



315 S. Delsea Drive Apt. B01
Clayton, NJ 08312
Tel: 856-881-6170 Fax: 856-881-0151
www.rusticvillageapts.com
info@rusticvillageapts.com

APPLICANT NAME: _____ DATE: ____ / ____ / ____

Thank you for applying with us! Here is what you need:

- APPLICATION FEE:** (CERTIFIED CHECK OR MONEY ORDER ONLY- NO CASH OR PERSONAL CHECKS.)
\$65.00 non-refundable fee per person 18 years and older
- PROOF OF INCOME (For Leaseholders Only):**
 - If employed submit 2 or 4 most recent pay stubs
 - If starting a new job or transferring to the area, a commitment letter from employer on letterhead with business card
 - If self-employed, must submit a copy of quarterly tax filing and recent tax return – proof of ownership of business-If retired, must submit proof of income such as pension and your current bank statement
 - If totally disabled on SSI, must submit current state document & current bank statement

- IDENTIFICATION, for all persons 18 years and older:**
 - Valid Driver's License or other Government/State-issued photo identification
 - Social Security Card, W-2 with social number legible, or W7 (taxpayer identification number)

RENTAL APPLICATIONS COMPLETED AND SIGNED

VERIFICATIONS: SIGNED WITH CORRECT CONTACT NAME AND NUMBER FOR EMPLOYER & LANDLORD

HOLDING FEE: Upon approval, you have 72 hours to come in and pay a holding fee (may be equal to one month's rent or one-and-a-half month's rent). Holding fee is NON-REFUNDABLE if you cancel. Your first month's rent will be due in full on move-in day (MONEY ORDER ONLY; NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED FOR MOVE-IN MONIES).

PRO-RATE RENT: If you do not move in on the 1st day of a month you will only be charged a pro-rated amount for the number of days in that month you live in the unit.

GENERAL INFORMATION: Every person 18 years or older, whether a leaseholder or occupant, is required to submit a completed application. Eligibility requirements for an apartment and any specials offered at the time of application are based on income, landlord/mortgage history, credit, employment history. Applications will be denied based upon any eviction for less than 2 years/negative landlord history, or open bankruptcy. Falsifying any information on the application are grounds for automatic denial.

The application process takes approximately 5 to 10 business days to complete for final approval.

Applications must be filled out completely and signed.

Apartments are rented on a first-come first-served basis.





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Statement of Rental Policy

Floor Plans:		Starting Prices:	(Prices Subject To Change)
Standard One Bedroom	595 sq ft	\$1150.00	
Deluxe One Bedroom	687 sq ft	\$1350.00	
One Bedroom w/Den	762 sq ft	\$1450.00	
Two Bedroom Townhouse	940 sq ft	\$1550.00	
Three Bedroom Townhouse	1185 sq ft	\$1850.00	
Three Bedroom Townhome	1635 sq ft	\$2000.00	

(Heat & hot water are included in rent for apartment flats. Townhomes are responsible to pay heat, hot water & electric.)

Definitions:

Leaseholder: Financially, physically & legally responsible for the Lease Agreement/Apartment Unit. If more than one, all Leaseholders are jointly and separately responsible for the Lease Agreement/Apartment Unit.

Occupant: Officially registered to live in the apartment, but not responsible for the Lease Agreement. Occupants do not have the right to discuss/decide financial, physical, and/or legal matters regarding the Lease Agreement/Apartment Unit.

All Leaseholders must be at least 18 years of age or older. All persons under the age of 24 months are not counted as occupants of the apartment unit, and therefore not charged for extra rent as outlined below.

