

# Requirement Sheet

## APPLICATION AND MOVE-IN INFORMATION

- **Application Fee:** \$75 per applicant age 18+ (non-refundable)
- **Holding Fee:** \$300 (The Holding Fee is required to hold your apartment off the market.) If approved, the Holding Fee is applied towards your first month's rent. If we are unable to approve the application, the Holding Fee will be refunded in full. If the application is cancelled by the applicant(s), for any reason, after 72 hours the Holding Fee will not be refunded and will be retained as liquidated damages for withdrawing the apartment from the market.
- **Administration Fee:** \$150
- **Amenity Fee:** \$500 (one time per lease term)
- **Certificate of Occupancy:** \$150 (one time, non-refundable) Payable to: Township of Toms River
- **Pet Policy:** Per Pet (2 per household max) Weight Limit - 40lbs. for apartments/60lbs. for townhomes.
- **Monthly Pet Fee:** \$50 + **Non-Refundable Pet Fee:** \$500
- Completed and signed rental application form is required for all applicants 18 years of age or older.
- Upload a copy of your Driver's License & Social Security Card (or Passport) to the online leasing portal.
- Upload proof of income for the last two months to the online leasing portal for each applicant. Please refer to the Qualification Standards for what types of proof of income are acceptable.

### After your application is approved, the following items are required when signing your lease:

- Confirmation of utility account numbers for both electric & gas. Contact JCP&L and NJNG to establish using your move in date as your start date.
- Proof of Renter's Liability Insurance with a minimum of \$100,000 in liability.
- Certified check or money order for applicable deposits and fees. Please see your Leasing Consultant for these figures.
- Proof of established Electric, Gas, Water and Sewer Accounts at new address with account numbers.
- Certificate of Insurance from you moving company.

## HELPFUL INFORMATION

The following contacts will be useful when setting up services in your new home:

**JCP&L Electric:** (800) 662-3115  
**NJ Natural Gas:** (800) 221-0051  
**NES Water/Sewer:** Management Office  
will set up  
**Xfinity/Comcast:** (908) 481-7559  
Steve Contreras [steve\\_contreras@comcast.com](mailto:steve_contreras@comcast.com)

**Verizon:** (201) 424-5290  
Cheryl Malanga [cmalanga@vec-agent.com](mailto:cmalanga@vec-agent.com)  
**Optimum:** (844) 666-7852  
**Toms River Police Dept:** (732) 349-0150  
**Post Office:** (732) 349-0710  
**Board of Education:** (732) 505-5500

We look forward to welcoming you to our community.  
Please feel free to call with any questions.

**The Gabrielle Run Management Team**



100 Jumper Drive  
Toms River, NJ 08755  
848.238.7840



## **QUALIFICATION STANDARDS**

### **For Prospective Residents**

#### **Fair Housing**

Edgewood Properties complies with the Federal Fair Housing Act. Edgewood Properties does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

#### **Applications**

Each person that will occupy the apartment who is 18 years old or older must complete an application and sign the lease. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. If an approved applicant is found with untrue, incorrect or misleading information, landlord reserves the right to terminate lease contract. Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, declare an applicant ineligible for any promotional offers, and/or seek additional requirements for approving the lease.

**NOTE:** The following **MUST** accompany **ALL** applications:

- The two most recent original pay stubs or signed offer letter on company letterhead with start date within 60 days of application date (copies to be maintained in resident file).
- A valid driver's license, age of majority card, military ID or state issued Photo ID card (view and document only).
- All applicants in the United States on a visa must list the visa number and expiration date on the Application for Residency. Lease agreements will not be written for terms beyond the visa expiration date.

#### **Credit History**

- Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application.
- Unsatisfactory credit history can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments, bankruptcies, etc. If an applicant is declined for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.
- Applicants who meet all other qualifying criteria but do not have credit, may be required to prepay the full lease term up front including renewal, or re-qualify with a Guarantor.

#### **Rent/Mortgage Payment History**

- Any legal proceedings/judgments/evictions/skips may result in a declined application.
- Outstanding rental balances at any Community may result in a declined application.

