

Today's Date: / /	Requested Move-In Date: / /	Office Use: Apt #:	Rental: \$
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		Mtg: / /	Lease Start: / /
Apartment Size: <input type="checkbox"/> Studio <input type="checkbox"/> 1 Bedroom <input type="checkbox"/> 2 Bedroom <input type="checkbox"/> 3 Bedroom		Time:	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
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: _____			

CURRENT EMPLOYER--Include 1 month proof of income	PREVIOUS EMPLOYER
Company:	Company:
Address:	Address:
City	City
State	State
Zip	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
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: _____			

CURRENT EMPLOYER--Include 1 month proof of income	PREVIOUS EMPLOYER
Company:	Company:
Address:	Address:
City	City
State	State
Zip	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"/> 1. African American/Black					
<input type="checkbox"/> 2. American Indian/Alaskan <input type="checkbox"/> 3. Asian/East Asian <input type="checkbox"/> 4. Caucasian/White <input type="checkbox"/> 5. Hispanic/Latino <input type="checkbox"/> 6. Pacific Isl./Hawaiian					
How did you first learn about our apartments? <input type="checkbox"/> Newspaper Ad (online) <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"/> Online Newspaper Ad <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.

Rev.5/16W Signatures-Applicant #1: _____	Applicant #2: _____	Date: _____
FOR MANAGER/BROKER USE:	Amt: \$	Payment Serial #:
Issuing Institution:	Received: / /	

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.

- **Application Package:** 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:**
 - **Munroe Towers:** located at 610 Sewall Avenue, Asbury Park. \$50.00 per person NON-REFUNDABLE application fee payable to **John C. Conover Agency** 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.
 - **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.
 - The following buildings have no application fee: Ambassador Towers, Lafayette House, Munn Heritage and Parkview Gardens.
- **Housing Information:** If you have lived at your current and/or most recent location 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:** If you have worked at your current and/or most recent job 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 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**.

We look forward to receiving your completed application in the near future. Once you have submitted your application, please contact the resident manager or broker at the building in which you are interested in living.



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:** _____
Company: _____
Phone No: _____ **Fax #:** _____
Re: Employment Verification **Pages (including cover):** _____

Dear Employer,

An applicant for an apartment in one of our buildings has listed you as his/her current or recent employer. We would like to verify the applicant's employment information. 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.

Very Truly Yours,
Lee S. Murnick

I, _____ (print Applicant #1 name), permit Murnick Property Group to request information from my current and/or previous employer.

Signed,

Applicant #1 signature

Date

I, _____ (print Applicant #2 name), permit Murnick Property Group to request information from my current and/or previous employer.

Signed,

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):** _____

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

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