

**BOUND BROOK APARTMENTS  
APPLICATION FOR RESIDENCY  
(Each Co-resident must submit a separate application)**

**APPLICANT**

FULL NAME (LAST): \_\_\_\_\_ (FIRST): \_\_\_\_\_ (MI): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
 SOCIAL SECURITY #: \_\_\_\_\_ HOME PHONE NUMBER: \_\_\_\_\_  
 CELL PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
 DRIVER'S LICENSE#: \_\_\_\_\_ STATE: \_\_\_\_\_

VEHICLES:	TYPE	COLOR	MAKE	PLATE	STATE	YEAR
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS:**

FULL LEGAL NAME	SOC. SEC. #	RELATIONSHIP APPLICANT	DATE OF BIRTH	ANNUAL INCOME	OCCUPATION	VISITING ONLY
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**APPLICANT INFORMATION**

**PRESENT ADDRESS:**  
 STREET: \_\_\_\_\_ APT. #: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 RENT OR OWN: \_\_\_\_\_ DATES: \_\_\_\_\_ MONTHLY PAYMENT: \_\_\_\_\_  
 LANDLORD/LENDER: \_\_\_\_\_ STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PREVIOUS ADDRESS:**  
 STREET: \_\_\_\_\_ APT. #: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 RENT OR OWN: \_\_\_\_\_ DATES: \_\_\_\_\_ MONTHLY PAYMENT: \_\_\_\_\_  
 LANDLORD/LENDER: \_\_\_\_\_ STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**CURRENT EMPLOYER:**  
 NAME: \_\_\_\_\_ STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 EMPLOYMENT DATE: \_\_\_\_\_ POSITION: \_\_\_\_\_ SALARY: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

**PREVIOUS EMPLOYER:**  
 NAME: \_\_\_\_\_ STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 EMPLOYMENT DATE: \_\_\_\_\_ POSITION: \_\_\_\_\_ SALARY: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

**OTHER INCOME:**

TYPE OF INCOME:	SOURCE/BANK	GROSS ANNUAL AMOUNT
_____	_____	_____
_____	_____	_____

**RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU):**

(1) NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
 (2) NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

**PET INFORMATION:** TYPE: \_\_\_\_\_ BREED: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

NOTE: Keeping of pet requires consent of management, payment of applicable fees/deposits, and execution of Pet Addendum. Handicapped assistance animals used for disabilities are not considered pets.

The civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familial status or national origin. The federal Agency which administers compliance with this law is the U.S. Department of Housing and Urban Development.

This is to inform you that as a part of our procedure for processing your application, an Investigative Consumer Report may be prepared whereby information obtained through personal interviews with your landlord, employers, or others with whom you are acquainted may be reviewed. This inquiry will include two credit reporting agencies information in regards to your credit history as well as information as to your character, general reputation, personal characteristics, mode of living. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation (Fair Credit Reporting Act). I/We hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my rental liability shall commence on \_\_\_\_\_, 2018, pursuant to the terms of the lease. That if I/We fail to sign the lease and/or pay agreed rental, Security deposit, utility fees, or other required charges as shown in this rental application: the application fee and any holding fees accompanying this application shall be retained by landlord as liquidated damages. I/We agree to this amount being retained by landlord as a reasonable estimate of actual damages to landlord if I/We failed to perform as stated above after approval. I/We also do not believe the loss of these holding fees is an unfair trade practice if I/We fail to perform as stated above after approval. I/We understand that the holding fees accompanying this application are non-refundable after three (3) days. Owner and/or agent for the owner reserves the right to reject this application and to refuse possession of the above mentioned accommodation. I/We have read the foregoing; certify that the information herein is TRUE and CORRECT, that this application is submitted for the purpose of inducing approval of this application in my/our behalf. Any "yes" or "no" question unanswered shall be considered a "yes."

