



Application, First Month's Rent and Security Deposit checks are payable to your Landlord. Below, please find your building name along with the corresponding Legal name of your Landlord.

LAGUNA:	BLUE EDGE PROPERTY LLC
ATLANTIC:	TOWER EAST URC
AQUABLU:	AQUA URC LLC
BEACH	BEACH BUILDING LLC
EAST HAMPTON:	30 RIVER COURT EAST URC
ELLIPSE:	ELLIPSE BUILDING LLC
EMBANKMENT HOUSE:	EMBANKMENT PROPERTY LLC
REVTMENT HOUSE:	REVTMENT OPERATING LLC
RIVERSIDE:	TOWER AMERICA URC
SOUTHAMPTON:	20 RIVER COURT WEST URC
PACIFIC:	25 RIVER DRIVE WEST SOUTH URC
WATERSIDE SQUARE NORTH:	NC HOUSING ASSOCIATES #100 CO
WATERSIDE SQUARE SOUTH:	NC HOUSING ASSOCIATES #100 CO
PARKSIDE EAST:	NC HOUSING ASSOCIATES #200 CO
PARKSIDE WEST:	NC HOUSING ASSOCIATES #200 CO
LINCOLN:	H.P LINCOLN URC
ROOSEVELT:	H.P ROOSEVELT URC



Thank you for visiting our Renting Office. Before you start the application process, we would like to familiarize you with the following Procedures and the Income Requirements of the Landlord.

## **OVERVIEW:**

An Applicant is someone who submits a rental application. All individuals at least 18 years of age are required to be applicants for tenancy. Minors under the age of 18 will be considered an occupant. All Applicants and any Guarantor for the apartment must submit an application.

All Applicants are subject to a review of their credit and rental history, as well as a Housing Court search for prior proceedings with previous Landlords (a "registry check") and employment verification. The information requested on our application form is for purposes of being able to obtain these background checks accurately and completely and to verify who will be residing in the apartment. JC Rental Agency LLC and the Landlord are committed to equal housing opportunities; this information will not be used for any unlawful discriminatory purpose.

All Applicants (including Guarantors) for a particular apartment must submit their applications at the same time. Electronic / digital copies of documents are acceptable however LL reserves the right to request original copies. Landlord-required documents must be presented for review when (or before) an application is submitted.

The Landlord, in its sole discretion, makes ALL final determinations as to whether an Applicant is qualified for an apartment.

**NON-REFUNDABLE Application Credit Fee:** Payable by Money Order, Check or Credit Card. Checks or money orders should be payable to the appropriate building as identified on page 1 of this informational package.

## **NON-REFUNDABLE Application Credit Fee:**

- \$100 for a single applicant
- \$100 for each additional applicant
- \$100 per Guarantor

## **LANDLORD-REQUIRED DOCUMENTS AND PROCEDURES**

### **1. Proof of Identity:**

All Applicants and Guarantors must present a valid, government-issued Photo ID, for example, passport (U.S. or foreign), driver's license, government-issued identification card, or military identification card.

### **2. Proof of Income:**

Two most recent pay stubs or other verifiable proof of current income, and most recent W-2, 1099, income tax return or other official documentation verifying income.

**3.** Upon approval of a completed application, you will be required to electronically sign the lease, riders and all other necessary paperwork within 72 hours of notification. Please speak with your leasing agent if you are unable to electronically sign, and arrangements for a hard copy of the lease can be made. All signed leases must be accompanied by payment of first month's rent and security deposit, payable by Credit Card, Wire Transfer, or two (2) certified/cashier's checks: each check should be made payable to your Landlord (specified in your lease) for the first month's rent and security deposit. The security deposit will be 1/2 of a month's rent with approved credit or, without approved credit, will be equal to one (1) full month's rent along with a guarantor. The Landlord will execute your lease and you will receive a fully executed copy via email. A paper copy of your lease can be provided to you upon request. If the lease and the required payments (rent and security deposit) are not received within the 72-hour period, the apartment will be placed back on the rental market.

**SECURITY DEPOSIT INFORMATION:**

If a lease is issued, the tenant's security deposit, will be deposited into an interest-bearing bank account. As part of the processing of the security deposit, the tenant will be given an Internal Revenue Service form to complete (a W-9 or W-8BEN form, depending on whether the tenant is a "U.S. person"). The form requires the tenant to provide his/her social security number or taxpayer identification number. This information also helps generate an accurate and complete credit report during the lease application process. Upon move out, the security deposit shall be returned, less any deductions allowed by law, to the Tenant whose name appears on the W9 or W8 when the security deposit was paid.

