



## APPLICATION PROCESSING

Thank you for choosing Village at Clark Brook 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 for the cost of Credit Check and Landlord History Report  
\$25.00 PER ADULT OVER 18 One-time fee, non-refundable  
Payable to: Village at Clark Brook

#### 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: Village at Clark Brook

#### PET FEE REQUIRED:

Per Cat: One Time Registration Fee \$35, plus \$25/month  
Per Dog: One Time Registration Fee \$150, plus \$50/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 Management at 603-343-5046

# THE VILLAGE



at Clark Brook

Receiving Office Use Only	Date Received:
<b>Property Manager Name:</b>	
<b>Building Unit:</b>	
<b>Bedrooms:</b>	
<b>Pet Fees Required:</b>	
<b>Agreed Rent Amount:</b>	
<b>Holding Fee Amount:</b>	

## THE VILLAGE AT CLARK BROOK APPLICATION

PLEASE PRINT AND PLEASE ANSWER ALL QUESTIONS  
Do not leave any spaces blank. Write "NO or N/A" where appropriate.

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### PART I – FAMILY COMPOSITION – To be completed by applicant

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Please complete the table below for each member of your household, whether or not those members are related. Include all members who you anticipate will live with you at least 50% of the time during the next 12 months.

LIST ALL PEOPLE TO OCCUPY UNIT							
Last Name	First Name	MI	DOB	AGE	SEX	Relationship	Social Security #
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

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

Village at Clark Brook \* 148 Asteria Lane \* Rochester NH, 03867 \* 603-343-5046 \* [www.villageatclarkbrook.com](http://www.villageatclarkbrook.com)

# THE VILLAGE at Clark Brook

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 used another name, please list this below (maiden name, former name, etc.)**

Former Name Used: \_\_\_\_\_ Current Name Used: \_\_\_\_\_

Former Name Used: \_\_\_\_\_ Current Name Used: \_\_\_\_\_

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## PART II – RENTAL HISTORY – To be completed by applicant

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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 Phone		Landlord Address
When did you move in		When did you move out	

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

3. How did you hear about this housing opportunity? \_\_\_\_\_

# THE VILLAGE at Clark Brook

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

Referring Name: \_\_\_\_\_

Referrer Address/Unit: \_\_\_\_\_

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

Village at Clark Brook website

Craigslist

Trulia

Facebook

Zillow

Twitter

Drove by Property

Rent.com

Newspaper

Other \_\_\_\_\_

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 cost of documentation and other pet amenities which may be provided on the property.**

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### PART III – EMPLOYMENT HISTORY – To be completed by applicant

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7. Head of Household Current Employer:	
Date Hired:	Date Terminated:
Salary: \$	Circle One: Annually / Weekly / Bi-Weekly / Monthly
Employer:	
Employer Address, Phone# and Supervisor:	

8. Head of Household Previous Employer:	
Date Hired:	Date Terminated:
Salary: \$	Circle One: Annually / Weekly / Bi-Weekly / Monthly
Employer:	
Employer Address, Phone# and Supervisor:	

9. Spouse's Current Employer:	
Date Hired:	Date Terminated:
Salary: \$	Circle One: Annually / Weekly / Bi-Weekly / Monthly
Employer:	
Employer Address, Phone# and Supervisor:	

10. Other Applicant's Current Employer:	
Date Hired:	Date Terminated:
Salary: \$	Circle One: Annually / Weekly / Bi-Weekly / Monthly
Employer:	
Employer Address, Phone# and Supervisor:	

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**PART IV – OTHER – To be completed by applicant**

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# THE VILLAGE

at Clark Brook

11. Do you have full custody of your child/children? Explain the custody arrangements:	Yes/No
12. Would you or any members of your household benefit from a handicap accessible unit? If yes, explain:	Yes/No
13. Have you ever been evicted? If yes, explain:	Yes/No
14. Have you ever 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

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**PART V – IN CASE OF EMERGENCY – To be completed by applicant**

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Name/Relationship	Address	Phone

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**PART VI – RESIDENT’S STATEMENT – To be completed by applicant**

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# THE VILLAGE at Clark Brook

**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 Village at Clark Brook 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 Village at Clark Brook, 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 Filings, 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:**

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Applicant Signature (Head of household)

Date

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Applicant Signature (Co-Head of household)

Date

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Other Applicant Signature (over 18 years of age)

Date

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Other Applicant Signature (over 18 years of age)

Date

Did anyone help and assist you in filling out this application:    YES    NO

THE   
VILLAGE  
at Clark Brook

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Print Name (name of who assisted you)

Date

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Signature (name of who assisted you)

Date

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Relationship to applicant

Reason for Assistance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_