

Welcome to Newington Tower Apartments

We have gathered the following information to assist you with your upcoming move. We do our best to process applications within 2-3 business days. You can assist us by ensuring you provide all the required documentation and be sure to sign all of the appropriate pages. In order for us to process your application, please review and comply with the following:

Website: NewingtonTower.com

Email: Management@NewingtonTower.com

- 1. APPLICATION:** Please complete the entire application and sign. Your application is considered incomplete if not signed. A non-refundable application fee of **\$40.00** per person, **\$55.00** for a married couple, is required to process your application. This payment must be made separate from all other monies and be made payable to **SANDY BROOK LLC**. By signing the Rental Application, you are giving consent for a personal credit check to be obtained through a private credit reporting agency.
- 2. HOLD FEE:** A holding deposit will be required in order to secure your apartment. This deposit may be no less than **\$100.00** and be made payable to **SANDY BROOK LLC** in the form of a personal check or money order. This deposit is refundable in the event the application is denied or the applicant cancels within 3 days of deposit. Upon approval, the deposit becomes part of the security deposit.
- 3. VERIFICATIONS:** a) **Income verification:** have the attached form filled out by current employer as well as 4 current pay stubs or W2's, copy of the first page of your current bank statement. If you are self-employed; provide most recent 1099 tax return. b) **Rental verification:** have the attached form filled out by current or most recent landlord. c) **Deposit verification:** have the attached form filled out by bank teller or provide a copy of a most recent bank statement. d) **Identity verification:** you must provide a copy of a valid, current form of government issued picture identification to tour and apply for residency at Essex Place Apartments.
- 4. QUALIFYING:** Approving an application is based on several factors outlined in the attached "Rental Qualifications Guidelines." If a co-signor is required for the application, the individual must provide proof of income and an additional application fee.

ONCE YOUR APPLICATION HAS BEEN APPROVED, IT IS RECOMMENDED THAT YOU CONSIDER INITIATING SERVICE WITH THE FOLLOWING PROVIDERS:

Eversource

1.800.286.2000

Comcast Cable

1.800.COMCAST

YOUR NEW ADDRESS WILL BE:

_____ *1317 EAST STREET, APT#* _____
NEW BRITAIN, CONNECTICUT 06053

TOTAL MONIES DUE AT MOVE IN: _____ **SECURITY DEPOSIT:** _____



Newington Tower Apartments

Rental Qualification Guidelines

- A separate application is required for each adult, eighteen years of age or older. All apartment occupants of legal age are considered to be applicants. No more than three unrelated individuals may occupy an apartment.
- A credit report from a national credit reporting agency will be obtained on all applicants. A favorable credit history is required. An applicant's credit is considered favorable when there are more positive credit accounts than negative. Negative accounts include, but are not limited to: late payment, collection, charge off, repossession, and bankruptcy. Applicants with no credit history are required to pay additional security deposit.
- Employment history and income must be verifiable. Applicants must have a combined gross income of at least three times the monthly rent. Applicants must provide four (4) current pay stubs or if self-employed provide the previous year's tax return to verify income. Non-employed or graduate student applicants must provide proof of income. College undergraduates are not permitted.
- Resident history must be verifiable. Rental verification will include length of occupancy, payment record and status, and compliance with rules and regulations. Renting from a relative is not considered resident history as contract performance cannot be determined. Home mortgages can substitute for resident history. Applicants with negative rental history, outstanding debt, eviction, or foreclosure will be denied. First time renters are required to pay additional security deposit, unless there is a strong credit history.
- A criminal background search will be conducted. The application will be rejected for any of the following criminal related reasons: felony conviction, terrorist conviction, illegal drug related conviction, prostitution related conviction, sex related conviction, cruelty to animals related conviction, misdemeanor conviction involving crime against persons or property, and any of the above related charges resulting in "Adjudication Withheld," and/or "Deferred Adjudication," and/or active status on probation or parole resulting from any of the above.
- Reasons for not approving an application include, but are not limited to: bankruptcy within the past two years or pending bankruptcy, insufficient income, unpaid judgments, eviction, foreclosure, outstanding rent debt, exceeding occupancy limits, and falsification of the application information.
- Pets are limited to indoor cats. Pet owners are required to pay a pet fee/deposit. No dogs are allowed.

By Signing this form you permit Sandy Brook LLC to conduct a full application screening based on the above parameters and acknowledge that the application fees are non-refundable if the application is denied based on any of the above requirements.

