

## LEASE INFORMATION

I am applying to rent property known as \_\_\_\_\_ for a period of \_\_\_\_\_ months at \$ \_\_\_\_\_ per month beginning on \_\_\_\_\_. I acknowledge that the Landlord requires third party verification of my credit and income and I authorize investigation of same. The standard security deposit for this rental is two months' rent which may be reduced if my credit, income and work history meet current reduction guidelines. My application may be denied if it does not meet the Landlord's standard underwriting guidelines. I will not have any pets at the rental property, except with the Landlord's written permission.

\_\_\_\_\_ I am giving you a unit reservation deposit of **\$100** and a credit application and processing fee of **\$60**. I understand that both will be deposited immediately. This \$100 deposit will be refunded if this application is not approved. ***If I am approved for this rental and do not sign the Rental Agreement, I will forfeit the deposit.*** If I have misrepresented any information on this application, I will forfeit the deposit. The \$60 credit application and processing fee is not refundable whether or not I am approved and covers all applicants.

\_\_\_\_\_ I will complete this application within **two days** of deposit and provide employment and required verification or the property will not be held and my reservation deposit will be forfeited. I understand that my completed application will reserve a vacant property for a maximum of ten (10) calendar days.

\_\_\_\_\_ I understand and agree that I will have a maximum of ( ) 0 ( ) 1 ( ) 2 vehicles.

**TOTAL OCCUPANTS**

\_\_\_\_\_ I represent that **ONLY** the below listed persons will reside at this property during my tenancy. **ALL** adults and Non-Resident co-signer(s) **must** complete an application.

### APPLICANT

### APPLICANT

( ) RESIDENT ( ) NON-RESIDENT

( ) RESIDENT ( ) NON-RESIDENT

NAME \_\_\_\_\_  
First Middle Last

NAME \_\_\_\_\_  
First Middle Last

SSN or Tax ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SSN or Tax ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Child(ren): Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Child(ren): Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Previous Address (If less than 2 years) \_\_\_\_\_

Previous Address (If less than 2 years) \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

EMPLOYER \_\_\_\_\_

EMPLOYER \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Salary/Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Start Date \_\_\_\_ / \_\_\_\_  
[Written verification required. See last page of packet.]

Salary/Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Start Date \_\_\_\_ / \_\_\_\_  
[Written verification required. See last page of packet.]

VEHICLE License Plate \_\_\_\_\_  
State Number

VEHICLE License Plate \_\_\_\_\_  
State Number

Make/Model \_\_\_\_\_

Make/Model \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Driver's Lic. \_\_\_\_\_  
State Number

Driver's Lic. \_\_\_\_\_  
State Number

CURRENT LANDLORD \_\_\_\_\_

CURRENT LANDLORD \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Pymts on time? Y / N (Circle One) Current rent: \$ \_\_\_\_\_

Pymts on time? Y / N (Circle One) Current rent: \$ \_\_\_\_\_

Have you ever been evicted? Y / N

Have you ever been evicted? Y / N

Ex-BRT Renter? Y / N If yes, where? \_\_\_\_\_

Ex-BRT Renter? Y / N If yes, where? \_\_\_\_\_

**NOT ALL PROPERTIES PERMIT PETS.** If you wish to apply for a pet lease, you must complete the attached Pet Application. You may be asked to provide a pet fee, additional security and/or additional monthly rent. Exotic animals are not permitted. Small dogs are accepted at Spring Ridge, Barnbeck Place and Brookview Commons only, although cats may be allowed at other properties.

( ) I/We do not have any pets. ( ) I/We are completing the attached Pet Application

List ALL Adult Residents and Co-Signers for Lease: (Each must submit a complete application)

AGENT Name \_\_\_\_\_

AGENCY \_\_\_\_\_

AGENT Phone (\_\_\_\_) \_\_\_\_\_



# APPLICATION TO LEASE

Last Name(s) \_\_\_\_\_ at \_\_\_\_\_

APPLICANT (Cont'd.)	APPLICANT (Cont'd.)
Checking Acct # _____ Bank _____ City/State _____ Savings Acct # _____ Bank _____ City/State _____	Checking Acct # _____ Bank _____ City/State _____ Savings Acct # _____ Bank _____ City/State _____
<b>EMERGENCY CONTACT (Not living with you)</b> Name _____ Telephone _____ Street Address _____ City/State/Zip _____ Relationship _____	<b>EMERGENCY CONTACT (Not living with you)</b> Name _____ Telephone _____ Street Address _____ City/State/Zip _____ Relationship _____

