



University Towers Rental Application

A rental application is required for each tenant aged 18 years or older to reside in the unit. The review process usually takes approximately one week. Applications may be submitted by hand, by mail or electronically via email to hester@cpepropertymanagement.com. Only complete applications can be reviewed.

Fees and payments

Each rental application requires the following fees be charged to the unit's ledger:

- \$150 Application fee per unit
- \$350 Move-in/out fee for all unfurnished units
- \$20 Key fob
- Parking: garage access is available at an additional \$120/month.

The landlord and tenant may determine between themselves how responsibility for payment will be apportioned, whether in full or in part. All payments from the tenant – including application fee, move in/out fee, security deposit, rent, key fob (see below) and parking - are to be made directly to the landlord. Additional charges to the unit's ledger need prior landlord approval.

Access and Key Fobs, Parking

- A new key fob is \$20 and will be charged to the unit ledger. For the safety of all residents, we appreciate each tenant having their own key fob registered in their name.
- New tenants may stop by the Management Office during office hours to pick up their key fob, which grants access to the building, laundry room, pool and garage (optional).
- Existing fobs can be re-coded free of charge for new tenant(s)
- Upon move-out, please return key fob(s) to the Front Desk or Office so that they can be re-used or recycled.
- Keys to the unit and its mailbox are provided directly by the landlord, not the office.

Moving In - Moving Out

- Email john@cpepropertymanagement.com to schedule your moving date and elevator.
- Check www.utnewhaven.com for Moving Guidelines to provide the moving company's correct COI (Certificate of Insurance)
- Movings are permitted from 8am-5pm.

RENTER'S APPLICATION CHECKLIST

Please enclose this Rental Application Checklist with your rental application.

- ☐ Unit number: _____
- ☐ Name: _____
- ☐ Lease Start Date: _____
- ☐ Monthly Rent : \$ _____
 - ☐ Furnished
 - ☐ Unfurnished
- ☐ Personal Letter of Introduction addressed to University Towers
- ☐ Copy of a recent FICO Credit Report and Credit Score
(Please make sure your name is on the document/screen shot)
- ☐ Proof of income (two recent pay stubs or Letter of Acceptance)
- ☐ Copy of my photo identification
- ☐ Personal Information Form
- ☐ Signed Lease Agreement
- ☐ Signed page of Acknowledgements for UTOC policies

Acknowledgments

- ☐ I understand that all UTOC's documents, rules and policies are available to me on the UT website at www.utnewhaven.com.
- ☐ I agree to abide by all UTOC's policies, rules and regulations.
- ☐ I understand that this is a strictly NON-SMOKING building.
- ☐ I understand that no pets are allowed.
- ☐ I understand that subletting is not permitted under any circumstances.
- ☐ I understand I can only host guests while I am present in the building, and that I am responsible for my guests' behavior.
- ☐ I have read and agree to abide by the Moving Guidelines.
- ☐ I understand that the Application Fee is non-refundable.

Tenant(s) Name(s) (Please Print):

Tenant(s) Signature(s):

Date:



Personal Information

PERSONAL INFORMATION

FIRST NAME	MIDDLE	LAST	
DATE OF BIRTH / /	When would you like to move in?	DRIVERS LICENSE #	STATE
PHONE - - ☐ CELL ☐ HOME	PHONE - - EXT. ☐ HOME ☐ WORK	EMAIL	
PRESENT HOME ADDRESS		CITY/STATE/ZIP	
LENGTH OF TIME	PRESENT LANDLORD	LANDLORD PHONE - -	
REASON FOR LEAVING	AMOUNT OF RENT	Is your present rent up to date? ☐ YES ☐ NO	
PREVIOUS HOME ADDRESS		CITY/STATE/ZIP	
LENGTH OF TIME	PREVIOUS LANDLORD	LANDLORD PHONE - -	
REASON FOR LEAVING	AMOUNT OF RENT	Was your rent up to date? ☐ YES ☐ NO	
NEXT PREVIOUS HOME ADDRESS		CITY/STATE/ZIP	
LENGTH OF TIME	NEXT PREVIOUS LANDLORD	LANDLORD PHONE - -	
REASON FOR LEAVING	AMOUNT OF RENT	Was your rent up to date? ☐ YES ☐ NO	

PROPOSED OCCUPANT(S)

NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE

VEHICLE(S) INFORMATION

YEAR	MAKE	MODEL	COLOR	PLATE #	STATE
YEAR	MAKE	MODEL	COLOR	PLATE #	STATE

EMPLOYMENT

CURRENT EMPLOYER	OCCUPATION	HOURS/WEEK
SUPERVISOR	PHONE - - EXT:	YEARS EMPLOYED
ADDRESS	CITY/STATE/ZIP	
CURRENT EMPLOYER	OCCUPATION	HOURS/WEEK
SUPERVISOR	PHONE - - EXT:	YEARS EMPLOYED
ADDRESS	CITY/STATE/ZIP	

INCOME

CURRENT INCOME \$ _____ ☐ WEEKLY ☐ BIWEEKLY ☐ MONTHLY ☐ YEARLY	SOURCE	PROOF OF INCOME ☐ YES ☐ NO
CURRENT INCOME \$ _____ ☐ WEEKLY ☐ BIWEEKLY ☐ MONTHLY ☐ YEARLY	SOURCE	PROOF OF INCOME ☐ YES ☐ NO
CURRENT INCOME \$ _____ ☐ WEEKLY ☐ BIWEEKLY ☐ MONTHLY ☐ YEARLY	SOURCE	PROOF OF INCOME ☐ YES ☐ NO