**LANDLORD INCOME REQUIREMENTS:**

The following requirements are considered by the Landlord in connection with Applicants' credit and rental histories, registry check and employment verification.

- (i) The monthly rent cannot exceed 40% of the Applicant's gross monthly income.
- (ii) An individual with no income may pay six months' rent in advance via certified check along with required security deposit and application fee. Applicant's credit, criminal and registry history must be clear in accordance with the Fair Chance Housing Act.
- (iii) A Guarantor may be obtained if income is below requirements or if there is insufficient credit history, but not if credit history is problematic. Each Guarantor must pay the prevailing Application Credit Fee. A Guarantor must reside in the United States and have an annual income exceeding 70 times the monthly rent or significant financial resources.

(iv) **OCCUPANCY STANDARDS:**

- **Studio:** Maximum 2 persons
- **1 Bedroom:** Maximum of 3 persons
- **2 Bedroom:** Maximum 5 persons
- **3 Bedroom:** Maximum of 7 persons

***All of the procedures and requirements listed in this document are subject to change from time to time, and are evaluated in conjunction with your credit and rental histories, registry check and employment verification.***

***JC Rental Agency LLC and the Landlord are committed to equal housing opportunities. They will not discriminate based on race, creed, religion, color, national origin, sexual orientation, age, sex, disability or handicap, marital status, familial status, alienage or citizenship status, or any other legally protected status.***

Acknowledgement\*: \_\_\_\_\_

Date\*: \_\_\_\_\_

## MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

The **New Jersey Law Against Discrimination**, *N.J.S.A.* 10:5-1 to -49, makes it unlawful to discriminate in the sale or rental of housing based on a person's race, creed, color, national origin, ancestry, nationality, affectional or sexual orientation, disability, gender, marital status, familial status (whether you have a child, a parent-child relationship with a minor, or you are pregnant), lawful source of income or rental subsidy used for rental payments.

The **New Jersey Division on Civil Rights** is the State agency that is authorized to enforce the Law Against Discrimination. Under the Division's **Multiple Dwelling Reporting Rules**, *N.J.A.C.* 13:10-1.1 to -2.6, the Division requires landlords to collect and record information about applicants for apartment rentals and tenants in apartment complexes throughout New Jersey. The **Multiple Dwelling Reporting Rule** requires landlords to provide a summary of this information to the Division and to retain the information on this form. **The information is used to prevent and eliminate discrimination in housing.** Your cooperation in filling out this form will assist the Division in enforcing the Law Against Discrimination.

Please note that, although landlords must record certain information about the race and ethnicity of applicants and tenants, it is unlawful to record or ask applicants or tenants about other characteristics such as religion, gender, marital status or affectional or sexual orientation.

If you feel you have been denied housing or treated differently for one of the reasons listed above, you may contact the Division on Civil Rights at (609) 984-3138 for referral to a local Division office for additional information or assistance.



Visit the Division on Civil Rights Web site at: [www.NJCivilRights.org](http://www.NJCivilRights.org)

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Tenants/applicants: Fold & tear along dotted line and retain top portion for your records

## MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

**If the tenant/applicant chooses not to complete this form, the landlord or the landlord's representative is required to conduct a visual observation of the tenant or applicant and then complete this form as accurately as possible.**

**This form is not intended to be a part of the rental application process and must be kept separate and apart from rental records.**

☐ Tenant ☐ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- ☐ **Black or African American:** a person having origins in any of the original peoples of Africa
- ☐ **Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname
- ☐ **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- ☐ **American Indian or Alaska Native:** a person having origins in any of the original peoples of North or South America
- ☐ **Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- ☐ **White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Date: \_\_\_\_\_ Completed by: ☐ Tenant ☐ Applicant ☐ Landlord

If you have any questions regarding this inquiry please contact the Division on Civil Rights, Multiple Dwelling Unit at 609-984-3138 between the hours of 9:00 to 5:00 Monday through Friday, or e-mail the MDRR unit at [DCRMDRR@njcivilrights.org](mailto:DCRMDRR@njcivilrights.org)





# NEWPORT

121 TOWN SQUARE PLACE  
JERSEY CITY, NEW JERSEY 07310

T: +1 201 626 5000  
NEWPORTRENTALS.COM

## Personal Information

APPLICANT: \_\_\_\_\_

CO-APPLICANT: \_\_\_\_\_

GUARANTOR: \_\_\_\_\_

Title: \_\_\_\_\_ First Name\*: \_\_\_\_\_ M.I.\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Phone\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