### \*\* PAYMENTS AT LEASE SIGNING MUST BE IN CERTIFIED FUNDS \*\*

The undersigned hereby authorize(s) any credit history check required in connection with this application and for any subsequent Rental Agreement(s). If I am not approved for the designated property on page 1 of this application, you may use this information to consider me/us for an alternate property. I/We understand and agree that if my application is approved and a rental agreement is signed, I will provide the property owner with updated telephone numbers and/or employment information within ten (10) days of any change.



Ask your Leasing Agent for details on Short Term Rates, Pet Leases, Transfer Clauses and Parking Restrictions.



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

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

### OCCUPANCY STATEMENT

I represent that all occupants for the rental property applied for are listed **BY NAME** on the rental application. I will not permit other individuals to take occupancy of the property without my landlord's written approval.

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

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

### — — — APPLICATION INSTRUCTIONS & GUIDELINES — — —

**YOU MUST PLACE YOUR RESERVATION DEPOSIT AND APPLICATION FEE TO ACTIVATE APPLICATION**  
SEND YOUR SIGNED APPLICATION FORM AND SUPPORTING DOCUMENTATION  
**BY EMAIL TO LEASING@BRT.COM (Teresa LaCroce, Broker)**

**INCOME VERIFICATION:** To qualify, applicants must typically document income to meet a 30% gross rent ratio. Divide the monthly rent by the total verifiable gross monthly income to calculate. Assets on hand may be considered in lieu of active income to qualify for a lease agreement. See last page of application packet for additional details.

**CREDIT VERIFICATION:** Applicants (including those on federally subsidized programs) must document a positive credit history. Landlord does not use credit scores. At its sole discretion, Landlord may request a non-resident co-signer to qualify a resident applicant whose credit is recovering. Alternate documentation may also be considered. See last page of application packet for additional details.

### — — — OUTSIDE AGENTS PLEASE READ — — —

- ◆ Please fill in your contact information on the margin of the first page so we can accurately associate you with your client.
- ◆ BRT does not accept outside representation of current portfolio residents, or prospects who have previously viewed the subject property with a BRT agent.
- ◆ Please do not submit an Unrepresented Persons form with the application, you are their representation.
- ◆ Please have your office invoice our office following lease signing for your commission due.

**THANK YOU FOR CONSIDERING A BRT PROPERTY!**



**SMOKE FREE LEASE ADDENDUM**

Due to the increased risk of fire and the known health effects of secondhand smoke, smoking is prohibited in any BRT residence. Some communities prohibit smoking in all areas of the property, both private and common, whether enclosed or outdoors. The policy applies to all tenants, guests, and servicepersons. The term "smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette or any other type of smoking product in any manner or in any form.

**ACKNOWLEDGEMENT OF SMOKE FREE POLICY**

Applicant agrees and acknowledges that the premises to be occupied have been designated as a smoke-free living environment. Applicant and members of Applicant's household shall not smoke anywhere in the unit rented by Applicant. BROOKVIEW COMMONS and BARNBECK PLACE are completely smoke-free communities, and no smoking is permitted on the porches, commons areas, garages or grounds, nor shall Applicant permit any guests or visitors under the control of the Applicant to do so. If I/we fail to abide by this policy, I/we agree to vacate the apartment within 30 days upon written notice to do so from the Landlord. I/we understand that this will also result in lease penalties and/or fines as a result of breaking my/our lease.

Applicant acknowledges that Landlord's adoption of a smoke-free living environment, and the efforts to designate the rental complex as smoke-free, do not make the Landlord or any of its managing agents the guarantor of Applicant's health or of the smoke-free condition of the Applicant's unit and the common areas. However, Landlord shall take reasonable steps to enforce the smoke-free terms of its lease and to make the property smoke-free. Landlord is not required to take steps in response to smoking unless Landlord knows of said smoking or has been given written notice of said smoking.

