



# Rental Application

Elm Grove Companies  
 Office: 603-666-8534  
 Fax: 603-623-0372  
 info@elmgrovecompanies.com

Every occupant over the age of 18 MUST fill out a separate application (even if married).  
 Please fill out this form COMPLETELY and sign where indicated.  
**All application fees and security deposits are non-refundable. †**

Personal Information			
First Name	Middle Name	Last Name	SS#
Date of Birth / /	Marital <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced	Drivers License#	
Phone <input type="checkbox"/> Cell <input type="checkbox"/>	Phone <input type="checkbox"/> Home <input type="checkbox"/> Work	Email Address:	

Address History			
Present Home Address		City/State/Zip	
Length of Time	Present	Landlord Phone	
Reason for Leaving	Rent Amount	Is your present rent up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Home		City/State/Zip	
Length of Time	Previous Landlord	Landlord Phone	
Reason for Leaving	Rent Amount	Was your rent up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Next Previous Home Address		City/State/Zip	
Length of Time	Previous Landlord	Landlord Phone	
Reason for Leaving	Rent Amount	Was your rent up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Proposed Occupants			
Name	Relationship	Occupation	Age
Name	Relationship	Occupation	Age
Name	Relationship	Occupation	Age
Name	Relationship	Occupation	Age

Proposed Pets			
All pets must be approved by Elm Grove Property			
Name	Type/Breed	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	Age
Name	Type/Breed	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	Age

Vehicle Information					
Year	Make	Model	Color	Plate#	State
Year	Make	Model	Color	Plate#	State
Year	Make	Model	Color	Plate#	State

Employment			
Current		Occupation	Hours/Week
Supervisor		Phone	Ext. Years Employed
Address		City/State/Zip	
Current		Occupation	Hours/Week
Supervisor		Phone	Ext. Years Employed
Address		City/State/Zip	
Current		Occupation	Hours/Week
Supervisor		Phone	Ext. Years Employed
Address		City/State/Zip	





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Income			
Income Source	\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Proof of Income <input type="checkbox"/> Yes <input type="checkbox"/> No
Income Source	\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Proof of Income <input type="checkbox"/> Yes <input type="checkbox"/> No
Income Source	\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Proof of Income <input type="checkbox"/> Yes <input type="checkbox"/> No
Child Support (court ordered)	\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Copy of Order <input type="checkbox"/> Yes <input type="checkbox"/> No
Child Support (court ordered)	\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Copy of Order <input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Account Balance	\$		

Emergency Contact Information		
Name	Phone <input type="checkbox"/> Cell <input type="checkbox"/> Home	
Relationship	Address	City/State/Zip
Name	Phone <input type="checkbox"/> Cell <input type="checkbox"/> Home	
Relationship	Address	City/State/Zip

**Disclaimer**

†Application Fees are non-refundable under *all* circumstances. A minimum application fee of \$25 will be charged for one applicant or \$20 per applicant for two or more applicants. All documentation must be provided within 24 hours of submission of this application. Upon application approval, a security deposit equal to, but not greater than, one month's rent will be required to hold rental apartment which will be due within 48 hours of application approval. The security deposit and application becomes non-refundable under all circumstances once paid, until the lease termination date. Security deposits will be returned with interest as required by law, less any amounts owed to Landlord which may include but are not restricted to unpaid rent, rules violations fines, and costs of repairing damage to the Premises and its environs caused by Tenant(s).

**Application Fee must be cash or money order.**  
**Security Deposit must be made in the form of a money order or certified funds.**

Initial

Initial

Initial

Initial

Applicant Questionnaire / Authorization	
Is total move-in amount available (rent & deposit)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has applicant ever been locked out of their apartment by the sheriff? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has applicant ever filed for bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has applicant ever been brought to court by another landlord? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has applicant ever been guilty of felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has applicant ever moved owing rent or damaged an apartment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has applicant ever broken a lease? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has applicant's apartment ever been treated for bed bugs/pests? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Applicant authorizes the landlord to contact past and present landlords, employers, creditors, credit bureaus, neighbors and any other sources deemed necessary to investigate applicant. All information is true, accurate and complete to the best of applicant's knowledge, Landlord reserves the right to disqualify tenant if information is not as represented. ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.**

X \_\_\_\_\_ X  
 Applicant Signature Date

Please add any additional information below that you feel might help in processing this application.