Have you ever been convicted of or pled guilty or "no contest" to any felony or sexual offense? \_\_\_\_\_

If yes, please explain, providing the location, date and nature of the offense: \_\_\_\_\_

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE AND COMPLETE. YOU AUTHORIZE THE AGENT OF THE LESSOR TO VERIFY THIS INFORMATION, REFERENCES, CREDIT RECORDS, AND CRIMINAL BACKGROUND. ANY FALSE STATEMENT ON THIS APPLICATION CAN LEAD TO REJECTION OF YOUR APPLICATION OR IMMEDIATE TERMINATION OF YOUR LEASE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGEMENT REPRESENTATIVE

\_\_\_\_\_  
DATE

**Bound Brook Apartments**  
**73B Codrington Drive**  
**Bound Brook, NJ 08805**  
**(732) 356-2084**  
**(732) 356-9475 FAX**

Thank you for applying for an apartment at Bound Brook Apartments. Please provide us with the following items so that we may process your application:

1. Completed and signed application with all supporting documents filled out in their entirety.
2. Copy of Photo Identification (for each applicant)
3. Copy of Social Security Card (for each applicant)
4. Proof of Income (Last thirty days of pay stubs or letter of employment from current employer stating earnings – for each applicant)
5. \*Payment in the amount of \$45.00 as a non-refundable application fee. An additional \$25.00 will be charged for each additional adult that will be living in the apartment.
6. \*Payment in the amount of \$75.00 as a refundable deposit towards your first months rent. (Deposit may be forfeited after three days of application approval.)

**Your application can not be processed until ALL of the above information has been provided.**

**Once your application has been approved, you will need to provide the following:**

1. \*Payment in the amount of \_\_\_\_\_ for the balance of your first month of rent. This deposit must be paid within 48 hours in order to hold the apartment.
2. A **MONEY ORDER** or **CERTIFIED CHECK** in the amount of \$70.00 for the township inspection made payable to Borough of Bound Brook.
3. \*At lease signing, payment in the amount listed below for your security deposit. Security deposit is equal to 1 month or 1½ months rent.

\_\_\_\_\_

\_\_\_\_\_

\*Payment may be in the form of: Visa Card, Master Card, or Discover Card or a Money Order/Certified Check made payable to Bound Brook, LLC.

**Bound Brook Apartments**  
**73B Codrington Drive**  
**Bound Brook, NJ 08805**  
**(732) 356-2084**

Gracias por aplicar por un apartamento en los Apartamentos Bound Brook. Lo siguiente es la información que hay que presentar junto con su aplicación.

1. Llenar y firmar todos los documentos de la aplicación.
2. Copia de Identificación con foto (de cada aplicante)
3. Copia de tarjeta de Social Security (de cada aplicante)
4. Comprobante de ingresos (colillas de pago de los últimos 30 días o una carta de trabajo indicando cantidad de ingresos)
5. \*Un pago por \$45.00 de cobro (no reembolsable) por el costo de la aplicación. Habrá un cobro de \$25.00 adicional por cada adulto que ocupara el apartamento.
6. \*Un pago por \$75.00 como un depósito reembolsable para el primer mes de renta. (El depósito se puede perder después de tres (3) días de aprobar la aplicación.

No se puede procesar su aplicación hasta que Usted presente toda la información requerida.

Cuando su aplicación sea aprobada, tendrá que traer lo siguiente:

1. \*Un pago por la cantidad de \_\_\_\_\_ por el balance del primer mes de renta. Hay que pagar el depósito entre 48 horas para reservar el apartamento.
2. Un **MONEY ORDER** o **CHEQUE CERTIFICADO** por \$70.00 por la inspección del pueblo, dirigido al Borough de Bound Brook.
3. \*Al firmar el contrato usted tendrá que pagar el depósito de 1 mes o 1 mes y medio de renta.

\_\_\_\_\_  
\*Se puede pagar con: Tarjeta de crédito de Visa, Master Card, Discover Card o con un "money order" o cheque certificado dirigido a Bound Brook, LLC.

