

Venice Park & Annapolis Gardens

Rental Application

APPLICATION FOR HOUSING REQUIREMENTS:

- **\$70.00 NON-REFUNDABLE** application fee for one (1) **ADULT** applicant & **\$80.00 NON-REFUNDABLE** Application fee for two (2) **ADULT** applicants. (**MONEY ORDER ONLY**)
- Only certified checks or money orders accepted, payable to *Wessex Management, LLC*
- Copy of social security card and current driver's license or other valid photo ID Proof of current income: 4 Current paystubs and if you do not receive paystubs, you must provide a letter from your employer (on company letterhead or notarized) stating
 - your name, position, salary, and length of employment.
- Credit, criminal, and rental history checks will be fully evaluated and weighted.

INCOME REQUIERMENTS:

Monthly income must range between (**BEFORE TAXES**)

1 BEDROOM - \$2,600.00 A MONTH

2 BEDROOM- \$3,400.00 A MONTH

RENTS/RENTAS

1BR-\$1,000

2BR- \$1,200-1,320

ADVISORY NOTICE

Application processing takes 5-7 business days.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND APPLICATION FEE WILL NOT BE REFUNDED.

A Prospective tenant, having submitted a hold fee equivalent to one month's rent, will have 72 hours (not including weekends) to change his/her mind.

***AFTER THIS 72 HOUR TIMEFRAME, THE FEE WILL BE TREATED AS LIQUIDATED DAMAGES AND FORFEITED ACCORDINGLY.**

APPLICATION EXPIRES AFTER 30 DAYS*

Venice Park & Annapolis Gardens

Rental Application

SOLICITUD DE REQUISITOS DE VIVIENDA:

- **\$70.00 CANCELACIÓN NO REEMBOLSABLE** para un (1) solicitante y **\$80.00 NO REEMBOLSABLE** Cuota de solicitud para dos (2) solicitantes. (MONEY ORDER)
- Sólo se aceptan cheques certificados o giros postales, pagaderos a Wessex Management, LLC
- Copia de la tarjeta de seguro social y la licencia de conducir vigente u otra identificación con foto válida
- Prueba de ingreso actual: 4 cheques de pago actuales y si no recibe pagos de pago, debe proporcionar una carta de su empleador (en membrete de la empresa o notariada) indicando su nombre, posición, salario y duración del empleo.
- Los cheques de historial de crédito, criminal y de alquiler serán evaluados y ponderados.

REQUIERES DE INGRESOS:

El ingreso mensual tiene que oscilar entre (ANTES DE LOS IMPUESTOS)

1 DORMITORIO - \$ 2,600.00 AL MES

2 DORMITORIOS-\$ 3,400.00 AL MES

AVISO CONSULTIVO

El procesamiento de la solicitud toma 5-7 días laborales.

NO SE ACEPTARÁN SOLICITUDES INCOMPLETAS Y NO SE REEMBOLSARÁ LA CUOTA DE SOLICITUD.

Un posible inquilino, habiendo presentado una cuota equivalente a un mes de alquiler, tendrá 72 horas (sin incluir los fines de semana) para cambiar de opin

***DESPUÉS DE ESTE TIEMPO DE 72 HORAS, LA TARIFA SERÁ TRATADA COMO DAÑOS LIQUIDADOS Y PERDIDA DE ACUERDO.**

APLICACIÓN EXPANDEA DESPUÉS DE 30 DÍAS*

Venice Park & Annapolis Gardens

Rental Application

NATIONAL TENANT NETWORK RESIDENT RELEASE FORM

LAST NAME: _____ FIRST NAME: _____ MI: _____
CURRENT ADDRESS: _____
STREET: _____ CITY: _____
STATE: _____ ZIP CODE: _____
HOW LONG HAVE YOU LIVED AT THIS ADDRESS: _____
HOME PHONE: _____ CELL PHONE: _____
EMAIL: _____ WORK PHONE: _____
SOCIAL SECURITY #: _____ DATE OF BIRTH: ____/____/____

I hereby grant the above Apartment/Landlord/Realtor whichever is applicable, and its designees, Nation Tenant Network, a credit reporting agency, the right to process this credit application for the purpose of obtaining a rental lease. In compliance with the FAIR CREDIT REPORTING ACT, this notice is to inform you that the processing of this application includes but is not limited making inquiries deemed necessary to verify the accuracy of the information herein, including procuring consumer reports from consumer reporting agencies, obtaining credit information from other credit institutions and criminal background checks from appropriate law enforcement agencies. You have the right to make a written request within a reasonable period to receive additional information about the nature of this investigation. The undersigned agrees that this application shall remain the property of the apartment complex landlord, Realtor, regardless of if rental lease is granted. The undersigned also agrees that once a deposit equal to one month's rent has been remitted by the prospective tenant, he/she will have 72 hours, not including weekends, to change his/her mind. After that time the deposit will be treated as liquidated damages and accordingly be forfeited.

APPLICANT SIGNATURE: _____ DATE: ____/____/____

FOR OFFICE USE ONLY

Date Received in Main Office: ____/____/____

____ Lines
____ Current
____ Del
____ Was. Del. Now Current
____ Housing
____ Judgements/Public Records

Building: _____ Rent Amt: _____
Apartment #: _____ Move in Date: ____/____/____

UNDER NO CIRCUMSTANCES WILL CASH BE ACCEPTED!

