



THE VILLAGE AT CLARK BROOK APARTMENTS

APPLICATION PROCESSING

Thank you for choosing Metropolis Property Management Group Inc. to assist you in finding your new apartment. Below is a description of the application process and the associated fees.

The Application for consideration must be filled out completely. Every question, box or space must have an answer, checkmark or response.

THREE (3) SEPARATE FEES ARE DUE AT THE TIME OF APPLICATION:

PAYMENT/CHECK #1:

Application Fee to reimburse management for the cost of Credit Check and Landlord History Report

\$25.00 PER ADULT OVER 18 One-time fee, non-refundable

Payable to: Metropolis Property Management Group, Inc.

PAYMENT/CHECK #2: *Criminal Background Check*

\$25.00 PER ADULT OVER 18 OCCUPYING THE HOUSEHOLD, non-refundable

Payable to: State of New Hampshire

PAYMENT/CHECK #3: *Holding Fee – Applied towards total amount due for Security Deposit. Security Deposit held is equal to one month's rent.*

\$500.00 Minimum, non-refundable after 48 hours (see Holding Fee agreement)

Payable to: Metropolis Property Management Group, Inc.

PET FEE REQUIRED:

Per Cat: One Time Registration Fee \$35, plus \$25/month

Per Dog: One Time Registration Fee \$150, plus \$35/month

Pet registration fee due with the lease signing

Applicants will be required to provide evidence of renters' insurance with liability coverage for those that are applying for an apartment where the household includes a dog or a cat.

No applications will be processed without payment in accordance with above.

If you have any questions, please call 603.666.4518.

Your Property Manager is: Debbie Day

1. Please provide all current contact information for all Household member(s) 18 years or older:

Current/Legal Address: _____

Email Address: _____

Cell Phone _____ Home phone _____

Current/Legal Address: _____

Email Address: _____

Cell Phone _____ Home phone _____

Current/Legal Address: _____

Email Address: _____

Cell Phone _____ Home phone _____

If any member of the household has used another name, please list this below (maiden name, former name, etc)

Former name used _____ Current name used _____

Former name used _____ Current name used _____

PART II - RENTAL HISTORY - To be completed by applicant

**2. Residence History: Current & Previous Landlords:
(Past 2 years residence including any owned by applicants.)**

Current Address	Rent/Month	Utilities/Month	Reason for Leaving
Landlord Name	Landlord Address		Landlord Phone
When did you move in: _____		When did you move out: _____	

Previous Address	Rent/Month	Utilities/Month	Reason for Leaving
Landlord Name	Landlord Address		Landlord Phone
When did you move in: _____		When did you move out: _____	

Previous Address	Rent/Month	Utilities/Month	Reason for Leaving
Landlord Name	Landlord Address		Landlord Phone
When did you move in: _____		When did you move out: _____	

3. How did you hear about this housing opportunity? _____

4. Were you referred by an existing resident of one of our properties? YES NO

Referring Name: _____ Referrer Address/Unit: _____

Do we have permission to thank them for the referral? YES NO

5. If No, then how did you learn about this available unit? Please Circle

Metropolis Website

Craigslist

Rent.com

Facebook

Trulia

Twitter

Zillow

Other _____

Drove by Property

The Way Home

Newspaper

Housing Authority - Please specify _____

Local Service Provider – Please Specify _____

6. Do you have any pets? YES NO

Pets:
Type:
How Many?
Breed:

Please Note:

Per Cat: One Time Registration Fee \$35, plus \$25/month

Per Dog: One Time Registration Fee \$150, plus \$35/month

The Registration Fee covers the cost of documentation and other pet amenities which may be provided on the property.

PART III - EMPLOYMENT HISTORY - To be completed by applicant

7. Head's Current Employer:				
Date Hired:	Date terminated:		Supervisor:	
Salary: \$	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address:				
Address	City	State	Zip	Phone #:

8. Head's Previous Employer:				
Date Hired:	Date terminated:		Supervisor:	
Salary: \$	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address:				
Address	City	State	Zip	Phone #:

9. Spouse Current Employer:				
Date Hired:	Date terminated:		Supervisor:	
Salary: \$	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address:				
Address	City	State	Zip	Phone #:

10. Other Applicant's Current Employer:				
Date Hired:	Date terminated:		Supervisor:	
Salary: \$	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address:				
Address	City	State	Zip	Phone #:

PART IV - OTHER - To be completed by applicant

11. Do you have full custody of your child (ren)? Explain the custody arrangements:	Yes/ No
12. Would you or any members of your household benefit from a handicapped-accessible unit? If yes, explain:	Yes/No
13. Have you ever been evicted? If yes, explain:	Yes/ No
14. Have you filed for bankruptcy? If yes, explain:	Yes/No
15. Have you ever been convicted of a felony? If yes, explain:	Yes/No
16. Will your household be eligible or are you applying to receive Section 8 rental assistance in the next 12 months? Explain:	Yes/No

PART V - IN CASE OF EMERGENCY, NOTIFY: - To be completed by applicant

Name/ Relationship	Address	Phone

PART VI - RESIDENT'S STATEMENT - To be completed by applicant

PLEASE READ THE FOLLOWING CAREFULLY

I do hereby certify that all the information provided in this housing application is complete and accurate to the best of my knowledge. Authorization is granted to verify the information in this application. I authorize any person, partnership, corporation, association or governmental agency, possessing information on such matters to release such information to Metropolis Property Management Group, Inc., and I release and save harmless the respective respondent. I understand that a wage and benefit check may be made through the Department of Labor, Licensing and Regulation, and that a criminal background check may be conducted. Authorization is also granted to check with federally assisted housing agencies to determine if any debt is owed.

*I/We understand that I/We must pay a holding fee prior to occupancy. I/We understand that holding fee used to place a hold on any unit is Nonrefundable after 48 Hours of Receipt. _____ **Initial here.** I/We understand that this application in no way ensures occupancy and that my/our application can be rejected based on, but not limited to, poor credit or personal references, police record indicating unacceptable or criminal behavior (i.e.: Felonies, Sexual Offenders, drug charges), or poor personal interview. If my/our application is denied, I/We understand that our holding fee will be refunded in full by Metropolis Property Management Group Inc, I/We acknowledge that application to this property requires full disclosure of all income, employment, and assets to include, but are not limited to, Tax Fillings, Pay check stubs, and Account Statements. Failure to provide the necessary information upon request will result in forfeiture of any holding fee.*

I/We hereby certify that I/We do not and will not maintain a separate, subsidized rental unit in another location. I/We understand that I/We must pay a holding fee prior to occupancy. I/We certify that the housing I/We will occupy is/will be my/our permanent residence. I/We understand that eligibility for housing will be based on either the Rural Economics or Community Development Agency or the Department of Housing and Urban Development's eligibility criteria. I/We certify that the information given in this application is true to the best of my/our knowledge. I/We understand that any false information is punishable by law and could be grounds for cancellation of this application or termination of residency after occupancy.

SIGNATURE OF ALL PARTIES TO THIS APPLICATION, 18 YEARS OR OLDER:

Applicant Signature (Head)	Date
Applicant Signature (Co-Head)	Date
Other Applicant Signature (Over 18 years of Age)	Date
Other Applicant Signature (Over 18 years of Age)	Date

Did anyone help and assist you in filling out this application?	Yes/No
Signature	Date
Signature of person who assisted with application and their relationship to applicant	Date
Reason for the assistance:	