

Ivy Hill Park

APARTMENTS

Friendly, Distinctive, Convenient

Thank you for your interest in Ivy Hill Park Apartments.

Our suburban location offers you year-round advantages, clean air, beautiful park, city conveniences excellent shopping, school for all grades though university level, everything within easy walking distance.

Our rents are from \$750.00 for a studio apartment, from \$800.00 for a junior one bedroom apartment, from \$900.00 for a 1-bedroom apartment, from \$1,000.00 for a 2-bedroom apartment and from \$1,200.00 for a 3-bedroom apartment including free gas and electricity (with the exception of air conditioning)

To rent an apartment you must meet or exceed our requirement for a minimum income, employment history, and satisfactory references from your previous landlord. Our minimum income requirement is that 35% of your monthly gross income equal or exceed the rent per month. We also require that you be employed for a minimum of one year with the same employer, and a 12 month rent history from your pervious landlord. The 12-month rent history has to be signed by your previous landlord and notarize. We will obtain your credit history which should be free of adverse information.

Please fill out the enclosed application, leave no items blank. If any item does not apply to you, please write **N/A**. Attached copies of one-month recent check stubs, employment letter identifying years with company, and landlord's letter with 12 months 'rent history notarize. Please note that if you do not follow these directions correctly, it may cause delay in the processing of your application. After you have completed and signed all portions of the application, please return it to the rental office together with money order or certified check, in the amount of \$50.00 **payable to Ivy Hill Park Apartments** per applicant. A copy of state picture ID, and social security, or tax ID number. This is non-refundable application processing fee.

Your application cannot be processed unless this fee is enclosed and application completed as requested above. We will contact you within 5 business days after receiving all of your documents, and advise you of our decision and set an appointment to show you an apartment if your application was accepted.

Thank you for your interest,



Ernesto Rivera

Director

5 Manor Drive ■ Ivy Hill, NJ 07106 ■ 973.371.7500 ■ Fax 973.371.7938



Ivy Hill Park

APPLICATION

Apartments

Today's Date: _____

Move In Date: _____

Size of Apartment: _____

Applicant Information:

First Name: _____

Last Name: _____

SSN: _____

Date of Birth: _____

Phone: _____

Cell Phone: _____

Co-Applicant Information:

First Name: _____

Last Name: _____

SSN: _____

Date of Birth: _____

Phone: _____

Cell Phone: _____

Others Who Will Be Living In Apartment:

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Current Address:

Address: _____

City: _____ State: _____ Zip Code: _____

Management: _____ Phone: _____

From: _____ To: _____

Employment History:

Company: _____

Manager: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employment Length: _____ Monthly Salary: _____

Ivy Hill Park

APPLICATION

Apartments

Co-Applicant Employment History:

Company: _____
Manager: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Employment Length: _____ Monthly Salary: _____

Additional Income:

Income Source: _____ Amount: _____
Verify with: _____ Phone: _____

I represent that the information provided in the application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for eviction.

I understand that the information provided may be used by Landlord to determine whether to accept this application, by verifying all information given in the application, including past rental information, personal references, and employment information provided. I authorize Ivy Hill Park Apartments to obtain current credit and criminal background checks.

Landlord must approved and accept all applications before any apartment is assigned. One moths rent and, security deposit equal to one and a half months rent must be paid upon landlord's acceptance and approval of application. **If occupancy is cancelled by tenant, security deposit is non-refundable.** Lease must be signed before occupancy of the apartment.

I understand that this application is not a rental agreement; this application does not create any obligations to the Landlord.

Signature: _____ Date: ___/___/___
Signature: _____ Date: ___/___/___

Ivy Hill Park Apartments
5 Manor Drive
Newark, NJ 07106
973-371-7500

DATE: _____

RE: landlord Rental Reference

Your previous/present tenant has applied for an apartment in our complex. In order for us to process the application, Please fill out the following information.

THIS SECTION MUST BE FILLED OUT AND SIGNED BY YOUR LANDLORD.

Landlord's Name: _____

Landlord's Address: _____

Tenant's Name: _____

RENTAL PERIOD:

From: _____ To: _____

MONTHLY RENT PAYMENT _____ Is the lease in this tenant's name? Yes / No

Signature of Landlord

Date:

Telephone:

Notary Acknowledgement:

State of

County of

Date:

Name: _____ who has/have satisfactorily identified him/her/themselves as the signer(s) or witness(es) to the above referenced document.

Notary Public Signature _____

Print _____

My commission expires _____

Please attach the 12 months' rent history.

**IVY HILL PARK
APARTMENTS**

AUTHORIZATION FORM

I authorize Ivy Hill Park Apartments to verify my credit, criminal back ground check and employment histories.

Name: _____

Address: _____

Signature: _____ Date: _____

Co-Applicant Name: _____

Address: _____

Signature: _____ Date: _____