



THE GLENBROOK  
AT ROCKY HILL

**Dear Prospective Resident:**

To help us process your Priority Reservation as efficiently as possible, please note the following:

**PRIORITY RESERVATION and APPLICATION**

1. Complete all sections of the Rental Application and sign your name to the bottom allowing us to obtain your Credit History. A government issued form of identification is required.

**VERIFICATION OF EMPLOYMENT AND RENTAL HISTORY**

2. Sign the attached Verification of Employment and Rental History Forms. Please include your last 2 paystubs or job offer letter from your employer. If you are self-employed, please provide 2 years of tax returns.

**PRIORITY RESERVATION**

3. A check or Money Order for \$100.00 is required to priority reserve your apartment. If Management does not approve your application, your \$100 will be fully refunded.

**RENT PAYMENT**

4. Before moving into your new home, you must pay the first months rent or prorated rent amount in full by Certified Bank Check or Money Order only.

Glenbrook at Rocky Hill does not accept PERSONAL CHECKS OR CASH upon move-in. The security deposit and rent must be in two separate cashier checks or money orders.

At the time of signing the agreement to live at Glenbrook, please provide us with the security deposit and any other deposits in full.

The Leasing Team is happy to assist you by answering any questions you may have to make your move as easy and efficient as possible! Thank you for choosing The Glenbrook at Rocky Hill Garden Apartments for your new home.



THE GLENBROOK  
AT ROCKY HILL

**RESERVATION** between Glenbrook at Rocky Hill , and \_\_\_\_\_(Potential Resident).  
Residence Selection \_\_\_\_\_.

In consideration for the payment of a Deposit fee in the amount of \$100 (to applied to the 2nd months rent), Glenbrook at Rocky Hill agrees to assign the Potential Resident an assigned Priority Reservation in order of the date and time they submit this reservation.

This Priority Reservation assures that the Potential Resident will have a selected home selection in Phase I or II. The Priority Reservation shall be in effect up to 3 days and is subject to approval of the Application. Upon approval of the Application, the Potential Resident must execute a lease with an additional deposit, referred to as the "Security Deposit" as determined by the Application approval by Glenbrook Management. The lease must be executed within 3 days of the Reservation and Application. Potential Resident acknowledges receipt of the Terms and Conditions for the promotional period.

**The \$100 Deposit is only refundable upon cancellation of the Priority Reservation and Application within 24 hours of Managements approval of the Application.**

**Priority based on the following:**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2010

Executed this time of: \_\_\_\_\_

Potential Resident: \_\_\_\_\_

Potential Resident: \_\_\_\_\_

Glenbrook at Rocky Hill Garden Apartments

By: \_\_\_\_\_



THE GLENBROOK  
AT ROCKY HILL

**APARTMENT SIZE: (PLEASE CIRCLE ONE)**    1 BR                      2 BR                      3BR

**PLEASE MAKE CHECKS PAYABLE TO:** GLENBROOK APARTMENTS, White Plains, New York 10606

Date: \_\_\_\_\_ Apartment # \_\_\_\_\_

**Personal Information:**

\_\_\_\_\_ Responsible Resident    \_\_\_\_\_ Guarantor [ ] Primary Applicant

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Last Name Suffix (Jr., Sr., etc.) \_\_\_\_\_ Marital Status (optional) \_\_\_\_\_

Social Security Number (Visa # if no SSN) \_\_\_\_\_ Date Of Birth \_\_\_\_\_

If no SSN, are you in the U.S. on a Visa? \_\_Yes\_\_ No    Former Last Name (Maiden, Married) \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Driver's License State \_\_\_\_\_

Mother's maiden name or password (for lockout purposes) \_\_\_\_\_

Occupant Information: (persons under 18 years of age) [ ] same as Primary Applicant

Name \_\_\_\_\_ Date Of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Date Of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Date Of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Date Of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

**Residence Information:**

Current Street Address: \_\_\_\_\_ Suite or Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_





THE GLENBROOK  
AT ROCKY HILL

**Residence Information (continued):**

Type (circle one) Rent Own Other \_\_\_\_\_ Length of Residency \_\_\_\_\_

Name of Apartment Community or Mortgage Co. \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Monthly Payment \_\_\_\_\_ Reason For Moving \_\_\_\_\_

Have you ever been evicted or asked to move out? \_\_Yes\_\_ No If yes, explain:

\_\_\_\_\_

Have you previously filed or are you currently filing for bankruptcy? \_\_Yes\_\_ No If yes, when? \_\_\_\_\_

**Employment Information/Additional Income:**

Current Employer (as of move-in date) \_\_\_\_\_ Position \_\_\_\_\_

Industry \_\_\_\_\_ Monthly Salary \_\_\_\_\_

Street Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Length of Employment \_\_\_\_\_

If there are other sources of income you would like us to consider, please list source and income amount.