Applicant Name(s): \_\_\_\_\_

Property Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

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

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

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

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



**PET APPLICATION**

This application must be completed in full, signed, dated and submitted to BRT General Realty for Landlord review along with a **current photo** of the pet(s) to be considered for tenancy.

Landlord reserves the right to reject any pet for any reason. Only non-aggressive breeds under 25lbs. will be considered. There is a limit of one dog per apartment and a maximum of two pets per apartment (one dog/one cat OR two cats). No pet(s) may be **replaced or added** without the prior written approval of Landlord and the completion of the Pet Registration/Agreement and the Addendum to Lease with Pet Registration.

If registering a DOG, you must also provide a copy of the dog license for the current year and proof of rabies vaccination for the animal.

For any authorized pet at the leased property, you must provide proof of renter's insurance coverage.

If the pet is approved, there may be a one-time non-refundable pet fee, monthly pet rent or additional security deposit due. Ask your agent for the requirements at the property you wish to lease.

Upon receipt of this completed and signed Pet Application/Agreement, and all documents outlined above, and upon receipt of the executed Addendum to Lease with Pet Registration, we will return a fully executed copy of both to you.

<b>Pet Name</b> _____ <b>Dog</b> _____ <b>Cat</b> _____ <b>Breed</b> _____ <b>Color</b> _____ <b>Height</b> _____ in. <b>Weight</b> _____ lbs. <b>Age</b> _____	<b>Pet Name</b> _____ <b>Dog</b> _____ <b>Cat</b> _____ <b>Breed</b> _____ <b>Color</b> _____ <b>Height</b> _____ in. <b>Weight</b> _____ lbs. <b>Age</b> _____
---	---

Applicant Name(s): \_\_\_\_\_

Property Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

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

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

**— OFFICE USE ONLY —**

( ) Photo ( ) Dog License ( ) Rabies Vaccination ( ) Proof of Renter's Insurance provided (prior to lease signing)

**ACCEPTED AND APPROVED:** \_\_\_\_\_  
(Landlord Signature)



## **RULES & REGULATIONS GOVERNING TENANCY**

I understand that the following rules and regulations have been adopted for the purpose of promoting the convenience, safety and welfare of all tenant residents. I agree to comply with these Rules and Regulations and any others which you may adopt pursuant to Chapter 47A-9 of the Connecticut General Statutes.