Signature: _____

Date: _____

Signature: _____

Date: _____

Sandy Brook LLC does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, creed, sex, sexual orientation, age, handicap, familial status, or national origin. Management reserves the right to add or delete any or all of the above guidelines and qualifications at any date and time. Revised 12/21/16



NEWINGTON TOWER APARTMENTS

1317 East Street
New Britain, CT 06053
(860) 225-2525

Apt. # _____
Rent: _____
M/I Date: _____
App. Fee: _____ Ck# _____
Deposit: _____ Ck# _____

RENTAL APPLICATION

PLEASE TELL US ABOUT YOURSELF

Last Name: _____ First _____ Initial: _____ Jr/Sr/2nd: _____
Social Security #: _____ Date of Birth: _____ Phone #: _____
Pets (Number, Kind & Name): _____
Email: _____

PLEASE GIVE YOUR RESIDENCE HISTORY

Current Address _____
Month & Year Moved In _____ Reason for Leaving _____
Present Landlord _____ Phone _____ Rent \$ _____
Previous Address _____
Date Moved In _____ Date Moved Out _____ Reason _____
Landlord _____ Phone _____ Rent \$ _____
Previous Address _____ From _____ To _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION

Current Employer _____ Length of Employment _____
Address _____
Employer Phone # _____ Employer Fax # _____ Supervisor _____
Position Held _____ Salary \$ _____ per _____
Previous Employer _____ Length of Employment _____
Address _____
Employer Phone # _____ Employer Fax # _____ Supervisor _____
Position Held _____ Salary \$ _____ per _____
Additional Income Amount: \$\$ _____ per _____ Source _____

PLEASE LIST YOUR BANK INFORMATION

Your Bank _____ Type of Account _____ Number _____
Your Bank _____ Type of Account _____ Number _____

VEHICLE INFORMATION

Your Driver's License Number _____ State _____
Vehicle Make/Model _____ Color _____ Year _____ Tag # _____ State _____
Vehicle Make/Model _____ Color _____ Year _____ Tag # _____ State _____

APARTMENT OCCUPANTS

Occupant Name _____ Date of Birth _____

Occupant Name _____ Date of Birth _____

Occupant Name _____ Date of Birth _____

Occupant Name _____ Date of Birth _____

OTHER INFORMATION

- Have you ever:
- 1. Filed for bankruptcy? _____ Yes _____ No
 - 2. Been evicted from tenancy? _____ Yes _____ No
 - 3. Willfully or intentionally refused to pay rent? _____ Yes _____ No
 - 4. Have you ever pled "guilty", "no contest" or been convicted of a crime? _____ Yes _____ No

Please give any additional information which might help management evaluate this application:

IN CASE OF AN EMERGENCY

Notify _____ Phone _____

Address _____ Relationship _____

I, the undersigned, hereby make application to lease apartment # _____ for a period of 12 months. I hereby tender a non-refundable fee of \$40.00 per person for processing this application. I represent that the information set forth on the application is true and complete; and hereby authorize verification of any and all of the information set forth above, including a consumer credit report or other such information as may be required to evaluate this application. The credit check and other such information becomes the sole possession of Sandy Brook LLC and no copy will be given to the applicant. Any Fraudulent information on this application will be grounds for denial and should information be discovered after lease execution it will be grounds for evictions.

In consideration for an earnest money deposit of \$100.00, Management agrees to reserve an apartment for the Applicant. Upon acceptance of the \$100.00, the Applicant agrees to return the completed application/applications within 72 hours and understands that the Applicant has **3 of our business days from the time the \$100.00 deposit is left** to request their \$100.00 deposit be returned to them. The Applicant agrees to execute a lease and pay the balance of the security deposit within three business days. Should the Applicant fail to perform his/her obligations as stated herein, the deposit shall be retained by Management in consideration of reserving said apartment. In the event this application is not approved by Management, said deposit shall be refunded. In the event the apartment is not ready for occupancy by said date, the Applicant shall have the option of extending his/her reservation or requesting a refund of the deposit money paid hereunder. Applications are subject to approval of the Management Company. No oral agreements have been made.