**BOUND BROOK APARTMENTS**  
**RENT AND POLICY SCHEDULE**

Date: \_\_\_\_\_

<u>UNIT TYPE</u>	<u>TOTAL UNITS</u>	<u>SQ. FT.</u>	<u>CURRENT RENT</u>	<u>INCOME REQUIREMENT</u>	<u>DATE OF CHANGE</u>
One BR	228	425	Based on market	\$675.00/wk	01/14/16
Two BR	106	525	Based on market	\$825.00/wk	01/14/16

Rent prices may vary. Quoted rent amounts are effective for one business day. Rent includes heat, hot and cold water. Resident is responsible for cooking gas and electric.

**OCCUPANCY STANDARDS:**

One bedroom – up to two persons maximum  
 Two bedroom – up to four persons maximum

**COMMUNITY POLICIES**

Lease Term: 6 - 12 months

**PETS** (maximum two pets)

Cats and small dogs under 25 pounds  
 \$25.00/month/per pet for small dog  
 \$15.00/month/per pet for cat  
 \$250.00 Non-refundable pet fee per pet

**DEPOSITS**

Security: 1 month rent or 1 ½ months rent

Amount of security deposit is subject to change based on application process. **A separate Money Order must be provided for your security deposit.**

**LEASE RENEWAL POLICY** Renewal amounts will be based on the market rent.

**FEES**

Application Fee: \$45.00 – first applicant/\$25.00 per additional applicant/\$100.00 corporate (non refundable made payable to Bound Brook, LLC)  
 Holding Fee: \$75.00 refundable deposit (to hold apartment)  
 Inspection Fee: \$70.00 payable to Borough of Bound Brook  
 Pet Fee: \$25.00 per month per pet for dog rent, \$15.00 per month per pet for cat rent and a \$250.00 per pet, non-refundable pet fee.  
 Lease Termination: Two month’s current rent, as per lease.  
 Internal Transfer: Only allowed after initial lease term has been fulfilled. \$450.00 if during lease term. No charge if term is fulfilled. You may only up/down grade. No lateral transfers are permitted.  
 NSF Fee: \$25.00  
 Late Fee: \$50.00

MONEY ORDER or CERTIFIED CHECK must be used to pay application fee, security deposit, inspection fee and first month’s rent.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

EFFECTIVE: 1/14/16

Regional Property Manager Approval: \_\_\_\_\_

# **BOUND BROOK APARTMENTS**

## **Resident Selection Criteria**

**Revised as of 12/21/17**

**Income:** Each occupant over the age of 18 is required to complete an application. Each applicant must demonstrate a verifiable income. The minimum weekly income requirements are as follows:

**1BR:** \$675.00      **2BR:** \$825.00

**Combined Income:** The combined income of roommates will be considered, provided each applicant earns a minimum of 60% of the total qualifying income.

**Credit:** A credit history depicting any of the following may be grounds for denial:

- a. Unpaid liens or judgments.
- b. Bankruptcy, unless applicant can provide verification that positive credit has been reestablished and maintained after three years of discharge.
- c. We use a statistically validated scoring model, which measures each applicants risk in terms of paying their monthly rent. The model takes into consideration many aspects of an applicant's credit history and income to determine the amount of risk for that particular applicant. Management has set specific decision points within the models score range for Bound Brook Apartments.

**Rental History:** Applicant must demonstrate a minimum of two (2) years rental or ownership history if applicable. History of a poor payment record, destructive or abusive behavior or poor housekeeping practices will be grounds for denial.

**Co-signers:** Co-signers will be considered only where income is deficient, not with credit or job defaults. Co-signers must qualify at 1.5 times the qualifying income.

**Criminal:** A criminal background check will be run on all initially approved applications. Any conviction of a crime may result in the application being denied.

**Occupancy:** There is a maximum occupancy limit on each type of apartment. One bedroom – 2 occupants and two bedrooms – 4 occupants. Violation of this regulation will result in eviction if not corrected immediately.

Please be advised that the submission of your application does not hold an apartment. An apartment will only be held for you once we receive the required deposit. Our company policy is based on a first come, first serve basis.

