

CANTERBURY APARTMENTS
21 Congress Street Unit 6
Nashua, NH 03062
Tel. 603-882-8332/603-883-9230 Fax

Application Qualification Procedures & Guidelines

CANTERBURY APARTMENTS DOES A COMPLETE BACKGROUND, I.E. CREDIT REPORT, RESIDENTIAL HISTORY AND INCOME VERIFICATION FOR ALL POTENTIAL FUTURE RESIDENTS. THE PROCESS BY WHICH WE SET OUR STANDARDS REQUIRES THAT **EACH PERSON APPLYING FOR RESIDENCY MUST SUPPLY US WITH THE FOLLOWING ITEMS:**

- A TWENTY-FIVE DOLLAR (25.00) NONREFUNDABLE APPLICATION FEE. THIS COVERS THE COST TO PROCESS A CREDIT HISTORY FROM THE CREDIT BUREAU.
 - Payable to: CANTERBURY APARTMENTS
- A ONE HUNDRED DOLLAR (\$100.00) RESERVATION FEE. THIS WILL RESERVE THE APARTMENT HOME IN YOUR NAME DURING THE APPLICATION PROCESS.
 - Payable to: CANTERBURY APARTMENTS/YOUR NAME
- THE COMPLETED AND SIGNED RENTAL APPLICATION
- COPY OF PHOTO ID

All of the required items must be received at the time of application. Applicants may cancel their application for residency within seventy-two (72) hours from the initial application. Cancellation within 72 hours will place the apartment back on the rental market and the reserve of one hundred dollars (\$100.00) dollars will be returned. After the 72 hours this fee shall be forfeited.

CASH AND PERSONAL CHECKS ARE NOT ACCEPTED AT TIME OF APPLICATION

INCOME/EMPLOYMENT

The monthly rental rate, plus utilities, must be less than 30% of the applicant's combined gross household monthly income, which will need to be verified. Applicants with insufficient income must provide proof of sufficient income and savings equal to 40-times the monthly rent. Three consecutive bank statements will be required. A co-signer will be considered if rental history and credit are acceptable.

Proof of child support or alimony needs to be supported by court order and/or copies of checks for the past 12 months.

Three current, original paystubs or other verifiable, third party documentation of income is required. If an applicant is newly employed, a new hire and acceptance letter is required. If applicant is self employed, please provide documentation that your business has been in operation for at least one year. A schedule C from an annual tax return or financial statement signed by certified accountant will be accepted. Independent consultants should provide their most recent tax returns and/or a copy of their current contracts. Applicants need to provide proof of earnings within the United States or additional deposits will be required.

HOUSING HISTORY

Applicants must provide acceptable housing references for the prior 36-month period. An unacceptable reference includes (2) late payments, and outstanding balance, damages to the apartment or community, insufficient notice to vacate, an unfavorable landlord reference on the applicants or any members of the household or any violations of the community policies. Any eviction is unacceptable and the application will be denied.

CREDIT

An acceptable credit report is required. Prior history will be reviewed. An unacceptable credit report may reflect one or more of the following; slow payment account, unpaid bill, leins, judgments and bankruptcies. If an application is denied due to unacceptable credit, the applicant may request a conference so as to provide documentation refuting the unacceptable items on their credit report. If the documentation is provided, their application may be reconsidered.

CO-SIGNER

In the event a co-signer is required, he/she must complete an application for residency, and meet all application qualification guidelines and sign a lease as a leaseholder. Co-signer must be a U.S resident.

THE ONLY PETS PERMITTED, UPON APPROVAL, AT CANTERBURY APARTMENTS ARE:

- 1 CAT WITH A NON-REFUNDABLE PET FEE OF \$200.00
 - MONTHLY PET FEE OF \$20.00
- 1 DOG WITH ANON-REFUNDABLE PET FEE OF \$200.00
 - MONTHLY PET FEE OF \$30.00

- BIRD, FISH, REPTILES AND SMALL CAGED ANIMALS

No more than two people per bedroom shall occupy any apartment home.

Application fees (\$25.00) will be waived for the following preferred employers.

