

**Lakehurst Park**  
1 Hidden Creek Blvd.  
Bayville, New Jersey 08721  
Tel. 732-606-1200  
Fax 732-606-9011  
Email: [hiddencreekleasing@comcast.net](mailto:hiddencreekleasing@comcast.net)

## STATEMENT OF RENTAL POLICY

1. **We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, sexual orientation, handicap, familial status or national origin. We also comply with all state and local fair housing and anti-discrimination laws.
2. **Apartment availability policy.** Apartments become available for rent when we receive written move out notice. We update our list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day.

A vacant apartment will not be deemed available for occupancy until it has been cleaned, prepared for a new resident and inspected by the local township. We do not maintain a waiting list.

3. **Occupancy guidelines.** We restrict the number of people who may reside in an apartment. We allow: **4 persons**
4. **Application process.** We evaluate every apartment application in the following manner. You must submit a rental application and credit authorization for each applicant/occupant. Please answer all questions on the forms. You must pay a \$50 non-refundable credit report and processing fee. We will send your application to a credit bureau which will check your credit report, criminal history and employment and rental references to confirm that they meet our rental criteria. We only accept credit reports from First American Registry, Inc. No other credit report is acceptable. If you meet our criteria, your application will be approved. This process takes 5 to 8 days. To reserve the apartment, you are required to pay the first month's rent as a deposit, upon lease signing would be when the security deposit is due.

5. **Income criteria.** To qualify for an apartment, you must meet the following criteria:

Two Bedroom	\$50,000 / year
Three Bedroom	\$55,000 / year

6. **Rental History.** You must have satisfactory rental references. If you have ever been evicted or been found by a court to have violated your lease, your application will be rejected.
7. **Credit History.** Your credit record must currently be satisfactory. If your credit history shows any past due credit or other unfavorable information in the past two years, your application will be rejected, and you will not be able to rent from us.

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The following items are needed to process the rental application:

1. Application Form with a \$50 non-refundable fee for processing for each adult who will be living in the apartment.
2. Rental History Form (if applicable)
3. Employer Verification Form for each working adult.
4. Copies of social security card and drivers' license for each adult.
5. Employee check stubs for 2 months for each working adult.

When the application has been processed and approved, there is a \$100 deposit due to take the apartment off the market and place a hold on it. This \$100 will be applied toward the first months' rent.

Upon lease signing there is a 1 ½ month security deposit due with the first month's rent.

**Application Fee and Apartment Hold:** Money Order, Cashier's Check, or Personal Check  
**First Month Rent and Security Deposits:** Money Order, Cashier's Check

We DO NOT Accept **Credit Cards** or **Cash**

	2 Bedroom	3 Bedroom
	2 ½ Bath	2 ½ Bath
	2000 sq. ft.	2000 sq. ft.
Rent	\$2,000.00	\$2,400.00
Security Deposit	\$3,000.00	\$3,600.00

Utilities are not included.  
Gas (NJNG), Electric (JCP&L)  
Water and Sewer is paid to Borough of Lakehurst quarterly.

APARTMENT RENTAL APPLICATION

Date Received \_\_\_\_\_

Time Received \_\_\_\_\_

How did you find out about this community?

Rent Net For Rent

Apartments.com Apartment Guide

Courier News Other \_\_\_\_\_

Asbury Park Press

LAKEHURST PARK

Applicant Name: \_\_\_\_\_ APT. # \_\_\_\_\_ Date \_\_\_\_\_

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

Telephone No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ S.S# \_\_\_\_\_

Married Single Divorced Separated

LIST PERSON(S) WHO WILL OCCUPY APARTMENT:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_ S.S.# \_\_\_\_\_ D.L.# \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_ S.S.# \_\_\_\_\_ D.L.# \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_ S.S.# \_\_\_\_\_ D.L.# \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_ S.S.# \_\_\_\_\_ D.L.# \_\_\_\_\_

PRESENT LANDLORD MORTGAGE COMPANY

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

How long: \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Phone Number: \_\_\_\_\_

Why are you leaving: \_\_\_\_\_

PREVIOUS LANDLORD: Address: \_\_\_\_\_

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

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

Position: \_\_\_\_\_ Nature of Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Income: \_\_\_\_\_ Hr./Mo./Yr.

NAME AND ADDRESS OF PREVIOUS EMPLOYER: \_\_\_\_\_

Other Income: Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

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

Position: \_\_\_\_\_ Nature of Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Income: \_\_\_\_\_ Hr./Mo./Yr.

