

APPLICATION # _____

ACCEPTED _____

TWA Acct# _____

APPLICANT 1

APPLICANT 2

APPLICANT 3

Name-- _____

Address- _____

City, St- _____

Phone-- _____

SS# -- _____

DOB _____

Employer- _____

Phone -- _____

Position- _____

Salary- _____

Email - _____

Vehicle- _____

Dr. Lic#- _____

Previous Address- _____

Landlord-Name/Phone#- _____

Co-signer

Name- _____

Address- _____

Phone - _____

SS#-- _____

DOB _____

Employer- _____

Address- _____

Phone#- _____

Position- _____

Salary- _____

Email- _____

Relation to _____

Applicant- _____

Number of persons to live in apartment _____

How referred to Birchwood? _____

	Choice 1	Choice 2	Choice 3
Type of Apt. Preferred	_____	_____	_____
Floor preferred	_____	_____	_____
Month preferred	_____	_____	_____

for office use only:

Rental Agent _____

Deposit received \$ _____

Assigned apt. # _____

Lease Effective _____

Monthly Rent \$ _____

Base Rent _____

We are submitting to Birchwood Terrace Apartments a deposit as demonstration of our good faith in applying for an apartment.

We understand that acceptance of our deposit, by Birchwood, does not guarantee us an apartment and we agree not to hold Birchwood Apartments liable in any way for any inconvenience or damages incurred as a result of our not being issued an apartment, for any reason.

We understand that no interest will be paid to us for the period that Birchwood hold the money as deposit and that should we be assigned an apartment the money will be applied to our first month's rent. We further understand that we will be additionally liable for the balance of the first month rent and for the required security deposit of 1-1/2 times the rent, **to be paid by certified check or money according to payment schedule on or before the date the lease becomes effective.**

We understand that should Birchwood not be able or willing to supply us with an apartment, we are entitled to a full refund of deposit.

We understand and agree that the amount of \$100.00 (one hundred dollars) shall be deducted from the deposit (for clerical fees) for applications withdrawn prior to signing of a lease. Should an individual sign a lease and wish to withdraw from it prior to occupancy of the apartment a premature lease termination fee of \$200.00 shall apply, in addition to other possible fees and charges including apartment rent should the apartment go unrented.

We understand and are aware that we are additionally responsible for the costs of gas, electric, cable TV service, telephone and any other utilities except water and sewer charges. We understand that it is our responsibility to have utilities turned on.

We understand that we have three days from notification that the lease is prepared to personally go to the Birchwood office to sign it or return by approved electronic method. Failure to do so within three business days may result in forfeiture of the apartment and clerical fee.

We understand that, should it be necessary for Birchwood to return our deposit, it will be returned to the remitter of the deposit.

We state that the persons listed on this rental application are the exact persons that are to be leaseholders and co-signers of the lease. If there is any change in leaseholders or co-signers after the lease is written, but prior to signing, there will be a charge of \$25.00 (twenty five dollars). No lease will be changed after any party to the lease has signed it.

By checking this box applicant(s) hereby consent to allow the owner, manager, or his/her/their agent (hereinafter "Landlord") to obtain credit information, criminal history and related information regarding the applicant(s) for the purpose of determining whether or not to enter into a lease with the applicant(s). Applicant(s) understand that Landlord shall have a continuing right to review applicant's credit information, rental application, payment history, occupancy history, criminal background history and related information for account review purposes and for improving application methods. **Applicant is responsible for screening fees for this application, in addition to required deposit for apartment.**

By checking this box applicant(s) hereby declares that all information provided on this Rental Application is complete, true, and correct to the best of his/her/their knowledge. Applicant(s) hereby authorizes the owner, manager, or his/her/their agent (hereinafter "Landlord") to verify any information at any time contained in this application, including but not limited to, verification of current residency and employment. This application is for preliminary screening use only and does not obligate Landlord to execute a rental agreement or deliver possession of the premises. Applicant(s) further acknowledges that any false or fraudulent information contained herein will void this application and terminate any rental agreement.

Applicant 1

Applicant 2

Applicant 3

BIRCHWOOD TERRACE APARTMENTS

272 Hamilton Street, Rental Office: Apt. 91

New Brunswick, N. J. 08901

Phone:(732) 828-5607 Fax: (732) 867-8931 E-mail: Cindy@thebirchwoods.com

<https://thebirchwoods.com>

Please read this application packet thoroughly as it contains all the information you require - floor plans, rental amounts, maximum occupancy, application and instructions.

Birchwood Terrace will have apartments becoming available. A one year lease is required on all rentals. We rent apartments on a "first come, first served" basis, and will begin accepting applications immediately. We will continue to accept applications until all vacancies are filled. It is to your advantage to submit your application as soon as possible, as it will afford you a better selection from which to choose.

INSTRUCTIONS FOR COMPLETION AND SUBMITTAL OF APPLICATIONS

- 1) **DECIDE UPON LEASEHOLDERS AND COMPLETE UPPER SECTION OF APPLICATION FOR EACH.** You may have one, two or three leaseholders. If the number of leaseholders is less than the maximum allowable occupancy, you may have roommates, but occupancy of the roommates and leaseholders cannot exceed the maximum allowable occupancy for your size apartment.
- 2) **DETERMINE IF YOU NEED A CO-SIGNER AND COMPLETE THE LOWER SECTION OF THE APPLICATION, IF NECESSARY.** If you have not been steadily employed on a full time basis for at least two years, earning as much per week as your anticipated monthly rent, we require that you have a co-signer. All co-signers must be New Jersey residents with a stable work history, earning at least as much per week as the anticipated monthly rent. Long term employment may be considered in lieu of salary equal to or above monthly rental amount. Co-signer eligibility will be at the discretion of the Birchwood Management.
- 3) **DEPOSIT REQUIRED WITH APPLICATION.** The deposits we require are: For A and B style: \$500.00. For C and D style: \$1000.00. Your deposit must accompany the rental application and must be in the form of Certified check, Bank Check or Money Order. You can also pay online. **NO CASH OR PERSONAL CHECK WILL BE ACCEPTED.** Payment must be in the name of a prospective lease holder or co-signer.
- 4) **COMPLETE APARTMENT PREFERENCE SECTION OF APPLICATION,** indicating apartment type, floor and month desired.
- 5) **COMPLETE THE REVERSE SIDE OF THE APPLICATION,** making certain that all applicants affix their signatures where indicated. Attach copy of Government issued photo ID.
- 6) **MAKE CERTAIN THAT YOU HAVE COMPLETED THIS APPLICATION ACCURATELY. WE WILL NOT ACCEPT INCOMPLETE APPLICATIONS OR APPLICATIONS WITHOUT DEPOSITS OR SIGNATURES.**