Sources of Additional Income \_\_\_\_\_

Amount of Additional Annual Income (\$) \_\_\_\_\_

**Emergency Information:**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_ Last Name \_\_\_\_\_

Current Street Address \_\_\_\_\_ Suite or Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Relationship \_\_\_\_\_ Phone( ) \_\_\_\_\_ Allow Key Access? \_\_Yes\_\_ No





THE GLENBROOK  
AT ROCKY HILL

**Vehicle Information:**

Your Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

Second Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

Other Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

**Pet Information:**

Do you own any pets? \_\_\_Yes\_\_\_No Do you have any service animals?\_\_\_Yes\_\_\_No

If yes, how many? \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_

Weight \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

**Conviction Information:**

Have you ever been convicted of, or pleaded guilty or "No Contest" to a Misdemeanor or Felony Involving Sexual Misconduct? \_\_\_\_\_Yes\_\_\_\_\_No If yes,

When \_\_\_\_\_ What \_\_\_\_\_

Explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE COMPLETE AND FAX THIS APPLICATION TO**

RP Glenbrook LLC AT: (860) 895-6656

OR MAIL IT TO: The Glenbrook at Rocky Hill, 100 Robinson Road, Rocky Hill, CT 06067





THE GLENBROOK  
AT ROCKY HILL

In connection with this Application for apartment home number \_\_\_\_\_ located at \_\_\_\_\_  
\_\_\_\_\_(The "Apartment Home"), the undersigned ("you" or "your") hereby deposits with RP Glenbrook, LLC ("we", "us", or "our") the sum  
of \$ \_\_\_\_\_(the "Deposit"), plus the sum of \$ \_\_\_\_\_(the "Application Fee"). We will apply the Deposit in accordance with the  
provisions set forth below. The Application Fee is a non-refundable application fee for processing this application and will not be refunded to you. Upon receipt of this  
Application, the Deposit and the Application Fee, we will set aside and reserve the Apartment Home for you.

By submitting this Application, you agree to enter into a lease ("Lease") for the Apartment Home under the terms specified in this Application. We may require you to  
sign the Lease concurrently with your submission of this Application. However, if we put you on a waiting list for an Apartment Home, you will not be obligated to sign  
a Lease until we advise you (in writing, in person or by telephone) that an Apartment Home is available, and you accept the Apartment Home. You will have 24 hours  
after you are notified by us to accept or reject the Apartment Home, which you may do in writing, in person or by telephone. If you accept the Apartment Home, you  
will have 24 hours to pay all associated deposits and you must sign a lease within ten (10) days or your rights to lease the Apartment Home will terminate. If you do  
not timely notify us of your acceptance of the Apartment home, we will thereafter have no obligation to lease the Apartment Home to you.

If, for any reason, we decline this Application, then we will refund the Deposit to you in full. If we approve this Application, we will ask that you execute the Lease  
(if you have not already done so). Upon your execution of the Lease, we will apply a portion of the Deposit to the Security Deposit and the remainder of the Deposit, if  
any, to the Common Area Amenities [Charge/Rent] that is due upon the execution of the Lease. If, however, you decide prior to executing the Lease that, not  
withstanding this Application, and our approval, you no longer wish to proceed with the Lease, you must so notify us in writing (the "Termination Notice"). To be  
effective, the Termination Notice must be delivered by you during regular business hours to one of our representatives at the leasing office where the Apartment Home  
is located. Concurrently with your delivery of the Termination Notice to us, in consideration for our having held the Apartment Home off the market and reserved the  
Apartment Home for you, you agree to pay to us a "Reservation Fee" in an amount equal to the product of (i) the number of days from the date of this Application until  
we received the Termination Notice; multiplied by (ii) the base rental that would have been payable by you under the Lease for the Apartment Home (calculated on a  
per diem basis). After our receipt of the Termination Notice, we will refund the Deposit to you in accordance with our customary practice, less the full amount of the  
Reservation Fee, unless you have previously paid the Reservation Fee to us, in which case no deductions from the Deposit will be made.

