

# MCR PROPERTY MANAGEMENT, INC.

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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**.
  - All 7 pages of the application need to be completed, signed and dated.
- A current **government issued identification** card. Examples:
  - Driver's License
  - State ID
  - Drivers Permit
  - Passport
  - Visa
- Provide **verification of Income, wages or other earnings**. Examples:
  - Last **4 recent** pay stubs
  - Offer letter
  - LES statements
  - Pensions
  - Disability Statements
  - Child Support Orders
  - Alimony Income
  - Tips
- 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, rental history and income verification** that is ran on every applicant over the age of 18. *This fee is nonrefundable.*
- 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 by appointment**



# MCR PROPERTY MANAGEMENT, INC.

## GROTON ESTATES RENTAL APPLICATION

PAGE 1 OF 3

### OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_

TIME \_\_\_\_\_

LEASE TERMS \_\_\_\_\_

RENT \$ \_\_\_\_\_

Lease Holder

Occupant

Co Signer

Adding to existing lease

NOTES \_\_\_\_\_

### APPLICANT

Last Name	Suffix	First Name	Middle Name	
( )		( )		
Social Security Number	Date of Birth	Home Phone	Cell Phone	
		( )		
Email			Work Phone	
Street Address	Apt #	City	State	Zip Code
( )				\$
LandLord/Complex Name/Family/Own		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/Own		Phone	month/year to month/year	

2

Street Address	Apt #	City	State	Zip Code
( )				
LandLord/Complex Name/Family/Own		Phone	month/year to month/year	

3

Street Address	Apt #	City	State	Zip Code
( )				
LandLord/Complex Name/Family/Own		Phone	month/year to month/year	

### OTHER OCCUPANTS

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

Last Name	First	Male/Female	Date of Birth	Relationship to Applicant	Social Security Number
Last Name	First	Male/Female	Date of Birth	Relationship to Applicant	Social Security Number
Last Name	First	Male/Female	Date of Birth	Relationship to Applicant	Social Security Number
Last Name	First	Male/Female	Date of Birth	Relationship to Applicant	Social Security Number

# MCR PROPERTY MANAGEMENT, INC.

## GROTON ESTATES RENTAL APPLICATION

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### EMPLOYMENT

Not Currently Employed  
( )

Company Name City State Phone

\$ per

Job Title/Position Supervisor How Long/Year Income weekly, bi-weekly, monthly, yearly

#### Military

( )

Command Commanding Officer Name Phone

#### Previous Employer

( )

Company Name City State Phone

\$ per

Job Title/Position Supervisor How Long/Year Income weekly, bi weekly, monthly

#### \*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

No Vehicle

Make Model Color Year License Tag # State

Make Model Color Year License Tag # State

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

( )

First Name Last Name Phone relationship

### APARTMENT PREFERENCES

1- most important      2- important      3-least important

MOVE IN DATE

FLOOR LEVEL  ground floor  top floor

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

PAGE 3 OF 3

### 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 NA

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

Have you ever been evicted? NO YES\*

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

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

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

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

Have you ever filed for bankruptcy? NO YES

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

Have you ever been convicted of a felony? NO YES

Have you 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.

The person named above has applied for an apartment with us. The applicant by his/her signature, has authorized you to release information about their residency/employment to Groton Estates. Your comments or recommendation on this matter will be sincerely appreciated. We will be pleased to reciprocate this favor in the future. Thank you.

**PRINT NAME** \_\_\_\_\_

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

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



IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN. MCR PROPERTY MANAGEMENT, INC. & GROTON ESTATES PROUDLY ADHERES TO TITLE VIII OF THE CIVIL RIGHTS ACT OF 1974 AND THE 1988 AMENDMENT.

# MCR PROPERTY MANAGEMENT, INC.

## GROTON ESTATES RENTAL POLICIES & INFORMATION

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**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 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 rental history screening.

**UTILITIES:** Groton Estates includes Heat, Hot and Cold Water, Trash Removal and Sewer 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 RENTAL APPLICATION FEES & DEPOSITS

*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.

1. **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.

2. **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> _____
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*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 _____

