

Today's Date: / /	Requested Move-In Date: / /	Office Use: Apt #: / /
Building: <input type="checkbox"/> Ambassador Towers <input type="checkbox"/> Executive House <input type="checkbox"/> Lafayette House <input type="checkbox"/> Munn Heritage <input type="checkbox"/> Munroe Towers <input type="checkbox"/> Parkview Gardens <input type="checkbox"/> Washington Towers		Rental: \$ / /
Apartment Size: <input type="checkbox"/> Studio <input type="checkbox"/> 1 Bedroom <input type="checkbox"/> 2 Bedroom <input type="checkbox"/> 3 Bedroom		Lease Start: / /
		Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Parking: <u>  </u> Deck <u>  </u> Covered

**SECTION I: APPLICANT#1 - PERSONAL INFORMATION & HOUSING HISTORY**

Applicant #1 Name: (First, MI, Last)		Social Security #	
Date of Birth: / /	Phone #: <input type="checkbox"/> Home <input type="checkbox"/> Cell	Email:	
Current Address:	Apt#:	Prev. Address:	Apt#:
City	State Zip	City	State Zip
Moved In: (Mo/Yr) /	Reason for moving now:	Moved In: (Mo/Yr) /	Date Vacated: (Mo/Yr) /
Landlord:		Landlord:	
Landlord Ph #:	Fax:	Landlord Ph #:	Fax:
What is your current monthly rent? \$ _____ Does your rent include utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any pets? <input type="checkbox"/> No <input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Other			
Has any landlord ever filed court papers against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, When & Why: _____			

<b>CURRENT EMPLOYER-- Include 1 month proof of income</b>	<b>PREVIOUS EMPLOYER</b>
Company:	Company:
Address:	Address:
City	City
State Zip	State Zip
Ph #:	Ph #:
Fax:	Fax:
Position:	Position:
Salary: per	Salary: per
Start Date (Mo/Yr): / /	Start (Mo/Yr): / / End (Mo/Yr): / /

**SECTION II: APPLICANT #2 - PERSONAL INFORMATION & HOUSING HISTORY**

Applicant #2 Name: (First, MI, Last)		Social Security #	
Date of Birth: / /	Phone #: <input type="checkbox"/> Home <input type="checkbox"/> Cell	Email:	
Current Address:	Apt#:	Prev. Address:	Apt#:
City	State Zip	City	State Zip
Moved In: (Mo/Yr) /	Reason for moving now:	Moved In: (Mo/Yr) /	Date Vacated: (Mo/Yr) /
Landlord:		Landlord:	
Landlord Ph #:	Fax:	Landlord Ph #:	Fax:
What is your current monthly rent? \$ _____ Does your rent include utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any pets? <input type="checkbox"/> No <input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Other			
Has any landlord ever filed court papers against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, When & Why: _____			

<b>CURRENT EMPLOYER--Include 1 month proof of income</b>	<b>PREVIOUS EMPLOYER</b>
Company:	Company:
Address:	Address:
City	City
State Zip	State Zip
Ph #:	Ph #:
Fax:	Fax:
Position:	Position:
Salary: per	Salary: per
Start Date (Mo/Yr): / /	Start (Mo/Yr): / / End (Mo/Yr): / /

**SECTION III: ADDITIONAL INFORMATION**

Total number of people to live in apartment: _____ List information below about ALL occupants to live in apartment:					
Name	Age	Relation to Appl. #1	Name	Age	Relation to Appl. #1
1. _____	_____	_____	4. _____	_____	_____
2. _____	_____	_____	5. _____	_____	_____
3. _____	_____	_____	6. _____	_____	_____
Applicant #1 Driver Lic. # & State:			Applicant #2 Driver Lic. # & State:		
Car Make & Model:		Yr:	Color:	Lic. Plate # & State:	
Car Make & Model:		Yr:	Color:	Lic. Plate # & State:	
Have you ever been convicted of robbery, a drug related crime, or crime of violence against another person? Applicant#1 Yes/No Applicant#2: Yes/No					
Please check all that apply—this information is required by NJ Division of Civil Rights NJAC 13:10-1.1 to -2.6. <input type="checkbox"/> African American/Black					
<input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian/East Asian <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Pacific Isl./Hawaiian <input type="checkbox"/> Prefer not to answer					
How did you first learn about our apartments? <input type="checkbox"/> Apartments.com <input type="checkbox"/> ForRent.com or magazine <input type="checkbox"/> Real Estate Broker/ Agent					
<input type="checkbox"/> Company website <input type="checkbox"/> I live in the neighborhood <input type="checkbox"/> Relative/friend lives in building (Who?): _____					
<input type="checkbox"/> CraigsList.org <input type="checkbox"/> NJ.com <input type="checkbox"/> Other:					