In all events, if you have not executed and returned the Lease to us within ten (10) days after this Application is signed by you, we will assume that you are not  
interested in proceeding, the Apartment Home will no longer be reserved for you, and we will refund the Deposit to you, less the full amount of the Reservation Fee.

By accepting the Deposit and the Application Fee from you, we are not obligated to approve this Application or rent the Apartment Home to you. Our approval of this  
Application is contingent upon our receipt of a satisfactory report of your rental history, credit history and other information that we deem necessary.

By signing this Application, you certify that all persons over eighteen years of age who will be occupying the Apartment home have completed and provided to us a  
separate Application for Residency, and that each such occupant of the Apartment Home will sign the Lease at the time required by us.

You authorize us, through our designated agent or employees, to obtain and verify all credit information for the purpose of determining whether or not to lease the  
Apartment Home to you. You understand that should you enter into the Lease for the Apartment Home, we and our designated agents and employees will have a  
continuing right to review your credit information, rental application, payment history and occupancy history for account review purposes and for improving  
application methods.

By signing this Application, you certify that all information contained in this Application is true, correct and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date





**Fair Housing** RP Glenbrook, LLC complies with the Federal Fair Housing Act. RP Glenbrook, LLC does not discriminate on the basis of race, color, religion, national origin, sex, familial status, or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

**Applications** Each person that will occupy the apartment who is 18 years old or older must complete an application and sign the lease. Each applicant that is 18 years of age or older, and not a full time student who can be claimed as a dependent on the primary applicant's tax return, will be qualified by RP Glenbrook LLC in accordance with these qualification standards. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renter's indicators and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, or seek additional requirements for approving the lease. These additional requirements include an additional deposit or a Guarantor.

**Note: The following MUST accompany ALL applications:**

- The two most recent original pay stubs or Leave and Earnings Statement or signed offer letter on company letterhead (companies to be maintained in resident file).
- A valid driver's license, age of majority card, military ID or state issued Photo ID card (view and document only).
- All applicants in the United States on a VISA must list the visa number on the Application For Residency.
- Emancipated minors presenting court appointed documentation are eligible to qualify as long as they meet the noted criteria.

**Credit History**

- Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application. Unsatisfactory credit history can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If an applicant is declined for poor credit history, the applicant will be given encouraged to obtain a copy of the credit report from the credit reporting agency.
- Applicants who meet all other qualifying criteria but do not have credit, maybe required to pay an additional deposit or re-qualify with a Guarantor.

**Rent/Mortgage Payment History**

- Any legal proceedings/judgments/evictions/skips may result in a declined application.

**Employment History**

- Employment must be verified. In the case of new employment, applicant must present a signed offer letter on company letterhead stating income. Employment must begin within 30 days of the lease start date.
- Self-employed applicants must provide the most current annual tax return (submission of 1099's only is not sufficient) or a notarized statement from a Certified Public Accountant or attorney indicating the amount of anticipated annual income.

**Income Requirements**

- Gross monthly household income must be sufficient to cover the rent and other typical household obligations. Household income of less than twice the rent is automatically considered insufficient. For savings to be considered in lieu of income, applicant may provide a current savings account statement showing proof of at least three (3) times the annual rent.
- Official documentation must be submitted to support the following, and any other, sources of additional income you wish us to consider: Investment Account / Dividends / Child Support / Interest / Retirements Income/Savings / Military Housing Allowance / Trust Fund Income / Alimony

**Conviction Information**

- The application of any person who has been convicted or plead guilty or "no contest" to a misdemeanor or felony involving sexual misconduct shall be declined.
- Nothing set forth in these Qualification Standards should be continued to be guaranty by RP Glenbrook LLC
- RP Glenbrook, LLC requires that residents of this community have not been convicted or plead guilty or "no contest" to any misdemeanor or felony involving sexual misconduct.





THE GLENBROOK  
AT ROCKY HILL

**Guarantors/Increased Security Deposits**

- Guarantors may be permitted based on the screening recommendation. Guarantor's gross annual income or saving must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant(s). Guarantors must meet all other qualification standards listed. All lease-associated paperwork signed by Guarantor must be notarized if not signed at the Leasing Information Center in the presence of a RP Glenbrook, LLC office associate.
- Guarantor's primary residence must be in the United States and they must have a valid Social Security Number.
- Increased security deposits may be permitted based on the score. The increased security deposit will be equivalent to one (1) month's rent unless otherwise dictated by law.
- A Guarantor may be permitted in lieu of an increase security deposit based on the above criteria for Guarantors.

