

## Qualification Guidelines

Welcome to The Village at 82 Main. The Village at 82 Main is pledged to the letter and the spirit of the U.S. Policy for the achievement of Equal Housing Opportunity throughout the nation. It is the policy of 82 Main to adhere to the Fair Housing Act, which prohibits discriminatory housing practices, based on race, color, religion, sex, handicap, familial status, or national origin.

Please note these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect: additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

### Rental Criteria:

- A rental application must be completed for each individual age eighteen (18) or over, OR by a combined credit couple, including guarantors if required. A fee of \$35.00 per application will be due prior to processing any application.
- Each Applicant(s) gross monthly income must be verifiable and meet or exceed 2.5 times the monthly rent, OR a guarantor/co-signer must be included in the application.
- Applicants must have verifiable employment and/or income history. Self-employed persons must provide a copy of the prior year's tax return. Unemployed applicants must provide documentation regarding sources of income, e.g. – social security, pension, savings, interest, or provide a guarantor/co-signer that meets the guarantor/co-signers qualifying standards below. Copies of all documentation will be retained in the lease file.
- Applicants must have a verifiable rental/mortgage history. Applicants with negative resident history-outstanding debt to an apartment community/landlord or eviction from apartment community/landlord – will be denied. Guarantors/co-signers cannot be a substitute for this requirement.
- Applicants must have a favorable credit history. Favorable credit history is no credit or more positive credit than negative. All outstanding obligations will be considered. Any applicant with an unfavorable credit history will be denied, or must provide a guarantor/co-signer that meets the guarantor/co-signers qualifying standards below.
- Guarantors/co-signers must meet all of the above qualifications and must have at least six (6) times the monthly rent of the apartment being applied for. The guarantor must physically sign the lease either in the office or in front of a notary.
- Any applicants who have been determined to have criminal conviction or current indictment for possession, sale, manufacture or distribution of controlled substances, prostitution, theft, burglary, felony, fraud, or for any crimes involving firearms, weapons or crimes against persons or property will be denied residency and occupancy. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis. Guarantors/co-signers cannot be a substitute for this requirement.
- 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 in considering your rental application shall determine whether you have sufficient income to pay your portion of the rent plus any other obligations reasonably associated with the tenancy.

Management reserves the right to add or delete any or all of the above guidelines and qualifications.

I have read and understand the Guidelines and Qualifications for The Village at 82 Main.

\_\_\_\_\_  
Prospective Resident (s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Resident (s)

\_\_\_\_\_  
Date

# The Village at 82 Main - Rental Application

## APPLICATION FOR APARTMENT HOME RENTAL

**NOTE: This ENTIRE application must be completed or it may not be considered for acceptance. All applicants over 18 years of age must submit separate applications.**

Apartment: \_\_\_\_\_ Desired Move-in Date: Earliest Date: \_\_\_\_\_ Latest Date: \_\_\_\_\_

Rental Rate: \$ \_\_\_\_\_ Lease Term: \_\_\_\_\_ Special Provisions: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Sr./Jr.: \_\_\_\_\_

Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Driver License Number: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Best time & preferred phone to contact you: \_\_\_\_\_ Do you have any pets? (Circle) yes or no

How did you learn about our community? \_\_\_\_\_ Type: \_\_\_\_\_

**OCCUPANTS:** Total No. of Occupants: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_

### HOUSING INFORMATION:

**Present Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long have you lived there?: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Landlord (Co. or person): \_\_\_\_\_

Landlord's Phone: \_\_\_\_\_ Landlord's Fax: \_\_\_\_\_

Reason for moving? \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long did you live there?: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Landlord (Co. or person): \_\_\_\_\_

Landlord's Phone: \_\_\_\_\_ Landlord's Fax: \_\_\_\_\_

Reason for moving? \_\_\_\_\_

### EMPLOYMENT INFORMATION:

**Present Employer:** \_\_\_\_\_ Address: \_\_\_\_\_

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

How long? \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Human Resource Phone: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Address: \_\_\_\_\_

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

How long? \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Human Resource Phone: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

# The Village at 82 Main – Rental Application

## VEHICLE INFORMATION:

VEHICLE(S)/RECREATIONAL #1 (Make, Model, Color, Year): \_\_\_\_\_

License Plate #1: \_\_\_\_\_ State: \_\_\_\_\_

VEHICLE(S)/RECREATIONAL #2 (Make, Model, Color, Year): \_\_\_\_\_

License Plate #2: \_\_\_\_\_ State: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION:

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

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you, your spouse, or any occupant listed in this application ever been \_\_\_ evicted, \_\_\_ filed bankruptcy, \_\_\_ been arrested for a felony or sex related crime?

Please date and list each: \_\_\_\_\_

I understand that this application for an apartment is subject to acceptance or denial. I hereby state that the information set forth above is true and complete and authorize verification of the information and references given including the investigation of a professional credit check, arrest/convictions record and background check for all applicants. Should any statement made above be a misrepresentation or untrue, the application will be immediately declined and the application fee will be retained as compensation to the agent for holding the apartment off the market.