BAE systems

Fidelity

St. Josephs Hospital

Southern New Hampshire Hospital

Any branch of the U.S. Military

Revised 11/21/11

CANTERBURY APARTMENTS
APPLICATION FOR RENTAL

Date: _____

PERSONAL INFORMATION

APPLICANTS LAST NAME, FIRST NAME MIDDLE INITIAL SOCIAL SECURITY NUMBER

Are you at least 18 years of age? Yes ___ No ___

U.S Resident Yes ___ No ___

Email Address

HOME TELEPHONE NUMBER

WORK TELEPHONE NUMBER

CELLULAR PHONE NUMBER

Have you ever rented with us before? _____ If so, when? _____

RENTAL HISTORY: (Please circle one) Own Rent Parents Other

APPLICANTS CURRENT ADDRESS (Street, city, State & Zip code) DATES AT CURRENT ADDRESS

CURRENT LANDLORD OR MORTGAGE TELEPHONE NUMBER MONTHLY PAYMENT

PREVIOUS RENTAL HISTORY: (Please circle one) Own Rent Parents Other

PREVIOUS ADDRESS (Street, City, State & Zip) DATES AT PREVIOUS ADDRESS

PREVIOUS LANDLORD OR MORTGAGE TELEPHONE NUMBER MONTHLY PAYMENT

EMPLOYMENT HISTORY:

APPLICANTS EMPLOYER POSITIONS HOW LONG EMPLOYED INCOME

EMPLOYER ADDRESS SUPERVISORS NAME AND TELEPHONE NUMBER

PREVIOUS EMPLOYER:

APPLICANTS EMPLOYER POSITIONS HOW LONG EMPLOYED INCOME

EMPLOYER ADDRESS SUPERVISORS NAME AND TELEPHONE NUMBER

ADDITIONAL INCOME NEED NOT BE DISCLOSED UNLESS SUCH INCOME IS TO BE INCLUDED FOR QUALIFICATION.

SOURCE ANNUAL INCOME

Please list additional occupants: _____

VEHICLE INFORMATION:

YEAR;MAKE;AND MODEL OF VEHICLE COLOR PLATE NUMBER

DO YOU HAVE PETS/WHAT KIND? _____ (\$200.00 NON-REFUNDABLE PET FEE)

Breed _____ Weight _____

IN CASE OF EMERGENCY CONTACT:

NAME AND ADDRESS

TELEPHONE NUMBER

RELATIONSHIP

Do you or any of your occupants have any charges pending against you or them for any criminal offense?

Applicant: Yes__No__ Occupant: Yes__No__

Have you or have any of your occupants ever been convicted of, pleaded guilty or "Sufficient Evidence" to, any criminal offense?

Applicant: Yes__No__ Occupant: Yes__No__

Any evictions, suits, judgments, bankruptcies, foreclosures, ect?

Applicant: Yes__No__ Occupant: Yes__No__

If "Yes" to any question, please give details and dates:

I/WE AUTHORIZE CANTERBURY APARTMENTS TO INVESTIGATE THE CREDIT, RENTAL HISTORY AND EMPLOYMENT NEEDED TO PROCESS THIS APPLICATION. THE INFORMATION PROVIDED ON THIS FOR IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE _____ INITIALS

I HEREBY DEPOSIT ONE HUNDRED DOLLAR (\$100.00) AS AN APARTMENT DEPOSIT WITH THE RENTAL APPLICATION. IF MY APPLICATION IS ACCEPTED, THE APARTMENT DEPOSIT WILL BE APPLIED TO MY SECURITY DEPOSIT.

I/WE UNDERSTAND THAT IN THE EVENT MY APPLICATION IS DENIED BY THE MANAGEMENT OR IF I/WE WITHDRAW MY APPLICATION FOR TENANCY, WITHIN 72 HOURS OF ENTERING THIS APPLICATION, THIS APARTMENT DEPOSIT WILL BE RETURNED. IT IS FURTHER UNDERSTOOD THAT I/WE WILL FORFEIT THIS DEPOSIT IF I REFUSE THE APARTMENT OR THE 72 HOURS PERIOD HAS LAPSED.

Applicant Signature Date

For office use only:

Base Rent: _____ Other Monthly Charges: _____ Specials offered (if any): _____

Application Amount Received: _____ Holding Fee Received: _____

Apartment Number: _____ Lease Term: _____ Start Date: _____

RENTAL HISTORY VERIFICATION

I hereby give Canterbury Apartments permission to verify my rental history as part of my application.

Applicant Signature

Date

To Whom It May Concern:

Your resident _____ has applied for an apartment at Canterbury Apartments and has authorized us to verify his/her rental history. We would greatly appreciate your taking the time to complete this form in a timely manner. Should you have any questions or concerns, please do not hesitate to contact our office. Thank you.

Agent for Owner

Lease Dates: _____

Monthly Rent: _____

Number of Late Payments: _____

Number of NSF Payments: _____

Any Court Filings?

If yes, please indicate how many and the nature _____

Any Noise Complaints? _____

Did Management give Resident Notice
To Vacate? _____

Was proper notice given? _____

Was apartment left in good condition? _____

Reason for Vacating? _____

Would you re-rent to the above referenced
person(s)? If no, please indicate why. _____

Rental History Verified By:

Authorized Signature

Date

Position

Telephone number