Occupancy Limits:

Standard One Bedroom	limit of two (2) people allowed only
One Bedroom Deluxe	limit of two (2) people allowed only
One Bedroom w/ Den	limit of two (2) people allowed; 3 rd person @ \$75 per month
Two Bedroom Townhome	limit of four (4) people; 5 th person @ \$75 per month
Three Bedroom Townhome	limit of six (6) people; 7 th person @ \$75 per month
Berk Style Three Bedroom Townhome	limit of six (6) people; 7 th person @75 per month

Monthly Gross Income Recommendations

❖ Standard One Bedroom	\$2,850.00 (Please see below for Senior citizen income requirements)
❖ One Bedroom Deluxe	\$3,375.00
❖ One Bedroom w/Den	\$3,700.00
❖ Two Bedroom Townhome	\$4,500.00
❖ Three Bedroom Townhome	\$5,000.00
❖ Berk Style Three Bedroom Townhome	\$5,500.00

Senior Citizen Income Requirements: (One Bedroom Standard)

Senior citizens, defined as ages 62 years of age and up will need to meet the following income requirements of \$2,000 gross income per month.

Vehicle Policy: Each apartment unit has one designated parking spot and is issued one parking permit per vehicle. Each townhome has two designated parking spots and is issued parking permit per vehicle. Any additional vehicles, upon proper registration with the landlord, will be issued an additional parking permit. Additional vehicles must be parked in visitor/unassigned parking spaces.

Pet Policy: Maximum limit is two (2) pets that combined. There is additional monthly rent of \$25 per pet as well as \$15 for pets above 40 pounds. Your security deposit will automatically equal one-and-a-half month's rent.

Rental Application





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Please print clearly and answer all questions

Please tell us how we can fulfill your living needs:

<u>Size</u>	<u>Level</u>	<u>Lease Term</u>
<input type="checkbox"/> Standard One Bedroom	<input type="checkbox"/> Downstairs	<input type="checkbox"/> 12 months
<input type="checkbox"/> Deluxe One Bedroom	<input type="checkbox"/> Upstairs	<input type="checkbox"/> 18 months
<input type="checkbox"/> One Bedroom w/Den		<input type="checkbox"/> 24 months
<input type="checkbox"/> Two Bedroom Townhome		
<input type="checkbox"/> Three Bedroom Townhome		
<input type="checkbox"/> Berk Style Townhome		

Rustic Village has partially smoke-free buildings. Would you prefer to live in one? Yes No

FEATURES THAT ARE IMPORTANT IN YOUR NEW HOME: 1. _____
2. _____
3. _____

Desired Move In Date: _____/_____/_____ Special Needs: _____

Household Language: _____ Ethnicity: _____

Do you have a pet? Yes No **If Yes, Please Specify Type/Breed:** _____

(All Residents with Pets must complete Pet Registration with Vet Documents & Picture must be provided to office)
ALL PETS MUST HAVE UP TO DATE IMMUNIZATIONS AND MEET ALL GUIDELINES SPECIFIED ON LEASE

WHY DID YOU CHOOSE RUSTIC VILLAGE FOR YOUR NEW HOME? (Please check ONE)

- General Location
- School District
- Close to work
- Close to family/friends
- Management Team
- Apartment Amenities
- Reputation
- Pet Policy
- Discounts
- Size of Units
- Curb Appeal
- Public Transportation
- Other _____

HOW DID YOU HEAR ABOUT RUSTIC VILLAGE? (Please check two)

Rustic Village Employee Current Resident Drive By
 Craigslist Previous Resident Word of Mouth
 WEB Website: _____ .COM

If you were referred by someone, please complete the information below for referral bonus:

Name _____
Street Address: _____ Apt# _____
City: _____ State: _____ ZIP: _____ Phone#: _____





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LIST ALL PERSONS WHO WILL BE RESIDING IN YOUR HOME BELOW THAT ARE UNDER THE AGE OF 18

OCCUPANT #1: _____ DATE OF BIRTH: _____
SOCIAL SECURITY #: _____ RELATIONSHIP: _____
OCCUPANT #2: _____ DATE OF BIRTH: _____
SOCIAL SECURITY #: _____ RELATIONSHIP: _____
OCCUPANT #3: _____ DATE OF BIRTH: _____
SOCIAL SECURITY #: _____ RELATIONSHIP: _____
OCCUPANT #4: _____ DATE OF BIRTH: _____
SOCIAL SECURITY #: _____ RELATIONSHIP: _____

Renters Insurance:

Must be paid for the full length of your entire lease
Coverage must be a minimum \$300,000 in liability

Interested Party: Manhattan Management Co, LLC & Rustic Village Apts

LIST EMERGENCY CONTACT

Name: _____ Relationship: _____
Address: _____
Emergency Contact Email: _____ Phone #: (____) _____

In the event of serious illness, death or other circumstances that would make you unavailable, this emergency contact can enter the apartment or townhome and/or remove personal property from the unit or common ground?

