

## **Philip J. Bowers & Co.**

*Management Agent for Shrewsbury Manor Apartments*

P.O. Box 757, Red Bank, NJ 07701

732-741-7200 phone

732-530-0487 fax

[www.shrewsburymanor.com](http://www.shrewsburymanor.com)

### **Shrewsbury Manor Apartments**

#### **APPLICATION SCREENING DISCLOSURE**

Thank you for considering applying to one of our quality rental apartments. Please read below to learn about our application screening process and what you can expect. If you have any questions, don't hesitate to contact us at 732-741-7200 or [www.shrewsburymanor.com](http://www.shrewsburymanor.com).

**Application Screening Fee:** \$25 for one applicant, and an additional \$15 for each additional applicant.

- The screening fee is to cover the cost of obtaining information on the applicant(s) as we process the application for a rental agreement.
- The screening fee must be paid in cash, check, or valid money order.
- The screening fee will be applied to your first month's rental payment should you qualify and sign a lease.

#### **Application Process:**

- We offer application forms to everyone who inquires about the rental.
- We review applications in the order they are received by us.
- We may require up to 5 business days to verify information on the application; however, most applications are processed in 2-3 days.
- If we are unable to verify information on the application, the application may be denied.

### **SCREENING GUIDELINES**

#### **Complete Application:**

- Unless joint applicants are married, each must submit a separate application.
- Each person that will occupy the apartment who is eighteen (18) years of age or older must complete an application and sign the lease.
- An occupant will be considered a resident and must complete an application, meet all qualify criteria and be listed on the lease agreement if they reside at the premises more than 50% of the time.
- Applications are to be completed in full.
- Applications containing untrue, incorrect or misleading information will be declined.
- We will accept the most qualified applicant(s).

#### **Identification:**

- Applicants must submit valid identification, must include photograph.
  - A valid driver's license, age of majority card, military ID or state issued photo ID card. Expired documents are NOT considered valid.
  - All applicants in the United States on a visa must list the visa number and expiration date on the application.
  - Applicants without a SSN or ITIN number must provide a valid I-94, I-94W or I-20.

#### **Prior Rental History:**

- Rental history of 2 years (if applicable) must be verifiable from unbiased/unrelated sources.
- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

#### **Sufficient Income/Resources:**

- Gross monthly income must be at least 3 times the rent to qualify.
- The two (2) most recent original pay stubs or leave and earnings statement or signed offer letter on company

letterhead (copies to be maintained in resident file).

- Income/resources must be verifiable through pay stubs, employer contact, current tax records, and/or bank statements.
- Applicants who meet all other qualifying criteria but do not have credit, may be required to pay an additional deposit or re-qualify with a Guarantor.

**Credit/Criminal/Public Records Check:**

- A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided. The application will be rejected for any of the following reported criminal related reasons that have occurred prior to the application date:
  - Any felony conviction
  - Any crimes against children conviction
  - Any crimes against animals conviction
  - Any illegal drug related conviction
  - Any arson related conviction
  - Any crimes against persons or property
  - Any sex related conviction
  - Other misdemeanor charges not listed above that have a conviction within the last seven (7) years
  - Any of the above related charges resulting in “Adjudication Withheld” and/or “Deferred Adjudication”
  - Active status on probation or parole resulting from any of the above

**Screening Process:**

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a credit report, criminal records report, and public records report.

**You can fax or hand-deliver your application to us at:**

- Fax: 732-530-0487
- Mail: Shrewsbury Manor, P.O. Box 757, Red Bank, NJ 07701
- Or for hand delivery, please call us at 732-741-7200 to set up an appointment
- Please make check or money order payable to **Shrewsbury Manor**.

**Philip J. Bowers & Co.**  
Management Agent  
P.O. Box 757  
Red Bank, NJ 07701  
Telephone: 732-741-7200  
Fax: 732-530-0487

**FOR OFFICE USE ONLY:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

**Shrewsbury Manor Apartments**  
**APPLICATION FOR RENT**

This is a rental application *only* and does not constitute acceptance of the applicant as a resident, nor a rental agreement or tenancy relationship between the parties. *A separate rental application is to be completed by each unmarried adult.* Inaccurate or falsified information will be grounds for denial of the application or eviction from the premises. Applicants may be deemed ineligible if gross monthly income is not at least three times the monthly rent.

**NON-REFUNDABLE APPLICATION FEE:** \$25 for the first application and \$15.00 for each additional. Each person that will occupy the apartment who is eighteen (18) years of age or older must complete an application and sign the lease. This non-refundable application fee is *not* a deposit and *does not* apply toward rent, unless specified, should the applicant, after the qualifying process, be accepted as a resident. The application fee is to cover the costs of qualifying the applicant as a prospective resident. **APPLICATION FEE MUST BE PAID IN CASH, CHECK, OR VALID MONEY ORDER.**

A portion of the application fee is being applied to credit and criminal background reports, which provide information relating to your prior credit/rental history. The name of the service utilized is Screening Reports, Inc. You are entitled, by law, to dispute the accuracy of any information provided on the reports.