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Applicant

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Date





# Bound Brook Apartments

73B Codrington Drive  
Bound Brook, NJ 08805  
(732) 356-2084  
FAX (732) 356-9475

## VERIFICATION OF LANDLORD HISTORY

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Verification of information supplied by the applicant shown below

Name \_\_\_\_\_  
Address \_\_\_\_\_  
SSN \_\_\_\_\_

This person has applied for an apartment at Bound Brook Apartments. We are required by the owner to verify all information that is used in determining this person's eligibility. We ask your cooperation in providing the following information and returning it to Bound Brook Apartments at the address or fax number shown above. The applicant has consented to this release of information as shown here.

### Information being requested:

1. How long did the applicant reside at this address? \_\_\_\_\_
2. How many bedrooms? \_\_\_\_\_ How many people lived in this unit? \_\_\_\_\_
3. What was the monthly rent? \_\_\_\_\_
4. What was included in the rent?  Gas  Electric  Heat  Hot water
5. Was the applicant ever late in the payment of the monthly rent? \_\_\_\_\_ If yes, how many times after the 5<sup>th</sup> of the month in the past year? \_\_\_\_\_
6. Was the applicant destructive to the apartment/home or the surrounding areas? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What living condition did the applicant maintain?  Acceptable  Unacceptable
8. Did the applicant give proper notice? \_\_\_\_\_ What was the reason for leaving?  
\_\_\_\_\_
9. Would you re-rent to him in the future? \_\_\_\_\_ If not, Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 10. Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print name and title of person giving information

\_\_\_\_\_  
Name of Agency or Organization

\_\_\_\_\_  
Signature of person giving information

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number

I hereby authorize the release of the requested information

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

The **New Jersey Law Against Discrimination**, *N.J.S.A. 10:5-1 to -49*, makes it unlawful to discriminate in the sale or rental of housing based on a person's race, creed, color, national origin, ancestry, nationality, affectional or sexual orientation, disability, gender, marital status, familial status (whether you have a child, a parent-child relationship with a minor, or you are pregnant), lawful source of income or rental subsidy used for rental payments.

The **New Jersey Division on Civil Rights** is the State agency that is authorized to enforce the Law Against Discrimination. Under the Division's **Multiple Dwelling Reporting Rules**, *N.J.A.C. 13:10-1.1 to -2.6*, the Division requires landlords to collect and record information about applicants for apartment rentals and tenants in apartment complexes throughout New Jersey. The **Multiple Dwelling Reporting Rule** requires landlords to provide a summary of this information to the Division and to retain the information on this form. **The information is used to prevent and eliminate discrimination in housing.** Your cooperation in filling out this form will assist the Division in enforcing the Law Against Discrimination.

Please note that, although landlords must record certain information about the race and ethnicity of applicants and tenants, it is unlawful to record or ask applicants or tenants about other characteristics such as religion, gender, marital status or affectional or sexual orientation.

If you feel you have been denied housing or treated differently for one of the reasons listed above, you may contact the Division on Civil Rights at (609) 984-3138 for referral to a local Division office for additional information or assistance.

Visit the Division on Civil Rights Web site at: [www.NJCivilRights.org](http://www.NJCivilRights.org)



**E**

Tenants/applicants: Fold & tear along dotted line and retain top portion for your records

## MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

**If the tenant/applicant chooses not to complete this form, the landlord or the landlord's representative is required to conduct a visual observation of the tenant or applicant and then complete this form as accurately as possible.**

**This form is not intended to be a part of the rental application process and must be kept separate and apart from rental records.**

Tenant  Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Race/Ethnicity: Please check all that apply to leaseholders (tenants) or applicants.

- Black or African American:** a person having origins in any of the original peoples of Africa
- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname
- Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- American Indian or Alaska Native:** a person having origins in any of the original peoples of North or South America
- Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Date: \_\_\_\_\_ Completed by:  Tenant  Applicant  Landlord

If you have any questions regarding this inquiry please contact the Division on Civil Rights, Multiple Dwelling Unit at 609-984-3138 between the hours of 9:00 to 5:00 Monday through Friday, or e-mail the MDRR unit at [DCRMDRR@njcivilrights.org](mailto:DCRMDRR@njcivilrights.org)