Please Select: [] YES [] NO

Certification: The undersigned fully understands that all information is true to the best of my knowledge. If I have misstated the number of persons or have not filled out the application completed as outlined the application will be denied and the Landlord may cancel this application without further notice. I understand the money paid as a deposit will be retained for potential losses. The Application money is nonrefundable. I Authorize MANHATTAN MANAGEMENT COMPANY, LLC d/b/a RUSTIC VILLAGE APARTMENTS to perform a Credit Check, Rental History and Employment History through agency of choosing to verify information given herewith. I agree that I will not file any lawsuit relating to managements use of my credit report or any other verification herein. I do hereby agree to hold harmless the said authorized agent from any causes resulting from the result of this application.

Applicant Signature: _____ Date: _____
Leasing Agent: _____ Date: _____



NJ Fair Chance in Housing Disclosure Statement:

New Jersey's Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64 (FCHA), limits a housing provider's ability to consider a person's criminal history in deciding whether to extend an offer or whether to rent a home after extending an offer.

Before making a conditional offer of housing, Manhattan Management Company, LLC may consider only whether an applicant has a conviction for the manufacture or production of methamphetamine on the premises of federally assisted housing, or whether an applicant has a lifetime registration requirement under a State sex offender registration program. Manhattan Management Company, LLC will not consider, or request from an applicant or any other person or entity, any other information about an applicant's criminal history as part of the application process until and unless a conditional offer of housing has been made.

After extending a conditional offer of housing, Manhattan Management Company, LLC intends to review and consider an applicant's criminal record in determining whether to rent a home, in accordance with the FCHA and its accompanying rules.

Manhattan Management Company, LLC will not, either before or after the issuance of a conditional offer, evaluate or consider any of the following criminal records:

- (1) arrests or charges that have not resulted in a criminal conviction.
- (2) expunged convictions.
- (3) convictions erased through executive pardon.
- (4) vacated and otherwise legally nullified convictions; (5) juvenile adjudications of delinquency; and
- (6) records that have been sealed.

Manhattan Management Company, LLC may consider, after the issuance of a conditional offer, a criminal record that:

- Resulted in a conviction for murder, aggravated sexual assault, kidnapping, arson, human trafficking, sexual assault, endangering the welfare of a child in violation of N.J.S.2C:244(b)(3).
- Resulted in a conviction for any crime that requires lifetime state sex offender registration.
- Is for any 1st degree indictable offense, or release from prison for that offense, within the past 6 years.
- Is for any 2nd or 3rd degree indictable offense, or release from prison for that offense, within the past 4 years; or
- Is for any 4th degree indictable offense, or release from prison for that offense, within the past 1 year.

For more information about how these rules apply, please refer to the resources at <https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/fcha/>.



New Jersey is an Equal Opportunity Employer

Manhattan Management Company, LLC may withdraw a conditional offer based on your criminal record only if Manhattan Management Company, LLC determines, by a preponderance of the evidence, that the withdrawal is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest.

If Manhattan Management Company, LLC utilizes any vendor or outside person/entity to conduct a criminal record check on their behalf, Manhattan Management Company, LLC will take reasonable steps to ensure that the vendor or outside person/entity conducts the criminal record check consistent with the requirements of the FCHA and rules. Specifically, if Manhattan Management Company, LLC receives a criminal history inquiry conducted by a vendor or outside person or entity that is conducted in violation of the FCHA in that it reveals a record that is not permitted to be considered under the FCHA, Manhattan Management Company, LLC must show that it did not rely on that information in making a determination about your tenancy.

If you are subjected to the withdrawal of a conditional offer of housing due to criminal history, you have the right to request and receive the materials relied upon by Manhattan Management, Company LLC in making this determination.

You have the right to dispute, within ten (10) days of receiving this statement, the relevance and accuracy of any criminal record, and to offer evidence of any mitigating facts or circumstances, including but not limited to your rehabilitation and good conduct since the criminal offense. You may also provide evidence demonstrating inaccuracies within aspects of your criminal record which may be considered under the FCHA, or evidence of rehabilitation or other mitigating factors to Manhattan Management Company, LLC at any time, including after the ten days.

Any action taken by Manhattan Management Company, LLC in violation of the process laid out in this statement may constitute a violation of the FCHA. **If you believe that any owner, agent, employee, or designee of Manhattan Management Company, LLC has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at www.NJCivilRights.gov 1-866-405-3050).** A complaint must be filed with DCR within 180 days of the allegedly discriminatory conduct. You cannot be subjected to retaliation for filing a complaint or for attempting to exercise your rights under the FCHA.

DCR has several fair housing fact sheets available at <https://www.nj.gov/oag/dcr/housing.html>, or available for pickup in any of 31 Clinton Street, 3rd Floor DCR's four (4) regional offices.

5 Executive Campus
Newark, NJ 0710

Suite 107, Bldg. 5
Cherry Hill, NJ 08002

1601 Atlantic Avenue, 6th Fl.
Atlantic City, NJ 08401

140 East Front Street, 6th Floor
Trenton, NJ 08625

Manhattan Management Co, LLC, as Agent for
Owner Signature

Date

Prospective Tenant Signature

Date

Primary Adult Application									
APPLICANT TYPE: Leaseholder / Occupant / Resident Visitor									
General Information									
First		Middle:			Last:			Suffix:	
Former Last Name:				Marital Status:		S.S #			
State Government ID:		<input type="checkbox"/> License	<input type="checkbox"/> Passport	<input type="checkbox"/> Other	ID#:			Birth Date:	
Cell/Home Phone:					Email Address:				
Current Residence									
Street Address:						Apt #:		County:	
City		State:		Zip:		Month/Year of Move In:			
Landlord Information for Current Residence									
Landlord/Mortgage Name:					Landlord/Mortgage Number:				
Landlord/Mortgage Fax					Landlord/Mortgage Email:				
Do you rent/ own / other *			Reason for Other:						
Reason for moving:									
Previous Residence									
Street Address:						Apt #:		County:	
						Month/Year of Move In:			
City:		State:		Zip:		Month/Year of Move Out:			
Landlord Information for Previous Residence									
Landlord/Mortgage Name:					Landlord/Mortgage Number:				
Landlord/Mortgage Fax:					Landlord/Mortgage Email:				
Do you rent/ own / other *			Reason for Other:						
Reason for moving:									
Emergency Contact: This cannot be someone part of the application									
Name:					Relationship:				
Street Address:		City:		State:		County:		Home/Cell:	
In the event of serious illness, death or other circumstances that would make you unavailable, this emergency contact can enter the apartment unit and/or remove personal property from the unit or common ground?								<input type="checkbox"/> yes	<input type="checkbox"/> no
Have you ever been evicted, sued for rent, sued for property damage or broken a lease?								<input type="checkbox"/> yes	<input type="checkbox"/> no
If answered yes please explain:									
Do you currently have an open or filed bankruptcy?								<input type="checkbox"/> yes	<input type="checkbox"/> no
If answered yes please explain:									

Primary Adult Application

Current Employment Name:

Street Address:			Month/Year of Start Date:
City:	State:	Zip:	County:
Job Title:	Job/Industry Type:		Please circle one: Weekly/Biweekly/Monthly/Annually
Estimated Gross Salary (Before Taxes):			
Supervisor/Contact Name:		Supervisor/Contact Number:	
Supervisor/Contact Fax:		Supervisor/Contact Email:	

Previous Employment Name:

Street Address:			Month/Year of Start Date & End Date:
City:	State:	Zip:	County:
Job Title:	Job/Industry Type:		Please circle one: Weekly/Biweekly/Monthly/Annually
Estimated Gross Salary (Before Taxes):			
Supervisor/Contact Name:		Supervisor/Contact Number:	
Supervisor/Contact Fax:		Supervisor/Contact Email:	