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## Application Requirements

- Application filled out entirely for every adult over the age of 18.
- Application Fee: \$25 or \$20 per applicant in the form of cash / money order.
- † Application fee is non-refundable under all circumstances.
- Copy of ID: Driver's License, Passport, government issued ID.
- Proof of all income for sources listed on application. (Only As Applicable)
  - Paystubs - One consecutive months' worth.
  - Child Support Order from Court
  - Social Security Disbursement Letter
  - Retirement Disbursement- must provide disbursement letter showing monthly amount.
  - Disability Disbursement- must provide disbursement letter showing monthly amount.
  - 4 Consecutive and Current Months of full Bank Statements
  - Tax Returns: Current year if after April 15 only. If self-employed, Adjusted Gross Income figure is used.
  - W-2's from Employer
  - 1099's if Self Employed
  - Housing Documentation and Award Letter
  - We will NOT accept the following as income documentation:
  - The following documents are **NOT** acceptable forms of income verification
    - Handwritten Verification from Employer
    - Prior Year Tax Returns
    - Bank Statements or Pay stubs from another country
    - 401k and Retirement accounts
    - Invoices (Self Employed)
- Security Deposit equal to one month's rent will be due upon application approval.  
*\* Must be paid in money order or certified funds*

Please bring all supporting documentation to the office:

### Elm Grove Companies

440 Hanover Street  
Manchester, NH 03104  
Office Hours are M-F 8 AM – 5 PM  
Office 603.666.8534  
Fax 603.623.0372

I/We viewed \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ with Elm Grove Agent \_\_\_\_\_

The rental amount for this apartment is \$\_\_\_\_\_ Utilities Included are \_\_\_\_\_

Concessions: \_\_\_\_\_

My anticipated move-in date is \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Notes:






# Resident Selection Criteria

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The following are criteria used to screen applicants for lease approval or denial at Elm Grove Properties.

1. A non-refundable application fee of **\$25.00** will be charged to each applicant over the age of 18.
2. A security deposit of **up to one month's rent** will be required prior to move-in.
3. At least one occupant must be **18 years of age** or older.
4. All potential **adult**, (18 years of age or older) residents **must be screened**.
5. Total Number of residents per household must meet the HUD recommendation of a maximum of **two persons per bedroom** as summarized in the March 20, 1991 Keating Memorandum.
6. Monthly gross household income must be at least **3.0 times** the monthly rental rate.  
*Additional consideration is made when utilities are included.*
7. A landlord reference must indicate **positive rental history** as a lease holder. Landlord/tenant **debt** or **eviction**, evidence of **late rental payments** and/or **damage** to the apartment or disturbances may result in denial.  
*Home owners are exempt from these criteria.*
8. Employment verification indicating minimum household income of **3.0 times** the monthly rent and stable employment for **at least one year**.
9. Co-signors should be a family member with income of at least **6 times** the monthly rent and/or an ability to pay via money in the bank. Use of co-signors is restricted for students and elderly dependents. A rental history check will be performed for each adult. The following debt types may result in denial:
  - a. Landlord/tenant **debt** or **eviction**
  - b. Any information found on a credit report which **conflicts** with information provided on the application for residency.
10. A criminal background check will be performed for **each adult**. Evidence of criminal background may be grounds for denial. **The following criminal convictions will result in denial:**
  - a. **Felony drug convictions**
  - b. **Sexual assault/predation. Registered sex offenders.**
  - c. **Felony convictions** of a violent nature including homicide, armed robbery, rape, kidnapping and assault.
  - d. The existence of **two or more misdemeanor charges** will be grounds for denial.  
*However, such denials may be eligible for an override per Elm Grove override Policy.*

**Credit Worthiness is *not* a criterion for residency! If you have been evicted from an apartment, or if you have a criminal background that may disqualify you, please inform us at the time of application. Your Application fee is non-refundable.**

