

*Please read all instructions carefully and thoroughly. Applicant must complete and sign a Rental Application, Rental Verification Form, and Employment Verification Form. All sections are to be completed. If a question does not apply, please specify "N/A" (not applicable).*

## Application Guidelines

- 1 **Current Address:** Applicant must provide his/her current address or place of residence. No Rural Routes or P.O. Boxes; street address is required.
- 2 **Landlord References:** Applicant must provide name, address and telephone number with area code of current and previous Landlord(s). All information will be verified, including (but not limited to) payment history, dates of tenancy, and the amount of monthly rent.
- 3 **Identification:** Applicant may provide their Social Security Number. This is necessary in order for Gajewski Realty Trust to examine and review Applicant's credit history. If applicant does not have a Social Security, Number, (s)he must produce one of the following:
  - A valid I-20 for International students in the US for the purpose of studying in the US.
  - A valid Work Visa for those authorized for residence in the US for work purposes.
- 4 **Employment:** Applicant must provide name, address, and telephone number with area code of current employer. All information will be verified, including, occupation, date of hire, and weekly gross income. If applicant is self-employed, (s)he may provide one of the following:
  - A signed copy of the previous year's Income Tax return;
  - Three consecutive pay stubs; or
  - A copy of previous year's W-2 showing annual gross salary. If applicant is collecting alimony or child support payments(s) he may provide a copy of the order stating amount and terms of payments.
- 5 **Students:** If applicant is a student, (s)he must provide the name and address of school in which (s)he is currently enrolled, the program of study and the anticipated date of graduation. All information will be verified with the school enrollment office.
- 6 **Prospective Lease Information:** Applicant must provide the address and the apartment number (if available) for which (s)he is applying. The apartment size, total number of occupants, the monthly rent, and the anticipated date of Move-in and length of tenancy are required. The names of any other co-applicants must be provided. All information will be verified.
- 7 **References:** Applicant must provide names of References and Emergency contacts. Please provide first and last name, street address, and telephone number with area code.
- 8 **Occupants:** Applicant must provide names of all occupants of the apartment, including children. Occupants over the age of 18 years MUST complete and submit a separate application. If the number of occupants changes during a tenancy, Orchard Acres must be notified. No one other than those individuals named on the application is allowed to occupy the apartment under any circumstances.
- 9 **Credit History:** Gajewski Realty Trust utilizes the services of the Credit Bureau. Credit history will be reviewed prior to the acceptance of a tenancy, and payment history may be reported to this bureau.

### **Application Criteria**

To live at any Gajewski Realty property we require that an application meets the following criteria:

1. Monthly income of at least three times the rent amount
2. No criminal background history
3. No outstanding credit history, or, history of collections
4. Verified employment
5. Verified rental history

*(If applicable, applicant may need a guarantor form that is also subject to the same criteria.)*

### **Next Step in Rental Process**

Now you're ready to apply! All forms can be submitted by email, fax, or in-person at our office located in Storrs, CT. After your Rental Application, Employment Verification Form, and Rental Verification form have been completed and submitted, a **\$35.00 fee** (per application) must be paid to run the application through our background check system. A payment of \$35.00 can be paid by check, money order, or online through PayLease.com (for more information of how to pay online, please call the office of Orchard Acres at 860-477-1235).

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#### **Orchard Acres Apartments**

**Address:**

89 Cheney Drive.  
Storrs, CT, 06268

**Telephone:** 860-477-1235

**Fax:** 806-477-1236

**Email:** [mgmt@orchardacresapartments.com](mailto:mgmt@orchardacresapartments.com)

**Website:** [www.OrchardAcresApartments.com](http://www.OrchardAcresApartments.com)

*Thank you for your interest in Orchard Acres Apartments! We are looking forward to hearing from you. If you have any questions about any part of the rental process, please contact our office by email or phone!*