1. **EXTERIOR/Common Areas**. I will not put up any sign, notice, doorplate, decoration, camera or other equipment on any outside area. I understand that tags sales at the property are prohibited. I will not hang carpets, rugs, towels, clothing or other personal items from windows, porches, balconies or other outside areas. I will not allow my children or children of my guests to play in the common laundry area or the common cellars. I will not put up an antenna, satellite dish or clothesline of any type on the exterior of the building. I will not drive nails or tacks into the woodwork, doors or vinyl siding. I understand trampolines, dog pens, and playsets may not be erected in the common areas.
2. **INTERIOR**. I will not use any other means of heating or lighting except those provided by you, except table lamps. I will not drive nails or tacks into the woodwork or doors. If I do, I will be charged for repair or replacement. I will not store or allow motorcycles, gasoline, oil, kerosene or kerosene heaters in my apartment basement area, patio, deck or laundry room. Gasoline, oil, kerosene and kerosene heaters are PROHIBITED BY LAW in multi-family buildings and will be collected by Landlord without notice on sight. I may retrieve any items collected from your place of storage within five (5) days or you may discard them. **EFFECTIVE IMMEDIATELY, SMOKING IS NOT PERMITTED INSIDE OF ANY BRT UNIT.**
3. **KEYS**. If I lose my unit keys, I will pick up a new key at your office during weekday business hours and pay you \$5 per key. At all other times, I must contact a locksmith. At Brookview Commons, I must contact your office and pay a \$75 fee to be re-admitted to my apartment if I get locked out.
4. **LOCKS**. I will not install additional locks or substitute locks on any door or window without your written permission. If I change any lock without permission, I understand that you will change it again and I will be charged for the work.
5. **MOTOR VEHICLES**. Any vehicles parked on the property will meet all minimum standards of state motor vehicle laws, rules & regulations, and will not be visually offensive or in need of repair. I will not bring trucks, trailers, or unlicensed vehicles onto the property. No commercial vehicle can be kept onsite. I will perform no motor vehicle repairs or service in the parking lot.
6. **NOISE**. I will not play the TV, radio, stereo or other musical instruments at such volume as to disturb other tenants.
7. **PARKING**. I will park my vehicles and my visitor's vehicles only in lined parking spaces. I understand that the unlined lanes, sidewalks, lawns and curbs are not for parking and any vehicles parked in this area may be towed at the owner's expense without further notice. If I reside in a community with assigned parking, I understand that my vehicle may be towed at my expense without further notice if it is not parked in my assigned space(s). I will not have more than two (2) vehicles per unit kept on site; smaller units may permit only one (1) vehicle.
8. **PAYMENTS**. If my rent check is returned by the bank, I will make all future payments in certified funds.
9. **PERSONAL BELONGINGS**. I will keep all my personal belongings inside my apartment. The only personal property allowed on the concrete patio will be lawn furniture and a gas grill. The gas grill must be a minimum of 3' from the building. **Gas, charcoal and hibachi grills are not permitted on any wooden deck or porch and will be confiscated on sight.** You may remove any other personal property stored in the deck or left outside. I may collect any personal items stored by you from your place of storage within five (5) working days or you may discard them and I may be charged for their disposal.
10. **PETS**. I will not keep dogs, cats, or other animals as pets on the premises without receiving proper written authorization from you and placing the required additional security deposit. PROHIBITED dog breeds at all properties include Staffordshire Terriers, American Pit Bull Terriers, Rottweilers, Doberman Pinschers, Mastiffs or any variation or crossbreed thereof. Presence of any of these breeds on any rental property will be grounds for eviction. Certain properties may have additional restrictions such as a maximum adult weight of 25 lbs. at Spring Ridge, and 20 lbs. at Brookview Commons. Most properties do not permit dogs of any size. Where pets are permitted, I will provide you with proof of renter's insurance. My pets will never be outside unattended, and I will adhere to all state and local animal control laws. I will not allow my pet to be a nuisance in any way, or I acknowledge my account may be charged.
11. **PLUMBING CLOGS**. If my toilet, sink, tub drain or garbage disposal becomes clogged, I will contact a plumber and pay the charges to unplug it.
12. **HOUSEKEEPING/REFUSE REMOVAL**. I have received my rental property in clean and rentable condition. I will place all garbage trash, etc. in the community receptacles provided and conform to all recycling requirements mandated by state and

local authorities. If I do not dispose properly of my trash, etc. properly, you may dispose of it and I will pay the charges for its removal at a minimum of \$25/bag. If I cause or allow an infestation of your property to occur, I will be charged for extermination and other charges or actions to remediate the situation.

13. **SMOKE DETECTORS**. I will maintain the batteries in all fire detection devices of my unit during tenancy and I will inform you immediately if any of these devices fail for any reason. If you replace batteries during my tenancy, I will reimburse you for cost and installation. I WILL NOT disable these devices in any way, as this is PROHIBITED BY LAW.

14. **SNOW REMOVAL**. You will clear and/or sand sidewalks, parking lots and access ways. I will clear my front step, patio and parking spaces. I will cooperate with snowplows to move my vehicle to assist with snow removal.

15. **CHIMNEYS/FIREPLACES**. I understand that my fireplace is for my exclusive use. If the fireplace requires cleaning during my tenancy, I understand that I am responsible for paying the charges. If any cracks appear in the firebox area, I will report same to your office immediately. Depending on the depth and severity of the cracking, I may or may not be responsible for the cost of replacement refractories.

16. **TELEPHONE NUMBER**. I will provide you with my telephone within three (3) days of installation or change of number.

17. **VACATING**. When I move out, I will leave the apartment in clean and rentable condition. Upon moving, I will have the carpet professionally cleaned, and if I do not have the carpet professionally cleaned, there will be a charge. I am entitled to a copy of your inspection form prior to move out and I will request this form from you if I do not receive it after giving notice of my intended vacating date. Upon vacating, I will return all keys to your office and leave my deadbolt (if any) unlocked.

