

# 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 current landlord. Our minimum income requirement is 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 current landlord. The 12-month rent history has to be signed by your current 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**. Attach copies of one-month recent check stubs, employment letter identifying years with company, and landlord's letter with 12 months 'rent history notarized. 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, per applicant **payable to Ivy Hill Park Apartments**. A copy of government picture ID, social security card, or tax ID number. This is non-refundable application processing fee.

Your application cannot be processed unless the 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. If your application was accepted, we will set an appointment to show you an apartment.

Thank you for your interest,



Ernesto Rivera  
Director

5 Manor Drive ■ Ivy Hill, NJ 07196 ■ 973.371.7500 ■ Fax 973.371.7938



# Ivy Hill Park

## Apartments

## APPLICATION

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: \_\_\_\_\_

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## 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 hereby declare that the information provided is true and correct. I also understand that any willful dishonesty will render for denial of this application.

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 and employment information provided. I authorize Ivy Hill Park Apartments to obtain current credit, and employment histories.

Landlord must approve and accept all applications before any apartment is assigned. One month's 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*

*AUTHORIZATION*

5 Manor Drive, Newark, NJ 07106  
Phone- 973-371-7500  
Fax- 973-371-7938

This will authorize Ivy Hill Park Apartments to verify my credit, landlord rental history, and employment history.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

DATE: \_\_\_\_\_

RE: Landlord Rental Reference

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

**THIS SECTION MUST BE FILLED OUT, SIGNED, AND NOTARIZED BY YOUR LANDLORD**

Landlord's Name: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

Tenant's Name as on lease: \_\_\_\_\_

Rental Period:

From: \_\_\_\_\_ To: \_\_\_\_\_

Monthly Rent \_\_\_\_\_ . Is the lease in the applicant's name? Yes / No

Signature of Landlord: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Acknowledgement**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Name: \_\_\_\_\_ who has / have satisfactorily identified  
him/ her / themselves as the signer to the above referenced document.

Notary Public Signature \_\_\_\_\_

Print Name \_\_\_\_\_

My commission expires \_\_\_\_\_

Please attach the 12 months rent history