#### **Employment Offer Letter**

- In the case of new employment, applicant must present a signed offer letter on company letterhead stating income, position, hours per week & start date. Employment must begin within 60 days of the application date. Employment offer letter must be from a publicly traded company or a company who has been in business for more than 5 years with a credit rating or Better Business Bureau report. Otherwise, applicant will need to produce alternative form of income verification as outlined on the Qualification Standards.

### **Income Requirements**

- Gross monthly household income must equal three times the monthly rent. Official documentation must be submitted to support the stated income. All documents submitted must be current. The following sources of income may be considered:
  - \*Previous Year Tax Returns \*Dividends \*Court Ordered Child Support \*Disability \*Consecutive Pay Stubs
  - \*Retirement Income \*Military Housing Allowance \*Trust Fund Income \*Alimony \*Employment Offer Letter
  - \*Bank account/investment account statement with a balance of 1 million or more

### **Employment History**

- Employment must be verified with current paystubs (within 60 days).  
In the case of new employment, applicant must present a signed offer letter on company letterhead stating income, position, hours per week & start date. Employment must begin within 60 days of the application date.
- Self-employed applicants must provide their most current annual tax return.

### **Conviction Information**

- The application of any person who has been convicted or plead guilty or “no contest” to a misdemeanor or felony (other jurisdictions) or a petty disorderly persons offense, disorderly person offense or crime (N.J.), or charge involving sexual misconduct shall be declined.
- Nothing set forth in these Qualification Standards should be construed to be a guaranty by Edgewood Properties that residents of this community have not been convicted or plead guilty or “no contest” to any misdemeanor or felony (other jurisdictions) or a petty disorderly person offense, disorderly person offense or crime (N.J.) involving sexual misconduct.

### **Guarantors**

- Guarantors may be permitted based on the screening recommendation. Guarantors' gross annual income must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant(s).
- Guarantors must meet all other qualification standards for credit and criminal like all other applicants.  
Guarantor's primary residence must be in the same Country as the rental community and they must have a valid Social Security Number.
- Guarantors will be accepted for applicants without credit history and insufficient income. Guarantors are required to make 5X market rent for income qualification.

### **Roommates**

Each resident and Guarantor is jointly and severally (fully) responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders. Change in Roommates requires written request, agreement by all parties involved and qualification of remaining leaseholders according to the qualification standards in place at the time of the request. No changes are valid without proper written approval from the Landlord. All Notices to Vacate must be signed by all leaseholders.

### **Affordable Housing Program/Below Market Rent Programs**

Applicants for the Affordable Housing Program/Below Market Rent Program (if applicable at this community) must be qualified based on the governing authority's income classifications. The income ranges are derived from the maximum low/moderate income. Please reference the Affordable Housing Rent/Income Guidelines to determine eligibility. Affordable Housing Program/Below Market Rent Program guidelines supersede these Qualification Standards.

### **Occupancy Guidelines**

Occupancy standards are governed by state, city, and local ordinances. In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the age of 18 months will not be considered in the occupancy guidelines. (Input by jurisdiction) An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time.

### **Renewals**

We reserve the right to re-evaluate income qualifications upon renewal.

**NOTE:** Lofts and Dens are not considered bedrooms.

APPLICATION FOR RESIDENCY

Date \_\_\_\_\_ Apt # \_\_\_\_\_

☐ Sole Lease Holder

☐ Multiple Lease Holders-see Attached

PERSONAL INFORMATION

First Name	Middle Initial	Last Name	Suffix
Social Security Number	Visa Number	If no SSN, are you in the US on a Visa?	
Date of Birth	Marital Status (optional)	Former Last Name (maiden/married)	
Drivers License Number	State License Issued in		

OCCUPANT INFORMATION - (persons under 18 years of age)

No Additional Occupants - Initial here

Full Name	DOB	Relationship
Full Name	DOB	Relationship
Full Name	DOB	Relationship
Full Name	DOB	Relationship