**APPLICATION FEE OF \$ \_\_\_\_\_ PAID ON \_\_\_\_\_ RECEIPT# \_\_\_\_\_**

Apartment # \_\_\_\_\_ REQUESTED MOVE IN DATE \_\_\_\_\_

**1. APPLICANT NAME** (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_

TELEPHONE# \_\_\_\_\_ DRIVERS LICENSE# \_\_\_\_\_  
STATE \_\_\_\_\_

CELL# \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ TELEPHONE \_\_\_\_\_

YOUR POSITION \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ SUPERVISOR'S PHONE# \_\_\_\_\_

DATES OF EMPLOYMENT FROM \_\_\_\_\_ TO \_\_\_\_\_

MONTHLY GROSS PAY \$ \_\_\_\_\_ OTHER INCOME (describe) \_\_\_\_\_

**2. CO-APPLICANT'S NAME** (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_

TELEPHONE# \_\_\_\_\_ DRIVERS LICENSE# \_\_\_\_\_  
STATE \_\_\_\_\_

CELL# \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ TELEPHONE \_\_\_\_\_

YOUR POSITION \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ SUPERVISOR'S PHONE# \_\_\_\_\_

DATES OF EMPLOYMENT FROM \_\_\_\_\_ TO \_\_\_\_\_

MONTHLY GROSS PAY \$ \_\_\_\_\_ OTHER INCOME (describe) \_\_\_\_\_

**A. PRESENT ADDRESS** \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOW LONG years \_\_\_\_\_ months \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_

LANDLORD/MORTGAGE CO. \_\_\_\_\_ TELEPHONE \_\_\_\_\_

REASON FOR MOVING \_\_\_\_\_

**B. PREVIOUS ADDRESS** \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOW LONG years \_\_\_\_\_ months \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_

LANDLORD/MORTGAGE CO. \_\_\_\_\_ TELEPHONE \_\_\_\_\_

REASON FOR MOVING \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOW LONG years \_\_\_\_\_ months \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_

LANDLORD/MORTGAGE CO. \_\_\_\_\_ TELEPHONE \_\_\_\_\_

REASON FOR MOVING \_\_\_\_\_

**C. CREDIT REFERENCES:** (Local, if possible)

BANK/BRANCH \_\_\_\_\_

[ ] Checking Acct # \_\_\_\_\_ [ ] Savings Acct # \_\_\_\_\_ [ ] Loan # \_\_\_\_\_

Firm \_\_\_\_\_ [ ] open [ ] closed Account # \_\_\_\_\_

Firm \_\_\_\_\_ [ ] open [ ] closed Account # \_\_\_\_\_

CREDIT CARD (*CIRCLE ONE*)    VISA    MASTERCARD    AMERICAN EXPRESS    DISCOVER

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

**D. PERSONAL REFERENCE** (Local, if possible)

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**E. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**F. AUTO(S) TO OCCUPY PARKING SPACE OR GARAGE**

Year \_\_\_\_\_ Make \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**G. OCCUPANT INFORMATION**

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_



How did you find out about our rental? [  ] newspaper [  ] drive-by [  ] word of mouth [  ] other \_\_\_\_\_

Have you given legal notice where you now live? [  ] yes [  ] no

Do you intend to have a pet at this residence? **NO DOGS ARE ALLOWED**, even visiting or temporarily, anywhere on the grounds or in the leased premises(*only 2 cats or 2 canaries/parakeets are allowed*). [  ] yes [  ] no  
If yes, what kind & how many \_\_\_\_\_

Do you intend to use a water bed at this residence? [  ] yes [  ] no Name of Renter's Insurance \_\_\_\_\_

Have you been evicted in the last 5 years? [  ] yes [  ] no  
If yes, name of landlord and circumstances \_\_\_\_\_

Have you ever filed a petition in bankruptcy? [  ] Yes [  ] No If so, why? \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? [  ] Yes [  ] No  
If so, why? \_\_\_\_\_

**AUTHORITY FOR RELEASE OF INFORMATION**

This release will constitute my/our consent and authority to examine statements and information regarding my/our background. I/We authorize you to contact my/our present and previous landlords, law enforcement agencies, credit agencies, and other references listed above. I/We hereby authorize the release of any and all data or records to **PHILIP J. BOWERS & CO.** This authorization is given in connection with a financial, criminal and previous rental history investigation being conducted relative to my/our application for credit dealing with rental property. I/We acknowledge that my/our application fee will not be refunded if the Landlord does not accept this application.

I/We understand that I/we acquire no rights in a rental apartment until I/we sign a Rental Agreement on the rental apartment (noted above) to be held in accordance with the Rental Agreement.

I/We declare the foregoing to be true under penalty of perjury. I/We agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

Signature of Applicant

Date

Signature of Co-Applicant

Date

\_\_\_\_\_

\_\_\_\_\_