BANK ACCOUNTS: Name: \_\_\_\_\_ Checking/Savings Amount \_\_\_\_\_

Name: \_\_\_\_\_ Checking/Savings Amount \_\_\_\_\_



REFERENCES:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

PHONE NUMBER:

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

How many Vehicles would you keep at this address? \_\_\_\_\_

Make of Vehicle,	1. _____	Year _____	Lic.# _____	State _____
Model and Color :	2. _____	Year _____	Lic.# _____	State _____
	3. _____	Year _____	Lic.# _____	State _____

HAVE YOU OR SPOUSE EVER BROKEN A LEASE OR BEEN EVICTED FROM AN APARTMENT? \_\_\_\_\_  
 IF YES, EXPLAIN \_\_\_\_\_

HAVE YOU OR SPOUSE BEEN SUED FOR NON-PAYMENT OF RENT OR DAMAGES TO PROPERTY? \_\_\_\_\_  
 IF YES, EXPLAIN \_\_\_\_\_

Desired Date of Occupancy? \_\_\_\_\_ Lease term preferred: \_\_\_\_\_

DO YOU HAVE PETS? Yes \_\_\_\_\_ No \_\_\_\_\_ What kind? \_\_\_\_\_ Weight: \_\_\_\_\_

In case of an emergency, Notify: Nearest Relative: \_\_\_\_\_ How Related? \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

The above information is correct to the best of my knowledge. It is understood that the above information will be held strictly confidential. I authorize Management, to verify the information provided in this application by making the following inquiries: 1) Verification of wages and salary information 2) Verification of previous place of residence, including payment history and any other information, 3) A current credit inquiry through Credit Bureau and/or other reference listed in the application. I understand that if the information received from the above listed inquiries do not fall within the guidelines of the Admissions Standards, as established by the Management, that my application may be denied. Applicant has deposited herewith the sum of \$\_\_\_\_\_, the receipt of which is hereby acknowledged. This application is made with the understanding that it is subject to acceptance by the Lessor. The Applicant agrees that he shall not have right to occupy any of the premises of the Lessor until execution by the Applicant and by the Lessor of a written lease of a particular apartment to be leased.

The applicant agrees that the aforementioned deposit is not a rental payment. **The Applicant further agrees that in the event that the application is approved (the approval and the time thereof being the sole discretion of the Lessor) and the applicant fails or refuses to enter into the contemplated lease with in 24 hours of the approval of this application, the lessor shall retain said damages as liquidated damages covering the costs of taking and processing this application.** Applicant will take possession of the apartment by the desired date of occupancy or will forfeit all deposits paid to hold the apartment.

In the event that the application is not approved, or the lease is not executed for any reason for which the Lessor is responsible, said deposit will be refunded to the Applicant.

This Application has been reviewed and is (is not) approved. Signature of Manager: \_\_\_\_\_

Signature of Applicant (s) \_\_\_\_\_

# Lakehurst Park



Tel: (732) 606-1200 • Fax: (732) 606-9011  
**Applicant Screening Authorization Form**

## Applicant Information

Last Name		First Name		M.I.	
Date of Birth / /		Social Security Number - -	E-mail Address		
Current Street Address		City	State	Zip Code	Length of Residence __ months
Previous Street Address		City	State	Zip Code	Length of Residence __ months
Current Employer		Position	Length of Employment __ months		Salary per <input type="checkbox"/> month <input type="checkbox"/> year

## Co-Applicant Information

Last Name		First Name		M.I.	
Date of Birth / /		Social Security Number - -	E-mail Address		
Current Street Address		City	State	Zip Code	Length of Residence __ months
Previous Street Address		City	State	Zip Code	Length of Residence __ months
Current Employer		Position	Length of Employment __ months		Salary per <input type="checkbox"/> month <input type="checkbox"/> year

## Applicant Signature(s)

By signing below, I/we authorize that the above information is correct and complete and hereby authorize Landlord to obtain information it deems desirable in the processing of my application, including; credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information. If I rent the unit, I understand the information on this form may be maintained in a tenant database for up to 5 (five) years after I vacate the premises.

Applicant: **X** \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant: **X** \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

NTN Access Number:			Address/Unit Applied for:			Monthly Rent Amount for unit applicant is applying for: \$		
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Submit above information to NTN

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TO: \_\_\_\_\_

DEPT: \_\_\_\_\_

PHONE: \_\_\_\_\_

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

RE: \_\_\_\_\_

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

I authorize you to furnish Hidden Creek Apartments the following information necessary for my rental application to be approved.

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

\_\_\_\_\_  
DATE

---

**FOR EMPLOYER USE ONLY**

CURRENT SALARY: \_\_\_\_\_

DOES THIS INCLUDE OVERTIME? **YES OR NO**

AVERAGE OVER TIME WORKED PER MONTH: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

PROSPECT FOR CONTINUED EMPLOYMENT: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

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

I hereby certify that the above information is true to the best of my knowledge:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Title

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TO: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
RE: \_\_\_\_\_

I authorize you to furnish Hidden Creek Apartments the following information necessary for my rental application to be approved.