Venice Park & Annapolis Gardens

Rental Application

Name:			
Date of birth:	SSN:	Phone:	
Current address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly payment or rent:	How long?	
Landlord Info:			
Name:	Phone:	Email:	
Owned Rented (Please circle)	Monthly payment or rent:	How long?	
Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
Position:	Hourly Salary (Please circle)	Annual income:	
Emergency Contact			
Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			
Co-applicant Information			
Name:			
Date of birth:	SSN:	Phone:	
Current address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly payment or rent:	How long?	
Landlord:			
Name:	Phone:	Fax:	
Owned Rented (Please circle)	Monthly payment or rent:	How long?	
Co-applicant Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
Position:	Hourly Salary (Please circle)	Annual income:	

Venice Park & Annapolis Gardens

Rental Application

Personal Info

Need Apt by: _____ Type: 1bdr 2bdr Desired Property: HAMILTON VENICE ANNAPOLIS GARDEN
 ATLANTIC VENICE VENICE PARK

Lease Term: _____ # Of Occupants: _____ (Maximum of 3/4 occupants per unit)

Name of ALL Individuals to occupy apartment

NAME:	SOCIAL SECURITY #	DATE OF BIRTH:	AGE:

Number of Automobiles Owned

MODEL	MAKE	COLOR	LICENSE PLATE #

Reason for Move: _____

Referred by: (Please Circle)

- Zillow/Trulia
- Apartments.com
- Craigslist
- Walk In
- Current Resident if so, who? _____

[YOUR] EMAIL: _____

Pets:

Venice Park Property (only)

\$250.00 initial Pet fee and \$25 Monthly rent for your pet.

Please complete the pet addendum

Venice Park & Annapolis Gardens

Rental Application

Employment Verification

The above referenced individual has applied for an apartment in one of our complexes. To complete the processing procedure, it is necessary for employment to be confirmed.

Please complete and sign the bottom portion of this letter and fax it back to us at 609-348-5632

Thank you for your attention to this matter.

THIS SECTION MUST BE FILLED OUT AND SIGNED BY THE EMPLOYER.

I hereby certify that _____ is currently employed with
_____ beginning _____ (MM/DD/YYYY). His/her
weekly income is \$ _____.

CIRCLE which schedules and position best match employee:

Full Time Part Time Per Diem
Permanent Temporary Seasonal Contract

Additional Comments: _____

Name and Title

Telephone

Date

THIS SECTION MUST BE FILLED OUT AND SIGNED BY THE APPLICANT

I, _____ agree that the said information listed can be released by my present employer.

Print

Sign

Date

Venice Park & Annapolis Gardens

Rental Application

Landlord Rental Reference

Your previous/present tenant has applied for an apartment in one of our complexes. For us to process the application, it is required that you complete the bottom portion of this letter. Please call or send us the following information ASAP. A decision will not be made until this information is received.

THIS SECTION MUST BE FILLED OUT AND SIGNED BY THE LANDLORD.

_____ occupied my property from dates _____ to _____

Monthly Rent Payment: \$ _____ Is the lease in this tenant's name? YES NO

Please list all Names/Ages of Occupants on the lease:

	FIRST NAME	LAST NAME	DATE OF BIRTH
1			
2			
3			
4			

Has rent been paid in a timely/prompt manner during the past 12 -24 months? YES NO

House Keeping:	Good	Fair	Bad	Comments:
Noise/Loud Music:	Yes	No		Comments:
High Traffic:	Yes	No		Comments:

How many times have the applicant paid rent more than 30 days after the due date?

Vacate Notice Given? YES NO

Landlord/Representative Signature

Telephone

Date

THIS SECTION MUST BE FILLED OUT AND SIGNED BY THE APPLICANT

I, _____ agree that the said information listed above can be released by my present/previous landlord.

Applicant Signature

Telephone

Date

Venice Park & Annapolis Gardens

Rental Application

Applicant reference check by phone
Please complete Reference Name and Telephone ONLY

Reference 1 Name: _____ Reference Telephone: _____

Relationship: _____ Years Known: _____

Reference 2 Name: _____ Reference Telephone: _____

Relationship: _____ Years Known: _____

Reference 3 Name: _____ Reference Telephone: _____

Relationship: _____ Years Known: _____

DISCLOSURE

New Jersey Fair Chance in Housing Act N.J.S.A. 46:8-52 to 64 (FCHA)

New Jersey's Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64, 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, Wessex Management 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. Wessex Management 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, Wessex Management 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.

Wessex Management 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 conviction;
- (3) convictions erased through executive order or pardon;
- (4) vacated or otherwise legally nullified convictions;
- (5) juvenile adjudications of delinquency; and
- (6) records that have been sealed.

Wessex Management 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:24-4(b)(c);
- Resulted in the 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;
- 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 resources at <https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/fcha/>.

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

If Wessex Management utilizes any vendor or outside person/entity to conduct a criminal record check on their behalf, Wessex Management 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 Wessex Management 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, Wessex Management 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 Wessex Management 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 Wessex Management at any time, including after the ten days.

Any action taken by Wessex Management 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 Wessex Management 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 the 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 the DCR's four regional offices.

31 Clinton Street, 3rd Floor
Newark, New Jersey 07102

5 Executive Campus
Suite 107, Bldg. 5
Cherry Hill, New Jersey 08002

1601 Atlantic Avenue, 6th Floor
Atlantic City, New Jersey 08401

140 East Front Street, 6th Floor
Trenton, New Jersey 08625



Housing Provider Signature

10/25/22

Date

Prospective Tenant Signature

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 e-mail the Division on Civil Rights at DCRMDRR@njcivilrights.gov for referral to a local Division office for additional information or assistance.

Visit the Division on Civil Rights Web site at: www.NJCivilRights.org

CIVIL RIGHTS

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 e-mail the Division on Civil Rights, Multiple Dwelling Unit at DCRMDRR@njcivilrights.gov

CIVIL RIGHTS

ITS 02/22/19