

BELLMAWR MANOR APARTMENTS
1020 W. KINGS HIGHWAY
SUITE 210
BELLMAWR, NEW JERSEY 08031
856-931-2221 Office
856-931-0879 Fax
bellmawrmanor@gmail.com

Statement of Rental Policy

Equal Housing Opportunity

We are an Equal Housing Opportunity provider and fully comply with the Federal Fair Housing Act, the New Jersey Law Against Discrimination, and all applicable state and local fair housing laws. We do not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity or expression, disability, familial status, national origin, ancestry, marital status, age, or any other protected characteristic.

Apartment Availability

Apartments are considered available for rent once written notice of vacancy has been received. Availability is subject to change and may be updated throughout the day as notices are received or units become ready for occupancy.

Occupancy Standards

Occupancy limits are established in accordance with applicable laws and are based on the size and layout of each unit. General guidelines are as follows:

- One-bedroom apartments: up to three (3) occupants
- Two-bedroom apartments: up to four (5) occupants

Exceptions may be considered where required by law or reasonable accommodation.

Application Process

All adult occupants (18 years of age or older) must complete a rental application and authorize credit, background, and rental history screening. Applications must be fully completed and signed to be considered.

Income Requirements

Applicants must demonstrate a verifiable gross monthly income equal to at least **2.5 times the monthly rent**. Income from lawful and verifiable sources will be considered.

Rental History

Applicants must have a satisfactory rental history. Prior evictions, lease violations, or unsatisfactory landlord references may result in denial of the application, subject to applicable laws.

Credit History

Applicants must demonstrate a satisfactory credit history. Credit reports showing significant delinquent accounts, excessive collections, or other adverse credit activity within the past two (2) years may result in denial. Each application is reviewed on a case-by-case basis in accordance with applicable law.

BELLMAWR MANOR APARTMENTS

(856) 931-2221

Thank You for Your Interest in Bellmawr Manor Apartments!

Dear Future Resident,

Thank you for your interest in leasing at Bellmawr Manor Apartments. We are pleased to provide the following information regarding our application and move-in process.

The information below is based on a standard 12-month lease term.

MOVE-IN COSTS

Please call for current rental pricing.

At move-in, the following will be required:

- First Month's Rent
- One and One-Half Month Security Deposit

We currently offer:

- One Bedroom Apartments
- Two Bedroom Apartments

Application Fee

- \$50.00 per adult applicant
- Must be paid by money order
- Application fees are non-refundable

AFTER APPLICATION APPROVAL

Two separate money orders will be required:

1. **Holding Fee**
Equal to one month's rent
Payable to: **Bellmawr Manor Apartments**

2. Inspection Fee

\$60.00

Payable to: **Borough of Bellmawr**

Lease Signing

- One and one-half month security deposit due at lease signing
-

PET POLICY

Small pets under 25 lbs are welcome!

- \$250.00 non-refundable pet fee
 - Additional \$25.00 monthly pet fee
-

APPLICATION REQUIREMENTS

Income Requirements

Applicants must earn a minimum of 2.5 times the monthly rent.

One Bedroom Example

- \$1,250/month rent
- Minimum annual income: \$37,500

Two Bedroom Example

- \$1,500/month rent
 - Minimum annual income: \$45,000
-

ADDITIONAL REQUIREMENTS

Applicants must:

- Be at least 18 years of age
- Have good rental history
(on-time payments / no evictions)

- Have good credit history
(on-time bill payments / no collection accounts)

A criminal background check will be considered after conditional acceptance.

PLEASE BE PREPARED TO PROVIDE

For each applicant over the age of 18:

- Driver's License or State/Federal Photo ID
- Social Security Card

We look forward to assisting you in finding your new home at Bellmawr Manor Apartments!

- 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: _____



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 ☐ month ☐ 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 ☐ month ☐ 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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REFERENCES:

PHONE NUMBER:

1. _____
2. _____
3. _____

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 within 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 Applicant (s) _____

Signature of Manager: _____

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 _____

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 _____

Occupancy standards are as follows; 3 occupants may occupy a one bedroom apartment and 5 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 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 _____

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. For additional assistance, e-mail DCR at NJDCR4U@njcivilrights.gov or call 1-833-653-2748.

Visit our website at 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: ☐

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 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
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

Date:

Prospective Tenant Signature

Date:

Prospective Tenant Signature

Date: