

# MCR PROPERTY MANAGEMENT, INC.

---

Dear Future Resident:

We would like to take this opportunity to thank you for your interest in **GROTON ESTATES**.

Please provide us with the following information:

- Complete and sign our **Application**.
- A current **government issued identification** card. (Examples: Driver's license, State ID, Passport or Visa)
- Provide **verification of wages** or other earnings. (Examples: last **4 recent** pay stubs, offer letter, LES statements)
- If applicable, you can provide us with documentation of any additional income. (Examples: pensions, disability, child support, alimony, tips, etc.)
- Sign the **Rental Policy** form.
- Sign the **Employment Verification** form.
- Sign the **Landlord Reference** form.
- If you are in the **military, a copy of your orders**.
- Provide a **money order** in the amount of **\$30.00 (per adult over 18)** made payable to Groton Estates. This is to cover the administrative costs of processing your application as well as the **credit, criminal, income verification and rental history report** that is ran on every applicant over the age of 18.
- Provide a **money order** in the amount of **\$150.00** to hold an apartment for you. Your application cannot be processed until we receive this deposit. Upon move in, this deposit will be applied toward your security deposit. This deposit may be refundable if your application is not approved, *unless* the information provided in the application is falsified, deemed to be untrue, then any and all deposits given shall also be forfeited.

Once we have all paperwork completed along with the requested documentation and money orders, we will begin to process your application. Other information and/or documentation may be required. If you have any further questions, please feel free to call or stop by the office.

Sincerely,

**GROTON ESTATES**

260 Shennecossett Road Groton, CT 06340  
(860) 445-8519 (860) 448-1746 Fax  
grotonestates@belfonti.com

Office Hours:

Monday-Friday 9-5

Saturday 10-2



# MCR PROPERTY MANAGEMENT, INC.

## GROTON ESTATES RENTAL APPLICATION

PAGE 1 OF 3

### OFFICE USE ONLY

DATE RECEIVED _____	TIME _____	UNIT TYPE _____	FLOOR REQUEST _____
MOVE IN SPECIAL _____	RENT \$ _____	MOVE IN DATE _____	

### APPLICANT

Last Name _____	Suffix _____	First Name _____	Middle Initial _____	
		( )	( )	
Social Security Number _____	Date of Birth _____	Home Phone _____	Cell Phone _____	
			( )	
Email _____			Work Phone _____	
Street Address _____	Apt # _____	City _____	State _____	Zip Code _____
		( )		\$
LandLord/Complex Name/Family _____		Phone _____	How Long? _____	Monthly Rent _____

### LIST THE LAST 3 RESIDENCES (WILL BE VERIFIED)

1

Street Address _____	Apt # _____	City _____	State _____	Zip Code _____
		( )		
LandLord/Complex Name/Family _____		Phone _____		Time Frame _____

2

Street Address _____	Apt # _____	City _____	State _____	Zip Code _____
		( )		
LandLord/Complex Name/Family _____		Phone _____		Time Frame _____

3

Street Address _____	Apt # _____	City _____	State _____	Zip Code _____
		( )		
LandLord/Complex Name/Family _____		Phone _____		Time Frame _____

### OTHER OCCUPANTS

Total number of occupants \_\_\_\_\_

Last Name _____	First _____	Male/Female _____	Date of Birth _____	Social Security Number _____
Last Name _____	First _____	Male/Female _____	Date of Birth _____	Social Security Number _____
Last Name _____	First _____	Male/Female _____	Date of Birth _____	Social Security Number _____
Last Name _____	First _____	Male/Female _____	Date of Birth _____	Social Security Number _____

# MCR PROPERTY MANAGEMENT, INC.

## GROTON ESTATES RENTAL APPLICATION

### EMPLOYMENT

Current

Employer \_\_\_\_\_ ( )

Company Name City State Phone

\$ per

Job Title/Position Supervisor How Long/Year Income week, bi week, month

**Military** \_\_\_\_\_ ( )

Command Commanding Officer Name Phone

Previous

Employer \_\_\_\_\_ ( )

Company Name City State Phone

\$ per

Job Title/Position Supervisor How Long/Year Income week, bi week, month

**\*Sources of Other Verifiable Income:** \_\_\_\_\_ \$  
Monthly Income

\_\_\_\_\_ \$  
Monthly Income

*\*Supplying this information is strictly voluntary and should only be supplied if applicant is asking that sources of other income be considered as part of the rental decision. Management will consider all verifiable sources of income such as, but not limited to, budget sheets, welfare, food stamps, housing assistance, Section 8, pensions, disability, child support, alimony or any other source of income applicant would like considered.*

### VEHICLES

Auto Make Model Color Year License Tag # State

Auto Make Model Color Year License Tag # State

### IN CASE OF EMERGENCY CONTACT (not living with you)

( )

Last Name First Phone

Relationship Street Address City State

### APARTMENT PREFERENCES

Please rate the following: 1- MOST IMPORTANT 2-IMPORTANT 3-LEAST IMPORTANT

\_\_\_\_\_ MOVE IN DATE \_\_\_\_\_

\_\_\_\_\_ FLOOR LEVEL \_\_\_\_\_

\_\_\_\_\_ OTHER \_\_\_\_\_

*\*Supplying this information does not guarantee receiving any/all preferences. Management will consider the preference choices by priority with the availability of units when making placement decisions.*

MCR PROPERTY MANAGEMENT, INC.  
GROTON ESTATES RENTAL APPLICATION

GENERAL INFORMATION

Have you lived in this Apartment Community before? NO YES\*

\*Address \_\_\_\_\_

\*Time Frame \_\_\_\_\_

Why are you moving from your present address? \_\_\_\_\_

Do you owe rent to any previous landlord? NO YES\*

\*Landlord \_\_\_\_\_

\*Amount \$ \_\_\_\_\_

Did you give notice? NO YES

How much notice? \_\_\_\_\_

Have you ever been evicted? NO YES\*

\*When \_\_\_\_\_

\*Where \_\_\_\_\_

\*Landlord: \_\_\_\_\_

\*Phone ( ) \_\_\_\_\_

Have you ever been convicted of a felony? NO YES

Have you ever been convicted of a misdemeanor in the past 5 years? NO YES

Do you have any pets? NO YES\*

\*What Kind? \_\_\_\_\_

\*How many? \_\_\_\_\_

I certify that the above information is given freely and to the best of my knowledge is true. Landlord or his agent is authorized to verify the accuracy and correctness of these statements and to check my credit & criminal history, as well as a search for any landlord history. I expect you to rely on this information, and I agree that if any information herein contained is false, that any contract made on the strength of this application may, at your option, be terminated and my application deposit forfeited. I also understand that this application must be approved before occupancy will be allowed and if not approved that my application deposit refund will be mailed within 30 days of the date the application is denied.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_



# MCR PROPERTY MANAGEMENT, INC.

## GROTON ESTATES RENTAL POLICY

---

---

**EQUAL HOUSING:** This community has a comprehensive policy of compliance with the Federal Fair Housing Act, as well as state and local codes and ordinances.

**AVAILABILITY:** Based on available/vacant units.

**APPLICATION FEES:** A non-refundable fee in the amount of \$30.00 for each applicant 18 years old and over.

**INCOME REQUIREMENTS:** Two and a half (2.5) times the current market rent. Section 8 applicants will be reviewed according to law. Reasonable utilities and credit/debt obligations will be considered for all applicants.

**EMPLOYMENT VERIFICATION & INCOME:**

- **EMPLOYMENT:** Applicant must be able to provide documented verification of current employment and income and must provide a minimum of 2 current consecutive pay stubs. A stable work history of a minimum of 12 consecutive months is required. Previous employment will be considered.
- **OTHER INCOME:** Supplying this information is strictly voluntary and should only be supplied if applicant is asking that sources of other income be considered as part of the rental decision. Management will consider all verifiable sources of income such as, but not limited to, budget sheets, welfare, food stamps, housing assistance, Section 8, pensions, disability, child support, alimony or any other source of income applicant would like considered. Alimony and child support payments will be considered only when directed by court order. Income such as allowances from parents, scholarships, commissions, tips may require notarized verification. If applicable, applicant will need to provide verification documentation of the income.

**CREDIT CHECK:** An investigative consumer report (credit check) will be obtained and be used, in part, in the consideration of each applicant. Current and outstanding obligations will be considered.

