

# TIFFANY MANOR

90 TIFFANY BLVD., NEWARK, NEW JERSEY 07104

Dear Applicant:

Thank you for your interest in housing with Tiffany Manor. Please take a moment and read this notice before completing the application.

Please be sure to complete every section of the application. If there is a question that does not apply to you please write "Not Applicable (N/A)". An incomplete application may be grounds for rejecting the application.

When completing the application please make sure you list everyone in your household. That means everyone who will occupy the apartment with you, should the application be approved.

You must also list all sources of income from all household members, regardless of the amount. This would include but not limited to wages, Social Security benefits, Public Assistant, Child Support, Unemployment benefits, Pensions, Annuities, gifts and contributions, etc.

You must also list everyone's assets. This would include but not limited to Checking and Savings accounts (regardless of the balance or purpose), CDs, Money Markets, Stocks & Bonds, Real Estate holding, etc.

**When returning the application, it may be returned Monday through Friday between the hours of 10:00 AM to 4:00 PM, with copies of all household members' proof of income.** If anyone in the household is a full time student, you must submit proof of such from the school they attend. You must also submit proof of all income with the application. Failure to submit the required documents will be grounds for rejection of the application.

Before returning the application, please review it and make sure you have answered every question completely. Once again, thank you for applying.

Tiffany Manor

PHONE (973) 484-2727

FAX (973) 484-4909

## TIFFANY MANOR TENANT APPLICATION

Information needed with all Move-in Certification and Annual Re-certification

1. Rental Application filled out completely
2. \$500.00 (money order) deposit to hold the unit
3. Valid driver's license, or picture identification
4. Social Security Card
5. Car Registration
6. Four recent pay stubs or proof of income.
7. Certification / Re-certification Work Sheet
8. Income Verification Form:
  - Employment verification (filled out by employer)
  - Social Security verification
  - Pension verification
  - Child Support payment verification
  - Interest of Annuity verification
  - Unemployment verification
  - All other income family received.
9. Banking Verification (filled out by Bank Officials)
10. Copy of Last years 1040
11. Affidavit of Non-Employment for anyone 18 years or older who is not employed

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**ALL MONIES ARE TO BE PAID IN FULL (MONEY ORDERS ONLY)  
BEFORE YOU MOVE IN.**

**THERE IS NO APPLICATION FEE OR CREDIT CHECK FEE**

**ONE AND A HALF MONTH'S SECURITY IS REQUIRED (MONEY ORDER)**

**TELEPHONE: (973) 484-2727**

**FAX: (973) 484-4909**

TIFFANY MANOR TENANT APPLICATION

THE UNDERSIGNED FULLY UNDERSTANDS THAT THERE IS NO APPLICATION FEE  
THE UNDERSIGNED FULLY UNDERSTANDS THAT THERE IS NO CREDIT CHECK FEE  
THERE ARE TWO (2) MONEY ORDERS TO BE APPLIED:

1. \$500.00 Money order will process the application and will hold the apartment that you have chosen until your credit check is received.

SHOULD YOU BE DENIED THE APARTMENT, THE MONEY ORDER IS REFUNDABLE. IF YOU ARE APPROVED, THE MONEY ORDER WILL BE APPLIED TO THE FIRST MONTH'S RENT.

2. The balance of the first month's rent and security is due upon signing of lease.

SHOULD YOU DECIDE TO WITHDRAW FROM THE APARTMENT, THE MONEY ORDER FOR THE DEPOSIT IS NON-REFUNDABLE

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

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

LEASING MANAGER \_\_\_\_\_ DATE: \_\_\_\_\_

TIFFANY MANOR TENANT APPLICATION

**DE-CAMP REALTY CO., INC.**  
LICENSED REAL ESTATE BROKERS  
PROPERTY MANAGEMENT

RENTAL APPLICATION

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

Salesperson: \_\_\_\_\_

Applicant's full name and existing address (street, city, zip code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's social security number: \_\_\_\_\_

Applicant's home phone number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Co-Applicants name: \_\_\_\_\_

Co-Applicants social security number: \_\_\_\_\_

Number of people in the household: \_\_\_\_\_

References:

Please provide the name, address, and phone number of two personal references. You may provide the name of the next of kin or someone who knows you well.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Previous Rental History

Name and Address of Your Present Landlord:

\_\_\_\_\_  
\_\_\_\_\_

Landlord's Telephone No.

\_\_\_\_\_

How long have you lived there?

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Name and Address of Present Employer (for Head of Household):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Annual salary: \_\_\_\_\_

Supervisor's Name:

\_\_\_\_\_

How Long Have You Been There:

\_\_\_\_\_

Telephone No.

\_\_\_\_\_

Applicant's checking account number: \_\_\_\_\_

Name and address of bank:

\_\_\_\_\_  
\_\_\_\_\_

Applicant's savings account number: \_\_\_\_\_

Name of bank: (If same as savings leave blank) \_\_\_\_\_

Name and Address of Co-Applicant's Employer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Annual salary: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

How Long Have You Been There: \_\_\_\_\_



Telephone Number: \_\_\_\_\_

Co-Applicant's checking account number: \_\_\_\_\_

Name of bank and full address:  
\_\_\_\_\_  
\_\_\_\_\_

Co-Applicant's savings account number: \_\_\_\_\_

Name and address of bank (if different from checking) \_\_\_\_\_  
\_\_\_\_\_

Name and ages of all persons who will be occupying apartment:

_____	_____
_____	_____
_____	_____
_____	_____

We hereby authorize De-Camp Realty Co., Inc. to obtain a credit and tenancy background review on my/our name and social security number.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co- Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PART II OF APPLICATION**

APPLICANT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY, STATE & ZIP \_\_\_\_\_

PREVIOUS STREET ADDRESS \_\_\_\_\_ CITY, STATE & ZIP \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

**CO-APPLICANT'S INFORMATION**

APPLICANT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY, STATE & ZIP \_\_\_\_\_

PREVIOUS STREET ADDRESS \_\_\_\_\_ CITY, STATE & ZIP \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

I/We hereby certify that I/We are at least eighteen (18) years of age and that the information voluntarily given on this form/application is true and correct. If any information is found to be incorrect, incomplete or missing, then this application may be automatically denied.

I/We hereby give authorize to release to the Landlord or their affiliate or The Registry complete information concerning my credit standing, civil and criminal background check, base pay and average earnings, or any other pertinent information. It is understood by filling in this form that I am authorizing The Landlord and/or The Registry to verify all the information given.

I/We rent the unit I/We understand the information on this form maybe maintained in a tenant database for up to 7 (seven) years after I vacate the premises.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  Disapproved (explain) \_\_\_\_\_



Tiffany Manor  
90 Tiffany Blvd.  
Newark, New Jersey 07104