

ANNAPOLIS GARDEN LLC  
P.O. BOX 1667  
LINDEN, NJ 07036  
PH:856-931-2221 FX856-931-0879  
E: lauram.wessex@gmail.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 workers comp is not considered to be full time employment.
  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 or 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 \$50.00 money order for per applicant over the age of 18 made Payable to Annapolis Gardens LLC. (NO CASH WILL BE ACCEPTED) This represents our application fee, which is nonrefundable if your application is declined for any reason.
  7. **There will be a \$78 city inspection fee, along with a \$54 bed bug certificate to be paid in a separate money order if approved. Due with holding fee.**
  8. 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.
  9. Occupancy Requirements
    - One bedroom- No more than two people
    - Two bedroom- No more than four people
  10. Minimum Annual Income Requirements
    - 1 bedroom: Minimum annual income must be 2 times the monthly rent *Example: \$1,590/month rent < \$38,160.00 minimum income*
    - 2 bedroom: Minimum annual income must be 2 times the monthly rent *Example: \$1,790/month rent < \$42,960.00 minimum income*
- 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: \_\_\_\_\_

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: \_\_\_\_\_

Occupancy standards are as follows: **2** occupants may occupy a one bedroom apartment and **4** occupants may occupy a two bedroom apartment.

Your application could be rejected for, but not limited to the following reasons:

- Unfavorable credit history
- Unfavorable landlord references ( i.e. eviction skipped damages )
- Unfavorable employment references
- Insufficient income to support apartment
- Inaccurate or falsified information submitted on the application

All rejected applicant(s) will receive written notification.

The rejection may be based on information in the credit report and or criminal background check the applicant(s) will be provided with the name of the credit bureau which performed the check.

**I HAVE READ AND UNDERSTAND THE ABOVE  
CONDITIONS:**

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_

# 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 \_\_\_\_\_ Dishwasher \_\_\_\_\_ Air Conditioner \_\_\_\_\_

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

## Pet Information Addendum – Rental Application

Do you have a pet?

☐ Yes      ☐ No

*If you checked **No**, please skip the rest of this page.*

---

We welcome pets in our community under the following conditions:

- **One-time non-refundable fee:** \$250.00
- **Monthly pet rent:** \$25.00 per pet
- **Limit:** Maximum of 2 pets per household
- **Weight restriction:** Pets cannot exceed 25 lbs. fully grown – **Breed restriction:** no aggressive breeds if you are unsure please ask management to provide you with a list of restricted breeds.

Once your rental application has been approved, a lease will follow. At that time, you will also be required to provide:

- A **recent photo** of your pet(s)
  - **Updated veterinary records**
  - **Proof of city registration** of the pet(s)
- 

### Pet Information (if applicable)

#### Pet 1

- Type (dog, cat, other): \_\_\_\_\_
- Color: \_\_\_\_\_
- Sex: ☐ Male ☐ Female
- Age: \_\_\_\_\_
- Spayed/Neutered: ☐ Yes ☐ No

#### Pet 2

- Type (dog, cat, other): \_\_\_\_\_
  - Color: \_\_\_\_\_
  - Sex: ☐ Male ☐ Female
  - Age: \_\_\_\_\_
  - Spayed/Neutered: ☐ Yes ☐ No
- 

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

ANNAPOLIS GARDEN LLC  
P.O. BOX 1667  
LINDEN, NJ 07036  
PH:856-931-2221 FX856-931-0879

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

RE: Employment Verification

To Whom It May Concern:

The above referenced individual has applied for an apartment in one of our complexes. In order 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 856-931-0879 or email to [lauram.wessex@gmail.com](mailto:lauram.wessex@gmail.com)

Thank you for your attention to this matter.

Sincerely,  
Laura McNee  
Regional  
Manager

\*\*\*\*\*

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

I hereby certify that \_\_\_\_\_ is currently employed with

His/her weekly income is \_\_\_\_\_ . Start date \_\_\_\_\_  
CIRCLE: Full Time      Part Time      Per Diem  
Permanent      Temporary      Seasonal      Contract

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Name and Title      Date      Telephone

\*\*\*\*\*  
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

ANNAPOLIS GARDEN LLC

P.O. BOX 1667  
LINDEN, NJ 07036  
PH:856-931-2221 FX856-931-0879

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 856-931-0879 or email to [Lauram.wessex@gmail.com](mailto:Lauram.wessex@gmail.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 OR 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 OR 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 High Comments: \_\_\_\_\_

