative: \_\_\_\_\_ Address: \_\_\_\_\_ Tel. #: \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Relationship: \_\_\_\_\_

List all other people to live in unit:

\_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Make of car #1: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_ ST: \_\_\_\_\_

Make of car #2: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_ ST: \_\_\_\_\_

I (We) understand the processing fee is a non-refundable cost of processing this application.

I (We) 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 for information provided herein may constitute cause for rejection of this application and forfeiture of my deposit.

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

### **Renters Only:**

I (We) 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 (We) agree to enter into a Lease Agreement and take possession of the unit by the move in date on this Application for Occupancy. The earnest money deposit shall be refunded to me (us) if the application is NOT approved. I understand that I may cancel this application by written notice within 24 hours 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: \_\_\_\_\_ Time: \_\_\_\_\_

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.

\_\_\_\_\_ Date \_\_\_\_\_ Applicant #1 Signature

\_\_\_\_\_ Date \_\_\_\_\_ Applicant #2 Signature

\_\_\_\_\_ Date \_\_\_\_\_ Applicant #3 Signature

\_\_\_\_\_ Date \_\_\_\_\_ Leasing Agent

**ALL INCOMES MUST BE VERIFIABLE.**

**HAVE YOU PROVIDED PAY CHECK STUBS? \_\_\_\_\_**

**IF MILITARY, HAVE YOU PROVIDED A COPY OF YOUR LES? \_\_\_\_\_**