**RESIDENCE:** Present and previous landlord[s] must be verifiable with an established rental community. Applicant must show a prompt payment record, sufficient notice given and all obligations fulfilled in accordance with agreement. Applicants requesting verification with a private landlords/owner must be able to provide 6 current and consecutive months of cancelled rental checks or money orders and a copy of the rental agreement. Cash receipts will not be considered. Homeowners must be able to provide a mortgage payment history. **Applicants without previous rental or mortgage history or residences that can not be verified will be required to pay an additional deposit equal to one month's market rent.** Record of any legal proceeding/eviction filed by a previous landlord will result in your application being rejected as well as a loss of any deposits left.

**PUBLIC RECORDS:** A public records search will be conducted in order to determine whether any applicant has been convicted of a felony offense. Applicants with a felony conviction such as, but not limited to; sexual assault, murder, child molestation, robbery, kidnapping, assault, arson or possession of a controlled substance will be declined approval for occupancy.

**OCCUPANCY:** The maximum number of individuals who may occupy an apartment is:

1-bedroom, not more than 2

2-bedroom, not more than 4

3-bedroom, not more than 6

All occupants over the age of 18 will be required to complete an application and meet all residency requirements.

**PARKING:** Off street parking is available for one (1) vehicle only. Off street parking is not guarantee. Vehicles must be registered and operable.

**PETS:** Maximum of 2 indoor cats are allowed. No Dogs permitted. There is a \$250.00 non refundable pet registration fee. Also, a fee of \$15.00 per cat each month will be added to the rent amount.

**SECURITY DEPOSIT:** A security deposit is required upon signing your lease. The amount can be 1 to 2 months current market rent for the unit you are renting. The amount is determined from the results of the credit, criminal and landlord checks.

**UTILITIES:** Groton Estates includes Heat, Water and Trash Removal in the rental amount. The tenant will be responsible for electric service. Groton Utilities services the area. A deposit may be required to turn on service. Please contact Groton Utilities for further information.

**I understand that if any information provided in this application is falsified or deemed to be untrue, any/and ALL deposits given will be forfeited.**

**APPLICANT** \_\_\_\_\_

**DATE** \_\_\_\_\_



# MCR PROPERTY MANAGEMENT, INC.

## GROTON ESTATES APPLICATION AGREEMENT

*Please read carefully*

This is to be signed below only if owner has not yet accepted applicant's and co-applicant's and if owner has not yet signed the lease contract. Each co-applicant, must sign a separate application agreement.

- APPLICATION FEE** (NOT REFUNDABLE). Applicant has delivered to owner's agent an "application fee" in the amount indicated below which partially defrays the cost of administrative paperwork and it is not refundable.
- APPLICATION DEPOSIT** (MAY OR MAY NOT BE REFUNDABLE). In addition to the above application fee (if any), applicant has delivered to owner's agent an "application deposit" in the amount indicated below. The application deposit is not a security deposit at this time. Your application deposit will be credited to the required security deposit upon approval of your application. If you or any co-applicant withdraws this application for any reason after 24 hours of notification of acceptance, or if you fail to sign a lease in form presented to you within three days of the agreed upon move in date, or the application is denied due to falsified information given, the application deposit and any other monies collected from all applicants can be retained by owner as liquidated damages and the parties will have no further obligations to each other. If your application is disapproved, the application deposit (but not the application fee) will be returned to you.

<b>SIGNATURE OF APPLICANT</b> _____	<b>DATE</b> _____
-------------------------------------	-------------------

*Office use only:*

### RECEIPT

APPLICATION FEE		\$ _____
	Money Order #	_____
APPLICATION DEPOSIT		\$ _____
	Money Order #	_____
	Co-Applicant	_____
AGENT'S SIGNATURE	_____	DATE _____

### APPLICATION APPROVAL/DISAPPROVAL

APPLICANT NOTIFIED ON	_____	AT	_____	VIA	_____
APPROVED	DISAPPROVED	WITHDRAWN			
AGENT'S SIGNATURE	_____				

### RETURN OF MONIES

MONIES RETURNED ON	_____	AT	_____	VIA	_____
	APPLICATION DEPOSIT		APPLICATION FEE		
SIGNATURE OF APPLICANT	_____			DATE	_____
AGENT'S SIGNATURE	_____			DATE	_____

