

HOW TO FILL OUT THIS APPLICATION

Please do not fill out any which doesn't pertain to you or is "for management use only". If you run out of space, please copy/attach a sheet and continue to provide the necessary information.

Name – Fill in the name you currently use. Do not use a maiden name if you are now separated or divorced, unless your name has legally been changed. Do not use an alias.

Date of birth – Fill in your date of birth in the **U.S. style**.

Example: October 12, 1970 = 10/12/1970 *NOT*

12/10/1970

Social Security # – Unless you are an international student or have special circumstances, please fill in this information, or your application will not be accepted.

Driver's license # – If you have a driver's license *even if you no longer drive* or an MVA/DMV non-driver identification, please write down the license # or i.d. # and expiration date.

Phone # – Include at least 1 phone number where we will be able to reach you.

Co-applicant – Fill in all information for a second adult person who will be responsible for payment of the rent. If there will be more than 2 people responsible for the rent, such as 4 roommates, please make copy the sheet and complete with the additional applicants' information.

Dependents – This should only be completed for dependent children or dependent adults (i.e., grandparent, developmentally disabled adult, hospice care individual) who will not be responsible for payment of rent.

Applicant/Co-applicant employment – Check all that apply. Example: if you're a student who works full time, please check both "FULL TIME" & "STUDENT". Please fill out the company name which employs you and its corresponding address, not your supervisor's name, unless a sole individual employs you. Fill out your gross rate of pay and how often you are paid. Example: \$500 per week, \$500 every 2 weeks. **Note:** if your pay is non-traditional (per diem, seasonal, twice monthly, etc.) please calculate your yearly pay and record that amount.

References – Fill out if you have a savings or checking account, and list the name it's under. A credit reference can be a credit card company, bank/car loan info, utility company, mobile phone provider, etc. A credit report and personal screening will be processed for all adults as part of the application process, including those not responsible for payment of rent.

Additional questions (“Have you ever...” and “Please indicate by initialing...”) – Check off each item which applies to any of the applicants. Please attach an additional page to further explain any checked item, or write your answer on the back the application, indicating which applicant the answer pertains to, if there is more than one applicant.

Example:

X **Been evicted from a residence? When?** 5/15/2010 **Why?** non-payment of rent

(If there are 2 applicants, Joe Smith and Joe Black, and the eviction is for Joe Smith, please

write on the back: *Applicant 1, Joe Smith*)

The second section of additional questions requires each applicant to **initial** next to the question to indicate they understand the rules which will be part of their tenancy, if they should be approved.

On page 4 of the application, please fill in the unit you are applying for, and when you want to begin your tenancy. Every adult applicant/co-applicant shall sign after this section, which serves as an acknowledged agreement of the terms and conditions explained in the paragraph, including the background check/screening and the fee required to process the application. If there are multiple adults on the application, please copy the sheet for the additional applicants.

Background Check/Release of Information Consent Form

Page 5 is a detailed description of the screening which will be performed on each adult applicant/co-applicant as part of the application process. On page 6, all adult applicants must fill in the required information and provide their signature. If you choose not to provide the information or your signature, the application will not be considered for tenancy.

If the property manager or agent has any additional forms—e.g., W-9, Window Guard Notification, Smoke Detector Addendum, Megan's Law Statement or Move-in/Move-Out form, please leave them blank. You will complete them during the lease signing if you are approved for tenancy. You may email (cervellimanagement@realestatenj.com) or fax (201-868-6055) the

application back to the office. If you are faxing the application, please do not include the additional forms listed above. Again, they will be filled out/signed during the lease signing.

If you have any further questions regarding the application or your tenancy, please contact the property manager at 201-868-6300, or speak with the superintendent who provided the application to you.