

**Wessex Management**  
**P.O. BOX 1667**  
**LINDEN, NJ 07036**  
**PH:732-340-0100 F: 732.340.1770**  
**E: Shela@wessexrents.com**

Property /Apt# \_\_\_\_\_

Rent \$ \_\_\_\_\_

Move-in \_\_\_\_\_

### APPLICATION REQUIREMENTS

- 1) Each occupant over **18 years of age must submit an application.**
- 2) **You must be presently employed** and earn at least 75% of the monthly rent per week.
- 3) You must provide **two current pay stubs.**
- 4) If you do not receive pay stubs, you must provide a letter from your employer stating your name, position, salary and length of employment, a W2 form and 3 months bank statements.
- 5) You must provide a **valid photo identification** or current driver's license in addition to a photocopy of your **social security card.**
- 6) To apply for the apartment, you must complete the attached application and return it to the Rental Agent with a **\$90.00 money order for one applicant** and **\$100.00 for two applicants** made Payable to **Wessex Management LLC.** (NO CASH WILL BE ACCEPTED) This represents our application fee, which is non-refundable if your application is declined for any reason.
- 7) You will be notified by the Rental Agent if your application has been approved. Upon this notification, you are to give the Rental Agent a money order equal to one month's rent. This will be applied to your first month's rent. Upon receipt of the money order, the apartment will be held for you. In addition, at this time, the Rental Agent will schedule a date and time for you to meet with him/her to sign your Lease Agreement, pay the month and a half security deposit (MONEY ORDER OR CERTIFIED CHECK ONLY) and to collect your keys.

**NOTE:**

***THE UNDERSIGNED ALSO AGREES THAT ONCE A DEPOSIT EQUAL TO ONE MONTH 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.***

- **Applications take 5-8 business days to process**
- UNDER NO CIRCUMSTANCES WILL CASH BE ACCEPTED.
- Application expires after 30 days
- **INCOMPLETE APPLICATIONS WILL RESULT IN A DELAY OF THE PROCESSING OF YOUR APPLICATION AND POSSIBLY RESULT IN THE APARTMENT BEING RENTED TO ANOTHER APPLICANT.**

**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 of time 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 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:

\_\_\_\_\_

Building: \_\_\_\_\_

Rent Amt: \_\_\_\_\_

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

Move in Date: \_\_\_\_\_

**UNDER NO CIRCUMSTANCES WILL CASH BE ACCEPTED!!!**

# APPLICATION FOR LEASE

1. PERSONAL: DATE: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Street
City
State
Zip Code

How Long Have You Been At This Address? \_\_\_\_\_ Current Rent: \_\_\_\_\_

Present Landlord\*s Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Previous Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## 2. EMPLOYMENT INFORMATION

Present Employer: \_\_\_\_\_ How Long: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Weekly Income \_\_\_\_\_

## 3. CREDIT INFORMATION

Bank: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

## 4. PERSONAL REFERENCES (FRIENDS/FAMILY)

Name	Phone number	Relationship

## 5. OTHER INFORMATION:

Name and Date of Birth of ALL individuals that will occupy the apartment. Total no. of persons. \_\_\_\_\_


Number of Automobiles Owned

Year	Make	Model	Plate Number	Color

Do you own any appliances? \_\_\_\_\_

Refrigerator \_\_\_ Stove \_\_\_ Washer \_\_\_ Dryer \_\_\_ Dishwasher \_\_\_ Air Conditioner \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**NO PETS ALLOWED**  
**NOTE: FAILURE TO COMPLETE APPLICATION IN ITS ENTIRETY WILL RESULT IN A DELAY IN PROCESSING**



**MANAGEMENT OFFICE  
P.O. BOX 1667  
LINDEN, NJ 07036  
P. 732-340-0100 F. 732-340-1770**

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

RE: Landlord Rental Reference

Your previous/present tenant has applied for an apartment in one of our complexes. In order 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. Please complete and sign the bottom portion of this letter and fax it back to us at 732-340-1770 or email to [Shela@wessexrents.com](mailto:Shela@wessexrents.com)

**THIS SECTION MUST BE FILLED OUT AND SIGNED BY YOUR LANDLORD**

RENTAL PERIOD:

From: \_\_\_\_\_ 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

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

House Keeping: Good Fair Bad Comments: \_\_\_\_\_

Noise/Loud Music: Yes No Comments: \_\_\_\_\_

High Traffic: Yes No Comments: \_\_\_\_\_

Vacate Notice Given? Yes No Comments: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
Signature of Landlord or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

## **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 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/>.

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](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

*Sashela Bakir*  
Housing Provider Signature

\_\_\_\_\_  
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](mailto: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](http://www.NJCivilRights.org)



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](mailto:DCRMDRR@njcivilrights.gov)

