



## **APPLICATION QUALIFICATIONS**

### **Applications**

Each person who will occupy the apartment and is 18 years of age or older must complete and sign Application. Applications must be completed in full. Incomplete applications or applications containing untrue, incorrect, or misleading information will be declined. Applicants will be conditionally approved by income before completing a thorough Landlord Tenant Court History, Credit check for the reliability of payments and Criminal Background Check, to the extent allowed by the New Jersey Fair Chance in Housing Act..

### **Application Fees**

\$100.00 for the primary applicant and \$100 for each additional applicant. (ex. two applicants would be \$200.00) Application fees are not refundable.

### **Income**

- Total monthly income must equal at least two and one half (2 1/2) times the monthly rent.
- All applicants must submit one month's worth of their most recent paystubs. Additionally, applicants must show consistent employment for a full one (1) year, prior to applying, if employment is the source of income.
- We will allow other forms of proof of income such as annual statement from a state and/or federal agency, housing assistance, social security, an official signed offer letter on company letterhead (stating start date, hours to be worked and compensation), retirement (pension) income, military housing allowance, alimony, pension, and interest or dividend income.
- Due to our area in South Jersey we realize that there are many service positions whose paystubs does not reflect their full earnings. In light of this, we will use the Department of Labor income guidelines for these applicants.

### **Job History**

All applicants who are relying on employment information must have been on the job a minimum of one (1) year. Exceptions: graduates that are newly employed in the field they trained, or applicants being newly transferred into the area with an official signed offer letter.

### **Rental History**

- Applicants must have at least one (1) year of verifiable **rental** history.
- No evictions, judgments, abandonment, other legal action (such as Landlord Tenant Court submissions) or having received community rule violations will be accepted.
- No outstanding accounts with current or prior apartment communities or rental housing.
- Applicants with no rental history will need a guarantor.

### **Credit Check**

- Credit Reports will be run on each applicant and will be considered in the overall credit worthiness of the application. Unsatisfactory credit reports will disqualify an applicant from renting an apartment home in this building. Only applicants with a credit score of 600 or above will be approved – in the case of two or more applicants the credit score will be averaged to get the final total credit score.
- An unsatisfactory credit report is one that reflects past or current unpaid debts, late payments, liens, judgments, repossessions, or bankruptcies. If an applicant is declined due to a poor credit history, they will be given a name, address, and telephone number of the credit reporting agency that provided the report.

### **Criminal History**

- All directives set forth by the Division of Civil Rights, Fair Chance Housing Act will be strictly adhered to.
- Please see your Fair Chance Housing Act Disclosure Statement attached hereto.
- Or go to <https://www.nj.gov/oag/dcr/housing.html> for more information.



## Occupancy

The number of occupants permitted is limited by local, state and federal law and tenants agree to comply with these laws.

**Floor space.** Every room occupied for sleeping purposes by one person over the age of 2 shall contain at least 70 square feet of floor space, and every room occupied for sleeping purposes by more than one person over the age of 2. A bedroom for one occupant must be at least 70 square feet. For each additional occupant, the bedroom space must be at least 50 square feet per occupant, except that a child under the age of two is not to be considered an additional occupant. See N.J.A.C. 5:28-1.11; N.J.A.C. 5:10-22.3.

## Pets

- **NO PETS ARE ALLOWED** unless approved in writing by Landlord and the Pet Addendum executed and all Rules and regulations are followed. The right to have pets may be revoked at the Landlord's discretion.
- No pets over 25 lbs will be allowed and the maximum number of pets allowed per unit is two (2). Pitbulls, boxers, and other aggressive breeds of dogs will not be allowed. No exotic pets, pets under 6 months of age, or fish tanks over 10 gallons will be permitted.
- A \$50 additional monthly pet fee will be added to your monthly rent per pet for the privilege and a \$150 non-refundable Pet Deposit will be collected per pet, along with a copy of the City License (for dogs only) and color photo for each pet at the time that you sign your Lease.

## Guarantors

- Guarantors may be allowed due to lack of credit or employment history. **Guarantors will not be accepted for applicants with poor credit history, bad rental/mortgage history, or income.**
- Guarantors gross income or savings must be sufficient to support their current housing payments and that of the applicant(s).
- Guarantors must meet all application qualifications set forth.
- Guarantor's primary residence must be in New Jersey and must have a valid Social Security Number.

## Roommates

Each resident and guarantor are jointly and severally responsible for the entire rental payment as well as adhering to all rules and regulations. (Management will not refund any part of the security deposit until it is vacated by all leaseholders.) Any changes in roommates requires a written request, full application to be submitted and approved, agreement by all parties involved and requalification of the remaining leaseholders according to the application qualifications at the time of the request. No changes are valid without proper approval from the Landlord.

## Security Deposit

A Security Deposit in the amount of 1 ½ month's rent will be required upon approval of your application and the signing of your Lease. Your Security Deposit will be held in an interest-bearing account and will remain with the Landlord for the length of your Lease and through all renewals of this Lease. Refund of the Security Deposit minus any outstanding balances or damages, will be made by Certified Mail to the address you have provided to us within 30 days from the date you vacate the apartment and return to your keys to the office. Once your Lease is signed and your Security Deposit is received, following the proper Attorney Review Period of three (3) business days, if you should cancel for any reason, the security deposit monies will be forfeited.

## Fair Housing

The Ocean at 101 Boardwalk complies with the Federal Fair Housing Act. The Ocean at 101 Boardwalk 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.



10.11.23

**Please submit the following with your Application:**



1. **Application(s)** - Fully completed applications for all applicants 18 years or older. Incomplete applications will not be accepted.
2. **Current Photo ID** - Applicant(s) must show a current photo ID in the form of photo driver's license, state issued ID, military ID, or passport. We will not make a copy of your ID, we will, however, record all information from your ID.
3. **Application Fee** - Applicable application fee in a cashier's check or money order must accompany the application. We cannot accept an application without the full application fee. (No Cash or personal checks are allowed). Your application fee for \_\_\_\_\_ Applicants will be \$ \_\_\_\_\_.
4. **Proof of Income** - One month's worth of paystubs or other suitable proof of income as described above.

Please allow our staff 48 hours to process your application .

### **Upon approval of your Application:**

We will call the phone number provided to make an appointment with you to complete the following:

1. **Non Refundable Administrative Fee - \$75.00** – (via Credit Card or Money Order) this must be paid immediately upon approval of your application.
2. **Lease Signing** - Sign your Lease, all applicants must be present.
3. **Security Deposit** - Collect certified funds equal to 1 ½ month's rent, payable to The Ocean at 101 Boardwalk, LLC.
4. **Information for Pet Addendum** - If you have a dog that will reside with you, a copy of your city license must be submitted for each dog, along with a color picture of all pets (dog or cat).

**No unit will be secured until the lease is signed and Security Deposit is received.**

### **Move -in**

- Please schedule an appointment with the Leasing Office for your move-in.
- Move-in monies will be collected on the date of Move-in. (Should you move-in on the 1<sup>st</sup> through the 10<sup>th</sup>, only the 1<sup>st</sup> month or pro-ration of the first month will be collected. If you move-in on the 11<sup>th</sup> through the end of the month, the proration plus the next full month rent will be collected payable to The Ocean at 101 Boardwalk, LLC. Move-in monies must be in the form of certified funds, no cash or personal checks will be accepted.)
- A walk through of your new apartment will be completed prior to any belongings being moved in.



Dated: 10.11.23