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

Vacate Notice Given? Yes No

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:244(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

Laura McNee

Housing Provider Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Prospective Tenant Signature

\_\_\_\_\_

Date

## NEW JERSEY DIVISION ON CIVIL RIGHTS RENTAL SURVEY

The **New Jersey Law Against Discrimination (LAD)** prohibits discrimination in rental housing based on several protected characteristics, including race, gender, familial status (having a child or children under the age of 18 or being pregnant), and source of lawful income used for rental payments (whether you receive rental assistance). The **New Jersey Division on Civil Rights (DCR)** is the government agency that enforces the LAD. DCR requires landlords who own 25 or more rental units to file a confidential annual report with the agency regarding their applicants and tenants. DCR requires landlords to provide this survey form to all applicants and tenants to collect the information for their reports.

Filling out this form helps DCR learn about and fight housing discrimination.

**Completion of this form is voluntary.** If you do not wish to answer a question, you can skip it and leave it blank. Tenants and applicants who choose to complete the form should answer the questions for each child and adult living in their unit and return the completed form to their landlord. If you choose not to complete this form, the landlord will complete it for you to the best of their knowledge.

Landlords cannot ask you about other characteristics like your religion, national origin (what country you're from), nationality (whether you're a citizen), disability, whether you're married, or whether you identify as LGBTQIA+. Landlords also cannot decide whether or not to rent to you based on your responses to this form.

Housing providers cannot:

- Discriminate against you based on your responses to this form;
- Ask additional questions about your responses to this form;
- Harass or intimidate you based on your responses to this form;
- Retaliate against you based on your responses to this form, including by raising your rent;
- Require you to complete this form; or
- Enter your rental unit without permission or investigate you to collect the information requested by this form.

If you feel you have been denied housing or treated differently for one of the reasons listed above, you may file a complaint at [bias.njcivilrights.gov](https://bias.njcivilrights.gov). For additional assistance, e-mail DCR at [NJDCR4U@njcivilrights.gov](mailto:NJDCR4U@njcivilrights.gov) or call 1-833-653-2748.

Visit our website at [www.NJCivilRights.gov](https://www.NJCivilRights.gov) to learn more about the LAD.

**Please complete the form on the next page and return it to the landlord.**

## NEW JERSEY DIVISION ON CIVIL RIGHTS RENTAL SURVEY

This form is not intended to be a part of the rental application process and must be kept separate and apart from rental records.

Are you a: ☐ Current Tenant ☐ Applicant | Name: \_\_\_\_\_

Unit/Complex Address: \_\_\_\_\_

### 1. Race/Ethnicity

Please write how many people living in your unit identify their race/ethnicity as:

**American Indian or Alaska Native:** \_\_\_\_\_

(Individuals with origins in any of the original peoples of North, Central, and South America, including, for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya.)

**Asian:** \_\_\_\_\_

(Individuals with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, and Japanese.)

**Black or African American:** \_\_\_\_\_

(Individuals with origins in any of the original peoples of Africa including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.)

**Hispanic or Latino/a/x/e:** \_\_\_\_\_

(Includes individuals of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan,

and other Central or South American or Spanish culture or origin.)

**Middle Eastern or North African:** \_\_\_\_\_

(Individuals with origins in any of the original peoples of the Middle East or North Africa, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli.)

**Native Hawaiian or Pacific Islander:** \_\_\_\_\_

(Individuals with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese.)

**White:** \_\_\_\_\_

(Individuals with origins in any of the original peoples of Europe, including, for example, English, German, Irish, Italian, Polish, and Scottish.)

**Multiracial/Multiethnic:** \_\_\_\_\_

(Individuals who identify as two or more of these categories.)

### 2. Gender

Please write how many people living in your unit identify their gender as:

Woman/Girl: \_\_\_\_\_

Man/Boy: \_\_\_\_\_

Non-Binary/Other: \_\_\_\_\_

### 3. Familial Status

Are there children under age 18 in your unit or is anyone pregnant in your unit? ☐ Yes ☐ No

### 4. Rental Assistance

How many people living in your unit receive rental assistance, such as Section 8 housing choice vouchers? If none, write 0 (zero): \_\_\_\_\_

Date completed: \_\_\_\_\_

**Landlord:** Check this box if you completed this form on behalf of your tenant or applicant: ☐