**WHERE APPLICABLE: THE NON-REFUNDABLE APPLICATION FEE IS DUE WHEN THE APPLICATION IS SUBMITTED AND PAYABLE BY MONEY ORDER OR CASHIER'S CHECK TO THE ENTITY PROVIDED IN THE APPLICATION INSTRUCTIONS.**

This application is not a reservation or allotment of an apartment. All rentals are subject to owner's approval.  
**I/We understand that if an application fee is required it is non-refundable.** I/We understand that in the event of acceptance of this application and PRIOR TO MOVING IN, I/WE WILL BE REQUIRED TO PAY ONE FULL MONTH'S RENT and 1 ½ MONTH'S SECURITY DEPOSIT, and TO SIGN A ONE YEAR LEASE. I/We, the undersigned applicant(s), make application at this building on the date listed above and declare that all the information and representations contained in and with this application are, to the best of my/our knowledge and belief, true and correct. I/We also understand that failure to complete the application and/or the furnishing of false information may be considered grounds for rejection or termination of lease. I/We consent to any and all inquiries made by the Owner or its Agent if necessary to obtain references and to verify the information in the Rental Application, including a credit check, and agree to provide documentary evidence of income of all proposed occupants including federal income tax information.

5/18w Signatures-Applicant #1: _____ Applicant #2: _____ Date: _____	
<b>FOR MANAGER/BROKER USE:</b>	<b>Amt: \$</b> _____ <b>Payment Serial #:</b> _____
<b>Issuing Institution:</b> _____	<b>Received:</b> / /

### APPLICATION INSTRUCTIONS:

Thank you for your interest in our apartment communities. Please review the application instructions below. We can process your application packages much faster if you follow these instructions and provide all of the required information with your initial application. Please complete all sections, date and sign where required. Anyone 18 years and older must provide their personal information, ID, housing and employment history.

- **Application Fee:** Lafayette House and Parkview Gardens have no application fee.
  - **Ambassador Towers:** located at 44 South Munn Avenue, East Orange. \$50.00 for one applicant \$75.00 for two applicants NON-REFUNDABLE application fee payable to **44 South Munn, LLC** by money order or cashier's check. This application fee is due when the application is submitted. We will not process the application without the associated fee.
  - **Executive House:** located at 175 Prospect Street, East Orange. \$75.00 per adult (18 years old and over) NON-REFUNDABLE application fee payable to **175 Executive House, LLC** by money order or cashier's check. This application fee is due when the application is submitted. We will not process the application without the associated fee.
  - **Munn Heritage:** located at 77 South Munn Avenue, East Orange. \$50.00 for one applicant \$75.00 for two applicants NON-REFUNDABLE application fee payable to **77 South Munn, LLC** by money order or cashier's check. This application fee is due when the application is submitted. We will not process the application without the associated fee.
  - **Munroe Towers:** located at 610 Sewall Avenue, Asbury Park. \$50.00 per person NON-REFUNDABLE application fee payable to **BHHS Signature Properties** by money order or cashier's check. This application fee is due when the application is submitted. We will not process the application without the associated fee.
  - **Washington Towers:** located at 40 Washington Street, East Orange. \$50.00 for one applicant \$75.00 for two applicants NON-REFUNDABLE application fee payable to **40 Washington, LLC** by money order or cashier's check. This application fee is due when the application is submitted. We will not process the application without the associated fee.
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- **Housing Information:** Please provide your current and previous addresses regardless of how long you have lived at your current address. If you have lived at your current and previous locations for less than a total of five years, please provide prior housing information for a minimum of 5 years, including address(es), landlord name(s) and phone number(s), and when you lived at the address(es) on an additional sheet of paper. We will verify this information with your landlords or mortgage lender.
- **Employment Information:** Please provide your current and previous employment information regardless of how long you have worked at your current employer. If you have worked at your current and previous jobs for less than a total of five years, please provide prior work information for a minimum of 5 years, including company name(s), phone number(s), address(es), job title(s), salary, and period(s) of employment, on an additional sheet of paper. We will verify this information with your employers.
- **Proof of Income:** Please include four current consecutive paystubs, or your most recent Social Security or pension letter for anyone 18 years of age and older. If someone is 18 years of age or older and enrolled in a full or part time degree program, please provide proof of enrollment.
- **Identification:** For anyone 18 years and older, please include 1) a copy of a U.S. government issued **photo-signature ID** (ex. Driver License, US passport) **AND** 2) a copy of the person's **Social Security Card**.