Signature of Applicant _____ Date _____

Application Received By: _____ Date _____



NEWINGTON TOWER
1317 East Street
New Britain, CT 06053
(860) 225-2525
(860) 223-7549 Fax

REQUEST FOR EMPLOYMENT VERIFICATION

TO _____

VIA: MAIL
 FAX
 PHONE

DATE: _____

The person named below has applied for an apartment rental with us. Your firm was listed as having currently or formerly employed this person. The applicant, by his/her signature below, has authorized you to release their employment information. Your assistance in providing employment information will be sincerely appreciated. Thank you.

RE: Employee Name _____
Current Address _____
Social Security Number _____
Department or Branch _____
Date(s) of Employment _____

REQUEST SUBMITTED BY:	TITLE:	PHONE:
-----------------------	--------	--------

APPLICANT'S AUTHORIZATION OF THIS INQUIRY: I hereby consent to the release of my employment information.	
_____ Employee's Signature	_____ Date

EMPLOYER'S COMMENTS		
Dates of Employment: from _____ to _____ Salary \$ _____ Week/Month/Hour		
Position Held _____ If hourly, number of hours worked per week _____		
Other comments: _____		
SIGNATURE _____	TITLE _____	DATE _____



NEWINGTON TOWER
1317 East Street
New Britain, CT 06053
(860) 225-2525
(860) 223-7549 Fax

REQUEST FOR RESIDENCY VERIFICATION

TO _____

VIA: MAIL
 FAX
 PHONE

DATE: _____

The person named below has applied for an apartment rental with us. You were listed as having rented to the applicant. The applicant, by his/her signature below, has authorized you to release information about prior residency. Your comments or recommendation on this matter will be sincerely appreciated. We will be pleased to reciprocate this favor in the future. Thank you.

RE: Resident's Name _____
Occupancy Address _____

REQUEST SUBMITTED BY:	TITLE:	PHONE:
-----------------------	--------	--------

APPLICANT'S AUTHORIZATION OF THIS INQUIRY: I hereby consent to the release of my residency information.	
_____ Resident's Signature	_____ Date

PROPERTY OWNER'S OR MANAGEMENT AGENT'S COMMENTS			
Date Moved In _____	Date Moved Out _____	Still is an Occupant? _____	
Amount of Monthly Rent \$ _____	Utilities Included _____		
Rent Generally Paid:	<input type="checkbox"/> On Time	<input type="checkbox"/> Occasionally Late	<input type="checkbox"/> Often Late
Housekeeping Habits:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Would you rent to this person again?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
SIGNATURE _____	TITLE _____	DATE _____	



NEWINGTON TOWER
1317 East Street
New Britain, CT 06053
(860) 225-2525

Apt. # _____
Rent: _____
M/I Date: _____
App. Fee: _____ Ck# _____
Deposit: _____ Ck# _____

RENTAL APPLICATION

PLEASE TELL US ABOUT YOURSELF

Last Name: _____ First _____ Initial: _____ Jr/Sr/2nd: _____
Social Security #: _____ Date of Birth: _____ Phone #: _____
Pets (Number, Kind & Name): _____
Email: _____

PLEASE GIVE YOUR RESIDENCE HISTORY

Current Address _____
Month & Year Moved In _____ Reason for Leaving _____
Present Landlord _____ Phone _____ Rent \$ _____
Previous Address _____
Date Moved In _____ Date Moved Out _____ Reason _____
Landlord _____ Phone _____ Rent \$ _____
Previous Address _____ From _____ To _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION

Current Employer _____ Length of Employment _____
Address _____
Employer Phone # _____ Employer Fax # _____ Supervisor _____
Position Held _____ Salary \$ _____ per _____
Previous Employer _____ Length of Employment _____
Address _____
Employer Phone # _____ Employer Fax # _____ Supervisor _____
Position Held _____ Salary \$ _____ per _____
Additional Income Amount: \$\$ _____ per _____ Source _____

PLEASE LIST YOUR BANK INFORMATION

Your Bank _____ Type of Account _____ Number _____
Your Bank _____ Type of Account _____ Number _____

VEHICLE INFORMATION

Your Driver's License Number _____ State _____
Vehicle Make/Model _____ Color _____ Year _____ Tag # _____ State _____
Vehicle Make/Model _____ Color _____ Year _____ Tag # _____ State _____