Reason for leaving:

Additional Income: Second Job Child Support Alimony Social Security/SSI Pension

Child Support and Alimony must be Court Ordered

Street Address:			Month/Year of Start Date:
City:	State:	Zip:	County:
Job Title:	Job/Industry Type:		Please circle one: Weekly/Biweekly/Monthly/Annually
Estimated Gross Salary (Before Taxes):			
Supervisor/Contact Name:		Supervisor/Contact Number:	
Supervisor/Contact Fax:		Supervisor/Contact Email:	

List All Vehicles

Vehicle Type 1:		License Plate	
Make		Model	
Color		Year	
Vehicle Type 2:		License Plate	
Make		Model	
Color		Year	
Vehicle Type 3:		License Plate	
Make		Model	
Color		Year	

I authorize Manhattan Management, Co LLC to verify the above information by all available means. Manhattan Management Co, LLC is not required to verify or investigate preliminary findings. I declare that the statements made in the application are true and correct and that any information contained in the application which is false, misleading or inaccurate shall be cause for rejection of the application and if a lease had been entered into, shall constitute a breach of the lease, entitling Manhattan Mananagement Co, LLC to terminate my/our tenancy. I have read, understand, will comply with the statement of rental policy; and I have received and read NJ Fair Chance in Housing Act Statement.

Applicant Signature: _____ Date: _____



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To: _____ Date: _____

Fax: _____ Telephone: _____ Email: _____

Dear Employer:
The person identified below is being considered for an apartment. Please provide the information below and return it via fax, if you have any questions, please contact us at (856)881-6170.

Form completed; reply being sent via Fax to 856-881-0151 on ____/____/____

Applicant Name: _____ Applicant SS #: _____

Applicant Signature: _____ Date: _____

(Signature authorizes Manhattan Management Co LLC/Rustic Village Apartments to retrieve 3rd Party information to determine approval)

Verification of Employer

Date of hire: _____ If applicable, date of termination: _____

Gross weekly salary: \$ _____ Average # of regular hours per week: _____

Mandatory overtime: Yes _____ No _____ Average # of overtime hours per week: _____

Entitled to commission, tips, other: Yes _____ No _____ Average weekly amount: \$ _____

If seasonal, please indicate # of weeks in the layoff/overtime period: _____

Probability of continued employment: Excellent - Fair - Poor

Additional Comments: _____

Name of Employer/Agent Title

Signature of Employer/Agent Date

Completed by: _____ Title: _____

Date: _____



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To: _____

Date: _____

Fax: _____

Email: _____

Dear Landlord:

Please provide the information below and return it via fax, if you have any questions, don't hesitate to contact us at **856-881-6170**.

Form completed; reply being sent via Fax to **856-881-0151** on ____/____/____

Applicant Name: _____ Address to be verified: _____

Applicant Signature: _____ Date: _____

(Signature authorizes Manhattan Management Co LLC/ Rustic Village Apartments to retrieve 3rd Party information to determine approval)

Verification of Landlord

Is the applicant currently renting from you: Yes ___ No___ Lease Term Completed: Yes ___ No___

Move in date: _____ Lease expiration date: _____

How many people live in the apartment: _____ Does the applicant have any pets: Yes ___ No___

Rent amount: \$ _____

Has the applicant ever been late with rent payments: Yes ___ No___

Number of Late Payments: _____ Number of times legal proceedings started: _____

Violations/Notices: Yes ___ No___

Neighbor Complaints: Yes ___ No___ Destruction: Yes ___ No___

Condition of apartment during residency: Good ___ Fair___ Poor___ Unknown___

Did the applicant give proper notice: Yes ___ No___

Expected move out date: _____

Reason for leaving: _____

Has the applicant been asked to vacate (with or without legal proceedings): Yes ___ No___

Would you re-rent: Yes ___ No___ What is your relationship to the applicant: _____

Additional Comments: _____

Completed by: _____ Title: _____ Date: _____