**Roommates**

Each resident and Guarantor is jointly and severally (fully) responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders.

**Affordable Housing Program/Below Market Rent Programs**

Applicants for the Affordable Housing Program/Below Market Rent Program (if applicable at this community) must be qualified based on the governing authority's income classifications. The income ranges are derived from the maximum low/moderate income. Please reference the Affordable Housing Rent/Income Guidelines to determine eligibility. Affordable Housing Program/Below Market Rent Program guidelines supersede these Qualification Standards.

**Occupancy Guidelines**

Governed by state, city, and local ordinances. In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under age of 18 months will not be considered in the occupancy guidelines. (Input by jurisdiction). An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time.

**Note:** Lofts are not considered bedrooms.





THE GLENBROOK  
AT ROCKY HILL

## TENANT CONSENT (CRIMINAL HISTORY)

The undersigned applicant(s) and co-signer(s) hereby consent to allow The Glenbrook Apartments (“Owner”), itself or through its designated agents or employees, to obtain a consumer report and criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease an apartment or house to me/us. We also agree and understand that owner and its agents and employees may obtain additional consumer reports and criminal record reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports or criminal record reports were requested and the names and address of any consumer reporting agency that provided such reports.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name



THE GLENBROOK  
AT ROCKY HILL

DATE:

TO:

SUBJECT: EMPLOYMENT VERIFICATION

AS PART OF OUR RENTAL APPLICATION PROCESS, WE NEED TO VERIFY EMPLOYMENT AND SALARY.

PLEASE VERIFY THE EMPLOYMENT INFORMATION FOR:

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

**WE WOULD APPRECIATE YOUR PROMPT RETURN OF THIS FORM TO US.**

DATE OF HIRE: \_\_\_\_\_

POSITION: \_\_\_\_\_

FULL TIME / PART TIME / SALARY (please circle)

AVERAGE NUMBER OF HOURS PER WEEK: \_\_\_\_\_

RATE OF PAY: \_\_\_\_\_

REMARKS: If you can calculate the average overtime that would be helpful \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

THANK YOU FOR YOUR PROMPT ATTENTION TO THIS MATTER.

I hereby give authorization to obtain information on my employment history.

SIGNATURE: \_\_\_\_\_





THE GLENBROOK  
AT ROCKY HILL

Apartment Address: \_\_\_\_\_ Leasing Consultant: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ SSN # \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ SSN # \_\_\_\_\_

MOVE IN DATE \_\_\_\_\_ END DATE \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

	Amount	Date Received	Type of Payment
APPLICATION FEE:	\$ _____	_____	_____
HOLDING FEE: DATE CHECK RETURNED: _____	\$ _____	_____	_____
SECURITY DEPOSIT: PENDING CREDIT APPROVAL	\$ _____	_____	_____
MONTHLY RENT:	\$ _____	_____	_____
PRO-RATED RENT: FROM ____ TO ____ # OF DAYS ____	\$ _____	_____	_____
SHORT TERM / MTM FEE:	\$ _____	_____	_____
CONCESSION: (Less)-	\$ _____	_____	_____
ONE TIME PET FEE:	\$ _____	_____	_____
MONTHLY PET RENT: 1 PET \$20.00 – 2 PETS \$35.00	\$ _____	_____	_____
# OF NON-REFUNDABLE ACCESS CARDS _____			
@ \$10.00 EACH	\$ _____	_____	_____
# OF STORAGE UNITS _____ @ \$35.00 EACH	\$ _____	_____	_____
AMENITY FEE:	\$ _____	_____	_____

PRIORITY RESERVATION TERMS – Landlord hereby acknowledges receipt of the Holding Fee. If the application is approved, applicant must come in within 48 hours to sign lease and pay the full security deposit. The \$100.00 Priority Reservation fee will be applied to your rent. If the application is not approved, the \$100.00 Priority Reservation fee will be returned to the applicant. If applicant chooses not to reside at The Glenbrook Apartments and notifies Glenbrook Management within 24 hours of approval, the \$100.00 Priority Reservation fee will be returned to applicant.

Signature: \_\_\_\_\_ Date \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Office Notes: \_\_\_\_\_