APARTMENT OCCUPANTS

Occupant Name _____ Date of Birth _____

Occupant Name _____ Date of Birth _____

Occupant Name _____ Date of Birth _____

Occupant Name _____ Date of Birth _____

OTHER INFORMATION

- Have you ever:
- 1. Filed for bankruptcy? _____ Yes _____ No
 - 2. Been evicted from tenancy? _____ Yes _____ No
 - 3. Willfully or intentionally refused to pay rent? _____ Yes _____ No
 - 4. Have you ever pled "guilty", "no contest" or been convicted of a crime? _____ Yes _____ No

Please give any additional information which might help management evaluate this application:

IN CASE OF AN EMERGENCY

Notify _____ Phone _____

Address _____ Relationship _____

I, the undersigned, hereby make application to lease apartment # _____ for a period of 12 months. I hereby tender a non-refundable fee of \$40.00 per person for processing this application. I represent that the information set forth on the application is true and complete; and hereby authorize verification of any and all of the information set forth above, including a consumer credit report or other such information as may be required to evaluate this application. The credit check and other such information becomes the sole possession of Sandy Brook LLC and no copy will be given to the applicant. Any Fraudulent information on this application will be grounds for denial and should information be discovered after lease execution it will be grounds for evictions.

In consideration for an earnest money deposit of \$100.00, Management agrees to reserve an apartment for the Applicant. Upon acceptance of the \$100.00, the Applicant agrees to return the completed application/applications within 72 hours and understands that the Applicant has **3 of our business days from the time the \$100.00 deposit is left** to request their \$100.00 deposit be returned to them. The Applicant agrees to execute a lease and pay the balance of the security deposit within three business days. Should the Applicant fail to perform his/her obligations as stated herein, the deposit shall be retained by Management in consideration of reserving said apartment. In the event this application is not approved by Management, said deposit shall be refunded. In the event the apartment is not ready for occupancy by said date, the Applicant shall have the option of extending his/her reservation or requesting a refund of the deposit money paid hereunder. Applications are subject to approval of the Management Company. No oral agreements have been made.

Signature of Applicant _____ Date _____

Application Received By: _____ Date _____



NEWINGTON TOWER

1317 East Street
New Britain, CT 06053
(860) 225-2525
(860) 223-7549 Fax

REQUEST FOR EMPLOYMENT VERIFICATION

TO _____

VIA: MAIL
 FAX
 PHONE

DATE: _____

The person named below has applied for an apartment rental with us. Your firm was listed as having currently or formerly employed this person. The applicant, by his/her signature below, has authorized you to release their employment information. Your assistance in providing employment information will be sincerely appreciated. Thank you.

RE: Employee Name _____
Current Address _____
Social Security Number _____
Department or Branch _____
Date(s) of Employment _____

REQUEST SUBMITTED BY:	TITLE:	PHONE:
-----------------------	--------	--------

APPLICANT'S AUTHORIZATION OF THIS INQUIRY: I hereby consent to the release of my employment information.	
_____ Employee's Signature	_____ Date

EMPLOYER'S COMMENTS		
Dates of Employment: from _____ to _____ Salary \$ _____ Week/Month/Hour		
Position Held _____ If hourly, number of hours worked per week _____		
Other comments: _____		
SIGNATURE _____	TITLE _____	DATE _____



NEWINGTON TOWER

1317 East Street
New Britain, CT 06053
(860) 225-2525
(860) 223-7549 Fax

REQUEST FOR RESIDENCY VERIFICATION

TO _____

VIA: MAIL
 FAX
 PHONE

DATE: _____

The person named below has applied for an apartment rental with us. You were listed as having rented to the applicant. The applicant, by his/her signature below, has authorized you to release information about prior residency. Your comments or recommendation on this matter will be sincerely appreciated. We will be pleased to reciprocate this favor in the future. Thank you.

RE: Resident's Name _____
Occupancy Address _____

REQUEST SUBMITTED BY:	TITLE:	PHONE:
-----------------------	--------	--------

APPLICANT'S AUTHORIZATION OF THIS INQUIRY: I hereby consent to the release of my residency information.	
_____ Resident's Signature	_____ Date

PROPERTY OWNER'S OR MANAGEMENT AGENT'S COMMENTS			
Date Moved In _____	Date Moved Out _____	Still is an Occupant? _____	
Amount of Monthly Rent \$ _____	Utilities Included _____		
Rent Generally Paid:	<input type="checkbox"/> On Time	<input type="checkbox"/> Occasionally Late	<input type="checkbox"/> Often Late
Housekeeping Habits:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Would you rent to this person again?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
SIGNATURE _____	TITLE _____	DATE _____	