You can email your application to [info@MurnickPropertyGroup.com](mailto:info@MurnickPropertyGroup.com) or fax it to (973) 669-5511. We look forward to receiving your completed application in the near future.



105 Eisenhower Parkway, Suite 202  
Roseland, NJ 07068  
P: (973) 669-5510  
F: (973) 669-5511

**PLEASE SIGN THIS FORM IF YOU ARE APPLYING FOR AN APARTMENT IN EAST ORANGE.**

These properties include:

*Ambassador Towers 44 South Munn Avenue      Executive House at 175 Prospect Street*  
*Munn Heritage at 77 South Munn Avenue      Washington Towers at 40 Washington Street*

Dear Applicant,

Before an apartment can be rented in the City of East Orange the apartment must be inspected by the City to assure compliance with its housing code. The City charges \$100.00 for this inspection. This fee will be advanced by the Landlord; however, if you are accepted and rent an apartment in this building, you will be required to reimburse the Landlord for the \$100.00 fee at the time your lease is signed and the security deposit is paid.

Please note that this fee need only be paid if and when you sign a lease and become a tenant of one of our East Orange properties.

Sincerely,  
Management

I have read and understood the above statement and I agree to pay the \$100.00 to reimburse the Landlord for the inspection fee if I am accepted and rent an apartment in the building.

\_\_\_\_\_  
Applicant #1 Name (Please Print)      Applicant #1 Signature      Date

\_\_\_\_\_  
Applicant #2 Name (Please Print)      Applicant #2 Signature      Date

**PLEASE SIGN THIS FORM IF YOU ARE APPLYING FOR AN APARTMENT AT  
MUNROE TOWERS AT 610 SEWALL AVENUE, ASBURY PARK**

Dear Applicant,

Before an apartment can be rented, the City of Asbury Park imposes a **\$100.00** inspection fee. This fee will be advanced by 610 Sewall Avenue, LLC; however, if you are accepted and rent an apartment in this building, you will be required to reimburse 610 Sewall Avenue, LLC for the \$100.00 fee at the time your lease is signed and the security deposit is paid.

Please note that this fee need only be paid if and when you sign a lease and become a tenant of 610 Sewall Avenue, Asbury Park, NJ.

Sincerely,  
610 Sewall Avenue, LLC

I have read and understood the above statement and I agree to pay the \$100.00 to reimburse 610 Sewall Avenue, LLC for the inspection fee if I am accepted and rent an apartment in the building.

\_\_\_\_\_  
Applicant #1 Name (Please Print)

\_\_\_\_\_  
Applicant #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant #2 Name (Please Print)

\_\_\_\_\_  
Applicant #2 Signature

\_\_\_\_\_  
Date





105 Eisenhower Parkway, Suite 202  
Roseland, NJ 07068  
P: (973) 669-5510  
F: (973) 669-5511

**To:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Phone No:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
**Re:** Housing Verification **Pages (including. Cover):** \_\_\_\_\_

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Dear Landlord/Mortgage Lender,

An applicant for an apartment in one of our buildings has listed you as his/her current or recent landlord or mortgage lender. We would like to evaluate the applicant's payment history and care of the property. Please complete the attached form and return it to us via fax at (973) 669-5511 or email at info@MurnickPropertyGroup.com. It will take you only a few moments to complete.

We thank you for your cooperation and immediate handling of this request.

Sincerely,  
*Lee S. Murnick*

**APPLICANT(S): Please complete the boxed sections only and return this form with your application.** We will submit this letter along with our verification form to your landlord(s)/mortgage lender(s) for them to complete after we receive your initial application packet.

I, \_\_\_\_\_ (print Applicant #1 name), permit Murnick Property Group to request information from my current and/or previous landlords or mortgage lenders.

Signed,

\_\_\_\_\_ Date \_\_\_\_\_

Applicant #1 signature

I, \_\_\_\_\_ (print Applicant #2 name), permit Murnick Property Group to request information from my current and/or previous landlords or mortgage lenders.

Signed,

\_\_\_\_\_ Date \_\_\_\_\_

Applicant #2 signature