It is understood the partial security deposit received in the amount of \$ 100 , will be returned if applicant is not accepted as a resident. If accepted and the resident does not move in on the starting date given, the amount received is hereby acknowledged as liquidated damages for non-performance and will be forfeited by the resident as compensation for holding the apartment off the market. I understand I may cancel this application by written notice within 72 hours and received a full refund of security deposit. If I cancel after 72 hours, I understand I forfeit the security deposit.

I have submitted the sum of \$ 35 which is a non-refundable application fee for a credit check and other processing costs of this application. This sum is not a rental payment or security deposit and will be retained by us to cover the costs of processing the application whether my application is accepted or not.

I have submitted the sum of \$ 0 , which is a non-refundable administration fee, but not the application fee. If I cancel after 72 hours, or fail to enter into a rental agreement, I understand that all fees will be forfeited. I understand I will be charged rent from the agreed upon move-date.

I hereby consent to allow R&S East Hampton Village, LLC, through its designated agent and its employees, to obtain and verify my credit information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, R&S East Hampton Village, LLC and its agent shall have the continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

LEASING SPECIALIST: \_\_\_\_\_

DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

Apartment # \_\_\_\_\_ Unit Type: \_\_\_\_\_ Applicant Last Name: \_\_\_\_\_

Person Accepting Application: \_\_\_\_\_

Person Processing Application: \_\_\_\_\_

Date the applicant(s) was notified by \_\_\_ phone, \_\_\_ letter, or \_\_\_ in person of \_\_\_ acceptance or \_\_\_ non-acceptance: \_\_\_\_\_

Name of applicant who was notified: \_\_\_\_\_

Name of owner's representative who notified applicant above: \_\_\_\_\_

**The Village at 82 Main  
82 Main Street East Hampton, CT 06424**

**Employment Verification**

**Employer's Name & Address:** \_\_\_\_\_

**Phone #:** (      ) \_\_\_\_\_

**Fax #:** (      ) \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the release of any  
employment information.

\_\_\_\_\_  
**Signature**                      **Date**                      **Social Security #**

Please complete the following information and return as soon as possible in the envelope provided or complete and return via email to [TheVillageat82Main@gmail.com](mailto:TheVillageat82Main@gmail.com) or mail to the address above. This information will be used to determine the applicant's eligibility for housing.

**Please complete all information to the best of your ability.  
Information should be projected for the next 12 months.**

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

**Date of Hire:** \_\_\_\_\_

**Annual Salary:** \_\_\_\_\_

**Other Commission / Bonuses:** \_\_\_\_\_

**Has employment been continuous?** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Source

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone #

# RENTAL HISTORY

Date: \_\_\_\_\_ Applicant Name: \_\_\_\_\_  
 TO: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Application/Unit Number: \_\_\_\_\_

This information is used only in determining the eligibility status and rent for household members. Failure to submit may result in denial of residence.

Thank you for your cooperation. If you have any questions please call (860) 467.4001

Please Return Form To:  
**thevillageat82main@gmail.com**

Management Agent \_\_\_\_\_ Date \_\_\_\_\_

### Applicant Release Statement:

I hereby authorize the release of the following information in order to determine my eligibility. Please complete this form in full and return it to the MANAGEMENT COMPANY at your earliest convenience.

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

**If the items do not apply, please indicate by placing "N/A" on the appropriate line.**

Are you a relative or friend of the applicant? \_\_\_\_\_ If so, please describe relationship: \_\_\_\_\_

Current Landlord                       Previous Landlord                       Other \_\_\_\_\_

Current Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Dates of Applicant's Tenancy: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Does the applicant have lease?  Yes  No

**1. Rent Payment**

- 1. Amount of monthly rent: \$ \_\_\_\_\_ Does (did) applicant pay rent on time?  Yes  No
- 2. Has (had) he/she ever paid their rent late?  Yes  No If so, how often? \_\_\_\_\_ If so, how late? \_\_\_\_\_
- 3. Have (had) you ever begun or completed eviction proceedings for non-payment?  Yes  No
- 4. Do you provide any of the utilities for the unit?  Yes  No

**2. Caring of Unit**

- 1. Does (did) the applicant keep the unit clean, safe and sanitary?  Yes  No
- 2. Has (had) the applicant ever damaged the unit?  Yes  No
- 3. Have (had) the applicant paid for the damage?  Yes  No
- 4. Will (did) you keep any security deposit?  Yes  No

**3. General**

- 1. Has (had) the applicant permit persons other than those on the lease to live in unit on a regular basis?  Yes  No
- 2. Has (had) the applicant, family members or guests damaged or vandalized the common area?  Yes  No
- 3. Has (had) the applicant, family members or guests acted in a violent and/or verbally abusive manner toward unit or building?  Yes  No
- 4. Have the applicant, family members or guests engaged in any criminal activity in the unit or building?  Yes  No
- 5. Has (had) the applicant ever provided you with any false information?  Yes  No
- 6. Would you re-admit this applicant?  Yes  No If not, why? \_\_\_\_\_

\_\_\_\_\_  
Name & Title (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone



WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false

statements or misrepresentation to any Department of Agency of the United States as to any matter within its jurisdiction.