

**The Pavilions Apartment Homes  
345 Buckland Hills Drive Suite 100  
Manchester, CT 06042  
Phone: 860.644.4001  
Fax: 860.644.6294**

Apartment #: \_\_\_\_\_

Move In Date: \_\_\_\_\_

**Application Fee                      \$55.00**

Every resident over the age of 18 must complete and submit an application. This application fee is per person or per married couple. **The application fee is non refundable.**

**Holding Deposit                      \$200.00**

The holding deposit will be applied towards your move in balance. **The holding deposit is refundable only within 48 hours or if you are declined for any reason. If you cancel for any reason after 48 hours you will forfeit your holding deposit.**

**Move In Balance:**

**Security Deposit                      One Month's rent**

The security deposit will be returned to you at the end of your lease less any applicable damages/cleaning fees.

**OR**

**Sure Deposit                          \$175.00**

An alternative to a security deposit is Sure Deposit. This is a one time non refundable fee . *This fee must be made payable to **Sure Deposit**. \* For additional information contact the leasing office.*

<b>Pro-Rate</b>	<b>Determined based on move in date</b>
<b>Amenity Fee</b>	<b>\$200 per household</b>
<b>Cat Fee</b>	<b>\$275 per pet non refundable</b>
<b>Dog Fee</b>	<b>\$350 per pet non refundable</b>

(A maximum of two pets per unit and maximum combined weight of 75 pounds. Breed restrictions include Rottweiler and Pit Bull/American Pit Bull Terrier/American Staffordshire Terrier/Staffordshire Bull Terrier and any dogs mixed with these breeds)

**\*Payment for the above fees/deposits must be separate cashier checks, money orders or credit/debit card made payable to *The Pavilions*. We accept Visa, Mastercard and Discover. A personal check can be used for the application fee *only*. No Cash will be accepted at any time.**

**\*You must also provide your gas and electric account numbers along with proof of renters insurance or enrollment in RLL in order to receive your keys.**

I have read, understand and agree to the above conditions.

\_\_\_\_\_  
Prospective Resident/Date

\_\_\_\_\_  
Prospective Resident/Date

\_\_\_\_\_  
Prospective Resident/Date

\_\_\_\_\_  
Prospective Resident/Date

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**Landlord Reference**

**Applicant:** Please complete the top portion of this form so your current landlord may release the requested information.

\_\_\_\_\_  
Applicant Name Date

I/We hereby authorize my/our landlord to release the information requested below for the purpose of processing my/our application for any apartment.

\_\_\_\_\_  
Applicant Name Applicant Name

THE FOLLOWING IS TO BE COMPLETED BY LANDLORD.

\_\_\_\_\_  
Landlord/Complex Name Contact Name

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Resident Address

Lease Dates: \_\_\_\_\_ to \_\_\_\_\_

Amount of Rent: \_\_\_\_\_

Were rental payments received on time? \_\_\_\_\_

Were any NSF's received? \_\_\_\_\_

Was proper notice given? \_\_\_\_\_

Were the terms of the lease fulfilled? \_\_\_\_\_

If not, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are they eligible for re-renting: \_\_\_\_\_

Were there any pets? \_\_\_\_\_

Was the apartment left in good condition: \_\_\_\_\_

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Company/Title

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

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

Co-Applicant Name: \_\_\_\_\_

All applicants will be evaluated on the following basis:

