

## Philip J. Bowers & Co.

Management Agent  
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

First off, thank you for considering application 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.
- Incomplete applications will not be reviewed.
- We will accept the first qualified applicant(s).

##### Identification:

- Applicants must submit valid identification, must include photograph.
  - Drivers license
  - Government ID
  - Passport

##### 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:

- Net household income shall be at least 3 times the rent (excluding utilities).
- Income/resources must be verifiable through pay stubs, employer contact, current tax records, and/or bank statements.

##### Credit/Criminal/Public Records Check:

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony may be denied of tenancy.

##### 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**.

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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 rent exceeds thirty-three percent (33%) of monthly gross income.

**NON-REFUNDABLE APPLICATION FEE:** \$25 for the first application and \$15.00 for each additional. 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 First Advantage. You are entitled, by law, to dispute the accuracy of any information provided on the reports.

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

Property Address \_\_\_\_\_ REQUESTED MOVE IN DATE \_\_\_\_\_

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

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

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

CELL# \_\_\_\_\_

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# \_\_\_\_\_

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? (*only 1 cat 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

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