RESIDENCE INFORMATION

Street	City	State	Zip
Phone Number	email address		
Apt Community/Mortgage Co. Name	Do you Rent or Own	Dates of Residency - From/To	
Monthly Payment	Reason for Moving	Contact Name & Phone Number for Rental Verification	

PREVIOUS Street	City	State	Zip
Apt Community/Mortgage Co. Name	Did you Rent or Own	Dates of Residency - From/To	
Monthly Payment	Reason for Moving	Contact Name & Phone Number for Rental Verification	
Have you ever been evicted or asked to move out?	<input type="radio"/> No	<input type="radio"/> Yes	
Have you previously filed or are you currently filing for bankruptcy?	<input type="radio"/> No	<input type="radio"/> Yes	Date Filed _____

EMPLOYMENT INFORMATION/ADDITIONAL INCOME

Employer as of Move In Date	Phone Number	Industry
Street	City	State Zip
Supervisor	Supervisor Phone Number	Dates of Employment-From/To
Position	Annual Income	
Additional Income Source	Additional Annual Income	

PREVIOUS Employer	Phone Number	Industry
Street	City	State Zip
Supervisor	Supervisor Phone Number	Dates of Employment-From/To
Position	Annual Income	

PET INFORMATION

If you own pets, fill in below:

By initialing here, I confirm that this household is pet free: \_\_\_\_\_

Number of Pets	Type	Breed	Age	Weight	Color
----------------	------	-------	-----	--------	-------

VEHICLE INFORMATION

Edgewood Properties cannot guarantee parking for all vehicles listed below.

Make	Model	Year	Color	License Plate #	State
Make	Model	Year	Color	License Plate #	State
Make	Model	Year	Color	License Plate #	State

CONVICTION INFORMATION

Have you ever been convicted of, or plead Guilty or No Contest to, a Misdemeanor or Felony?

☐ No ☐ Yes

If Yes: When \_\_\_\_\_ What State \_\_\_\_\_

Explanation: \_\_\_\_\_

EMERGENCY INFORMATION - (not an occupant):

First Name	Middle Initial	Last Name	Suffix
Street	City	State	Zip
Phone Number	Relationship	Allow Key Access - yes or no	

In connection with this Application for an apartment located at JSM at Hickory Street, LLC, the undersigned ("you" or "your") hereby deposits with Edgewood Properties, Inc. ("we", "us", or "our") the sum of the Reservation Fee & Application Fee as detailed below.

RESERVATION FEE - Lease executed within seven (7) calendar days of application- \$300

We will apply the Reservation Fee in accordance with the provisions set forth below. The Application Fee is a non-refundable application fee for processing this Application and will not be refunded to you. Upon receipt of this Application, Application Fee and Reservation Fee, we will set aside and reserve the Apartment Home for you. ALL PAYMENTS MUST BE MADE PAYABLE TO THE COMMUNITY LISTED ABOVE. EDGEWOOD PROPERTIES ASSUMES NO LIABILITY FOR IMPROPERLY ENDORSED/BLANK PAYMENTS.

By submitting this Application, you agree to enter into a lease ("Lease") for the Apartment Home under the terms specified in this Application. We may require you to sign the Lease concurrently with your submission of this Application. However, if we put you on a waiting list for an Apartment Home, you will not be obligated to sign a Lease until we advise you (in writing, in person or by telephone) that an Apartment Home is available, and you accept the Apartment Home. You will have 24 hours after you are notified by us to accept or reject the Apartment Home, which you may do in writing, in person or by telephone. If you accept the Apartment Home, you will have 24 hours to pay all associated deposits and you must sign a lease within the specified timeframe or your rights to lease the Apartment Home will terminate. If you do not timely notify us of your acceptance of the Apartment Home, we will thereafter have no obligation to lease the Apartment Home to you.