Move In Date\*: \_\_\_\_\_ Lease Terms\*: \_\_\_\_\_ Marital Status: \_\_\_\_\_

## Address Information

Apartment Community\*: \_\_\_\_\_ Street\*: \_\_\_\_\_ City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

Country: \_\_\_\_\_ Monthly Rent\*: \_\_\_\_\_ Reason for Moving\*: \_\_\_\_\_

Was 30 Days Notice Given: \_\_\_\_\_ Management Company: \_\_\_\_\_ Management Company Phone\*: \_\_\_\_\_

## Previous Address

Apartment Community\*: \_\_\_\_\_ Street\*: \_\_\_\_\_ City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

Country: \_\_\_\_\_ Monthly Rent\*: \_\_\_\_\_ Reason for Moving\*: \_\_\_\_\_

Was 30 Days Notice Given: \_\_\_\_\_ Management Company: \_\_\_\_\_ Management Company Phone\*: \_\_\_\_\_

## Employment

Employer\*: \_\_\_\_\_ Street\*: \_\_\_\_\_ City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

Country: \_\_\_\_\_ Employment Status\*: \_\_\_\_\_ Supervisor's Name\*: \_\_\_\_\_

Job Title\*: \_\_\_\_\_ Employed Since\*: \_\_\_\_\_ Employer Phone\*: \_\_\_\_\_ Monthly Income\* \_\_\_\_\_

Additional Income\*: \_\_\_\_\_ Additional Income Source\*: \_\_\_\_\_

## Previous Employment

Employer\*: \_\_\_\_\_ Street\*: \_\_\_\_\_ City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

Country: \_\_\_\_\_ Employment Status\*: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Additional Income: \_\_\_\_\_

Additional Income Source: \_\_\_\_\_

## Screening Information

Date of Birth\*: \_\_\_\_\_ Country: \_\_\_\_\_ Do you have a Social Security Number, If So Please Provide\*: \_\_\_\_\_

Government Issued Identification Number: \_\_\_\_\_ Government Issuing Entity: \_\_\_\_\_

Have you ever been Evicted?\*: \_\_\_\_\_

Have you ever been convicted of a drug-related criminal activity related to the manufacture or production of methamphetamine on the premises of federally assisted housing? \_\_\_\_\_

Are you subject to lifetime registration under a state sex offender registry? \_\_\_\_\_



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NEWPORTRENTALS.COM

**Pets:**

Pet Type\*: \_\_\_\_\_ Weight\*: \_\_\_\_\_ Age\*: \_\_\_\_\_ Color\*: \_\_\_\_\_ Name\*: \_\_\_\_\_ Neutered: \_\_\_\_\_  
Pet Breed\*: \_\_\_\_\_ Pet Gender\*: \_\_\_\_\_

**Vehicle Information:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License: \_\_\_\_\_ State: \_\_\_\_\_

**Emergency Contact:**

Name\*: \_\_\_\_\_ Relationship\*: \_\_\_\_\_ Street: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone\*: \_\_\_\_\_

**Additional Occupant under the age of 18:**

Title: \_\_\_\_\_ First Name\*: \_\_\_\_\_ M.I.\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_  
Phone\*: \_\_\_\_\_ Email\*: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

**Additional Occupant under the age of 18:**

Title: \_\_\_\_\_ First Name\*: \_\_\_\_\_ M.I.\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_  
Phone\*: \_\_\_\_\_ Email\*: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

**FAIR CREDIT REPORTING ACT NOTICE AND CONSENT**

Consumer Report: I hereby authorize and instruct JC Rental Agency LLC and the landlord, and their agents and employees, to procure a Consumer Report in connection with my apartment rental application and for a lease and/or a renewal lease. I understand that such a report may contain information on my creditworthiness, credit standing, credit capacity, character general reputation, personal characteristics, and/or mode of living which may be used or expected to be used or collected in the whole or in part of the purpose of serving as a factor in establishing my eligibility as a tenant. I further understand that a Consumer Report will be prepared at the time of the application for an apartment and/or subsequent consumer reports that may be requested or utilized in connection with an up-date, renewal, or extension of my lease for an apartment without any additional notice to me. In addition, I understand and agree I have the right to make a request as to whether or not a report was requested and If a report was requested, I am entitled to be informed of the name and address of the consumer reporting agency that furnished the report.

I/we hereby state that the above representations are true. Any false representations are grounds for denial of apartment without recourse.  
I/we hereby acknowledge the Fair Credit Reporting Act Notice and Consent stated above.

\_\_\_\_\_  
Applicant's Signature\*

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

\_\_\_\_\_  
Co-Applicant Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rental Agent's Name

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

\_\_\_\_\_  
Rental's Agent Signature

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



\*Required