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

\_\_\_\_\_  
DATE

---

**RENTAL HISTORY**

NAME OF PROPERTY: \_\_\_\_\_  
DATE MOVED IN: \_\_\_\_\_  
CURRENT MONTHLY RENT AMOUNT: \_\_\_\_\_  
NUMBER OF TIMES RENT WAS PAID LATE: \_\_\_\_\_  
HAS THERE EVER BEEN LITIGATION WITH TENANT? \_\_\_\_\_  
CURRENT BALANCE OWED BY TENANT: \_\_\_\_\_  
DATE THE LEASE WILL END: \_\_\_\_\_  
HAS THE TENANT GIVEN YOU PROPER NOTICE TO VACATE? \_\_\_\_\_  
WOULD YOU RENT TO THIS TENANT AGAIN? \_\_\_\_\_

I hereby certify that the above information is true to the best of my knowledge:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Title



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Dear Residents and Applicants,

Lakehurst Apartments has decided to become a pet friendly community. Attached is a copy of the appropriate documentation you will need to provide in order to have a pet in our community. You will also be sign a pet addendum.

**We will also be requiring that you submit a one time non-refundable administrative fee for the processing of the pet information in the amount of \$350.00. For a dog or cat between 1-24 lbs. there will be a monthly fee of \$35.00. For a dog or cat 25-40 lbs. there will be a monthly fee of \$55.00. We will NOT except any animal over 40 lbs.**

You will be allowed to have a maximum of two pets in your home. Hidden Creek Apartments will only accept (1) dog or (2) cats and either a caged bird or birds, or a fish tank not to exceed 20-gallons.

The following breed restrictions due apply:

*Afghan Hound	*Great Dane	*German Shepard
*Chow Chow	*Pit Bull	*Lab
*Doberman	*Pinsher Mastiff/Bull Mastiff	*Boxer
*Dogue de Bordeaux	*Presa Canario	*Fila
*English Foxhound	*Saluki and Weimaraner	*Rottweiler

If you are found to be in violation of the new pet policy or not in compliance with the grandfather clause management will begin eviction proceedings.

Please contact the Management Office at (732) 606-1200 if you should have any question or require additional information.

Yours truly,  
Hidden Creek Apartments



## Lakehurst Park Pet Policy

1. Maximum of two pets per apartments. Each pet is not to weigh more than 40 lbs. full grown.  
(1 Dog & 1 Cat or 2 Cats)
2. Copy of current veterinary records must be provided showing pet is current with all vaccinations.
3. Pet(s) must be registered with the Township of Berkeley and license must be presented at time of move-in.
4. Provide photo of pet(s) at time of move-in.
5. ID tags provided by the management office along with Township ID and Name Tag must be on Pet(s) at all times.
6. Dog(s) must be on a leash at all times while out on the property.
7. Tenant agrees that in the event of all maintenance work, the pet(s) must be put into a crate/cage, or into a room not being serviced by maintenance behind a closed door or the tenant must be present at time of maintenance.
8. Pets are not allowed to be unattended in interior or exterior common areas at any time.
9. Pet(s) must be spayed or neutered per the Township of Berkeley Pet Ordinance in order to live in a multiple dwelling. Records must be provided by your veterinarian.
10. Must provide a name and phone number of an emergency contact(s) in case of an emergency who can take your pet.
11. No pet is to remain unattended, without proper care, for more than 24 hours. The tenant shall designate one or more persons as an emergency contact that can tend to the pet if the tenant is unable to do so. In instances where a pet appears to have been abandoned for more than 24 hours, and emergency contact cannot be located, the Management shall report the matter to the Berkeley Township Animal Control or other applicable authority for its removal. If necessary, management will enter the apartment, as in an emergency, to rescue the animal.
12. Residents must pick up after their pet. If not the following fines will occur:
  - 1<sup>st</sup> Offense: \$25.00
  - 2<sup>nd</sup> Offense: \$50.00
  - 3<sup>rd</sup> Offense: \$75.00
  - 4<sup>th</sup> Offense: termination of pet agreement and legal proceeding to begin.
13. Upon your renewal, if you have a non-reported pet (not-registered), fees and penalties will automatically be applied.
14. By signing this Pet Addendum, the TENANT acknowledges that they understand and agree that any failure to remove their pet after being so directed by the LANDLORD, would be a violation of the terms and condition of the lease, and the tenant would be subjected to eviction proceedings.
15. LANDLORD has the right to amend any portion of the pet policy by giving TENANT thirty (30) days written notice.

# 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, Smithfield Associates d/b/a Lakehurst Park ("Lakehurst Park") 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. Lakehurst Park 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, Lakehurst Park 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.

**Lakehurst Park 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.

**Lakehurst Park 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 1<sup>st</sup> degree indictable offense, or release from prison for that offense, within the past 6 years;
- Is for any 2<sup>nd</sup> or 3<sup>rd</sup> degree indictable offense, or release from prison for that offense, within the past 4 years;
- Is for any 4<sup>th</sup> 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/>.



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

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

Any action taken by Lakehurst Park 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 Lakehurst Park has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at [www.NJCivilRights.gov](http://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, 3<sup>rd</sup> Floor  
Newark, New Jersey 07102

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

1601 Atlantic Avenue, 6<sup>th</sup> Floor  
Atlantic City, New Jersey 08401

140 East Front Street, 6<sup>th</sup> Floor  
Trenton, New Jersey 08625

  
\_\_\_\_\_  
Housing Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Tenant Signature

\_\_\_\_\_  
Date