If, for any reason, we decline this Application, then we will refund the Reservation Fee to you in full. If we approve this Application, we will ask that you execute the Lease (if you have not already done so). Upon your execution of the Lease, we will apply a portion of the Reservation Fee to the Security Deposit and the remainder, if any, to the Common Area Amenities [Charge/Rent] that is due upon the execution of the Lease. If, however, you decide prior to executing the Lease that, notwithstanding this Application, and our approval, you no longer wish to proceed with the Lease, you must so notify us in writing (the "Termination Notice"). To be effective, the Termination Notice must be delivered by you during regular business hours to one of our representatives at the leasing office where the Apartment Home is located. Concurrently with your delivery of the Termination Notice to us, in consideration for our having held the Apartment Home off the market and reserved the Apartment Home for you, it is agreed that the Reservation Fee specified above will be Forfeited.

In all events, if you have not executed and returned the Lease within the time required as outlined above, we will assume that you are not interested in proceeding, the Apartment Home will no longer be reserved for you, and the Reservation Fee will be forfeited.

By accepting the Reservation Fee and Application Fee from you, we are not obligated to approve this Application or rent the Apartment Home to you. Our approval of this Application is contingent upon our receipt of a satisfactory report of your rental history, credit history, criminal history and other information that we deem necessary.

By signing this Application, you certify that all persons over eighteen years of age who will be occupying the Apartment Home have completed and provided to us a separate Application for Residency, and that each such occupant of the Apartment Home will sign the Lease at the time required by us.

You authorize us, through our designated agent or employees, to obtain and verify all credit and criminal information for the purpose of determining whether or not to lease the Apartment Home to you. You understand that should you enter into the Lease for the Apartment Home, we and our designated agents and employees will have a continuing right to review your credit and criminal information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

If you misrepresent any information on the application you will be denied. In general, if misrepresentations are found after the Lease is signed, your Lease will be terminated.

It is unlawful to discriminate against an applicant or tenant because of their race, color, national origin, religion, gender, familial status, disability, or any other basis that may be protected under applicable state or local law.

All Terms offered must be approved by the Property Manager to be valid. All offers subject to credit and criminal approval. Actual rates/discounts may change based upon credit reporting.

Signature of Applicant

Date

Leasing Consultant

Date



FOR OFFICE USE ONLY:

MARKET RATE INFORMATION

(To be completed by Leasing Consultant)

Unit Type

App Fee \$

Short Term Fee \$

Furnished Fee \$

Base Rent \$

Mo Pet \$

Fire Insp or C/O \$

Amenity Fee \$

Admin Fee \$

Sec Dep \$

Pet Dep \$

Exp MI Date & Term

Preferred Employer

APPLICANT TERMS OFFERED

(To be completed by Property Manager)

App Fee \$

Short Term Fee \$

Furnished Fee \$

Base Rent \$

Mo Pet \$

RECURRING CONCESSION \$

Fire Insp or C/O \$

Amenity Fee \$

Admin Fee \$

Sec Dep \$

Pet Dep \$

ONE TIME CONCESSION \$

Property Manager Signature

Date

## SINGLE ENTRY DEBIT AUTHORIZATION FORM

I (we) hereby authorize JSM at Hickory Phase I, LLC to initiate debit entries to my (our) account indicated below, and to debit or credit the same such account. If this item is returned unpaid, I authorize an additional returned item fee of the maximum amount allowed by the state to be charged to this account.

Type of Account

Depository  
Financial  
Institution Name

Name on Account

Routing Number

Account Number

**Credit Card Account - choice of: Visa, Mastercard, or Discover**

Card Type

Name on Card

Credit Card Billing  
Address

Card Number:

Expiration Date:

CVV

### Payment Setup Information

Amount

\$

App Fee

*Processed:*

Amount

\$

Hold Fee

*Processed:*

Amount

\$

Rent

*Processed:*

Amount

\$

Other Fees

*Processed:*

Amount

\$

Sec Dep

*Processed:*

### Authorization

This authorization is to remain in full force and effect for the number of payments authorized above or until JSM at Hickory Phase I, LLC has received written notification from me (or us) of its termination, in such time and such manner as to afford JSM at Hickory Phase I, LLC a reasonable opportunity to act on it.

Name

Unit #

Drivers License #

State

Signature

Phone #

Date