18. **WORK ORDERS**. You will generally maintain the property at no expense to me. If you dispatch a repairman for a problem that was caused by my direct action (i.e., foreign object in a garbage disposal, leak to adjacent unit) or for a non-repair problem (i.e., to reset an interior circuit breaker), I understand that there may be a minimum service call charge to my account of \$45 for a weekday regular hour call or \$75 for a weekend or evening call.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

REAL ESTATE AGENCY DISCLOSURE NOTICE  
GIVEN TO UNREPRESENTED PERSONS

This is not a contract. Connecticut law requires that you be given this notice disclosing whom the real estate licensee represents. The purpose of such disclosure is to enable you to make informed choices about your relationship with real estate licensees.

GIVEN TO: _____ UNREPRESENTED PERSON/PERSONS	
ON _____	(DATE)
OUR FIRM <u>BRT GENERAL REALTY</u>	REPRESENTS
<input type="checkbox"/> SELLER <input checked="" type="checkbox"/> LANDLORD <input type="checkbox"/> BUYER <input type="checkbox"/> TENANT	

UNREPRESENTED PERSON(S)'S RIGHTS AND RESPONSIBILITIES

1. The broker and salespersons (referred to as agents or licenses) in this transaction owes the other party to this transaction undivided fiduciary obligations, such as: loyalty, reasonable care, disclosure, and obedience to lawful instruction, confidentiality and accountability. The agent(s) must put the other party's interest first and negotiate for the best terms and conditions for them, not for you.
2. All real estate agents, whether representing you or not, are obligated by law to treat all parties to a real estate transaction honestly and fairly.
3. You have the responsibility to protect your own interests. Carefully read all agreements to make sure they accurately reflect your understanding. If you need additional advice for legal, tax, insurance or other such matters, its your responsibility to consult a professional in those areas.
4. Whether you are a buyer, seller, tenant, or landlord, you choose to have the advice, assistance and representation of your own real estate brokerage firm and its agents. Do not assume that a real estate brokerage firm or its agents are representing you or are acting on your behalf unless you have contracted in writing with that real estate brokerage firm.

ACKNOWLEDGMENT  
OF UNREPRESENTED PERSON(S)\*

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Printed Name(s)

Date \_\_\_\_\_

ACKNOWLEDGMENT OF AGENT

\_\_\_\_\_  
Signature

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

Date \_\_\_\_\_

\* To be signed by the buyer/tenant when the agent represents the seller/landlord, or to be signed by the seller/landlord when the agent represents the buyer/tenant.



## Thank you for submitting your rental application for a BRT property!

As indicated on the application form you signed, our staff will now begin the approval process, which includes: (1) verification of your positive credit history; and (2) documentation of income for payment of the proposed lease amount. **You must provide an application for every adult resident.**

### Credit History

- Regardless of the credit history of a non-resident co-signer or participation in a subsidized housing program, the resident tenant MUST have a positive credit history.
- Our agency will obtain credit bureau report for each prospective occupant over the age of 21, or over the age of 18 if they are supplying qualifying income.
- If you are working with an outside agent, who has recently obtained a qualifying report through their agency, you may be able to authorize release of that report to our agency for property owner review, in which case the credit and processing fee may not be charged.
- You may also be able establish positive credit through alternate third party documents, such as front and back of your on-time cashed rent checks to your previous landlord.

**Please ask your rental agent if you feel you may need alternate credit documentation.**

### Income Verification

- Most Common: **Two recent paystubs** from your employer showing year-to-date income
- New Employees: Submit a *Hire Letter* or *Offer Letter* if no paystubs have been issued
- Self Employed: Prior year and current year tax information
- Housing Program: Submit copy of program voucher for applicant(s)
- Assets on Hand: Copy of statement showing account balance, account holder name(s) and contact information for bank, credit union or institution
- Retired: Copy of statements of IRAs, 401(k)s, social security, pension letters or a third party statement from an accountant, banker or trust beneficiary
- Generally NOT Accepted: Employer letters where no supporting IRS documentation is available

Send all verification documents **ONLY** to [leasing@brt.com](mailto:leasing@brt.com). Other forms of transmission may delay your approval and/or compromise your privacy.

Your income verification does not have to accompany your rental application to reserve a unit, but must be submitted the next business day.

**If you wish to have alternate documentation considered as a source of funds for your rental agreement, please discuss in detail with your rental agent.**