1. All applicants for lease must be at least 18 years of age. Occupancy is without regard to age. However, all occupants at least 18 years of age will be held financially responsible and therefore, must be listed as leaseholders and complete the application process.
2. All applicants for residency must provide proof of a valid Social Security number or Individual Taxpayer Identification Number.
3. Applicant's monthly income must be 3 times the amount of one month's rent. If you are a participant in the Section 8 Housing Choice Voucher Program or have any other lawful source of income in which you would have a rental subsidy, the Landlord shall determine whether you have sufficient income to pay your portion of the rent plus any other obligations (utilities, etc) you would have under the lease. Applicants who hold jobs that are: commission paid only; base salary plus commissions, tips or bonuses; are considered self employed Those applicants must provide the previous year's personal income tax return and the previous two months personal bank statements as evidence of sufficient income.
4. Applicants owing another apartment community an outstanding obligation without verifiable justification will be required to pay that debt or provide proof of payment before application will be considered. If Applicant owned a home as previous residency, applicant must furnish mortgage company references and proof of title ownership or transfer of ownership.
5. It is applicant's responsibility to provide information necessary to contact previous landlords and employers to verify rental and employment history . Management reserves the right to deny Applicant's application if, after making a good faith effort, is unable to verify Applicant's rental or employment history.
6. Co-Signer meeting all requirements as Leaseholder, three months rent in advance or an additional Application Deposit of no more than one times the monthly rent as permitted by law may be required if any of the following occur:
  - Insufficient or no verifiable income
  - Unsatisfactory credit rating
  - Insufficient or no rental history
7. An applicant with a felony or misdemeanor conviction or who has received deferred adjudication for crimes involving the actual or potential threat of physical harm to a person, firearms, illegal drugs, theft, destruction of property, or any crime involving a minor or that is sexual in nature, will not be accepted. Persons whose residency would result in a direct threat to the health, safety and welfare of other residents will not be accepted.
8. Providing any false, misleading or incorrect information on the rental application will be sufficient grounds for rejecting the application. Discovery of falsification of application after move-in will be sufficient grounds for immediate termination of the Lease Contract. All information provided by the prospective resident may be reviewed with appropriate state and local government authorities and or consumer credit reporting agencies as permitted by law.
9. Non-discrimination on the basis of race, color, religion, sex, handicap, familial status or national origin is the comprehensive policy of this company.
10. The management shall comply with and enforce any applicable governmental limitation on the number of persons who may reside in a unit or any portion thereof, imposed by any local, state or federal statute, code, ordinance or regulation.
11. If application is not approved based on criteria, you Application Deposit will be refunded. The \$55.00 application Fee is non-refundable.
12. This community's pet policy is as follows:  
A non-refundable pet fee of \$275 for a cat and \$350 for a dog. Restrictions apply - non aggressive breeds, no more than 75 lbs. combined weight by full growth.
13. Water furniture is accepted on the first floor only, with proof of insurance, deposit and written management approval. Northland and this community encourage all residents to purchase Renters' Insurance to protect resident and personal belongings.
14. All Applicants understand that upon application approval they are required to obtain and maintain liability insurance protection for Owner with coverage in the amount of one hundred thousand dollars (\$100,000.00) for damages to Owner's and third party's property with provisions covering at least perils of fire, explosion, sewer backup, smoke, and accidental water discharge.

I HAVE READ, UNDERSTAND AND AGREE TO THE RENTAL POLICIES OF THIS COMMUNITY.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Community Representative Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**EMPLOYMENT VERIFICATION**

**APPLICANT:** Please complete the **top portion** of this form so your employer may release the requested information.

APPLICANT; \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

Street

\_\_\_\_\_  
City State Zip

PHONE NUMBER; \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**Employee's Signature to Authorize Release of Information**

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**EMPLOYER:** Your employee has applied for rental of an apartment managed by Northland Investment Corporation. As part of the qualification process, we require verification of employment and the information requested below. Any information released will be kept in the strictest confidence. Please return this form via facsimile to the number noted above. Thank you for your cooperation.

Length of Employment: \_\_\_\_\_

Position: \_\_\_\_\_

Overtime/Commissions: \_\_\_\_\_

Average Gross Monthly Pay: \_\_\_\_\_

NAME & TITLE OF SUPERVISOR: \_\_\_\_\_

SIGNATURE & DATE; \_\_\_\_\_

Please note: A Northland Representative may call to verify.

