



Application Checklist

- Driver's License
- Social security card
- 2 consecutive current pay stubs
- \$500.00 - check payable to "*West Windsor Developers, LLC.*"
(Deposit to hold apartment, goes towards security deposit)
- \$75.00 Application Fee for each applicant
- Credit check fee payable to "*Garden Homes*"
No charge for occupants
(Application fee is *non-refundable*)

We require two consecutive pay stubs or if you have been at your current job for 1 year or less, please provide following:

- Last year's W-2 or 1040
- Offer letter, signed letter of employment stating the position and salary



Telephone: 609.452.2104

Email: windsorwoods@gardenhomesprinceton.com

www.windsorwoodsprinceton.com



RESIDENCY APPLICATION

\$75 APPLICATION FEE IS NON REFUNDABLE

We are an equal housing opportunity provider. We do not discriminate on the basis of race, color, sex, national origin, religion, handicap, or familial status (having children under age 18).



How did you hear about us? (Circle One) **Apartment Guide • For Rent • GardenCommunities.com • NJ.com • Other:** _____

COMMUNITY: Windsor Woods Apartments **DATE:** _____

APPLICANT # 1 _____ DOB ____/____/____
First Middle Last Jr. or Sr.

Current Address _____ City, State & Zip _____

Home Tel # _____ Cell # _____ Drivers License # _____

eMail Address: _____ S.S.# _____

Present Landlord Name _____ Tel. # _____ Months at this Address _____

Rent \$ _____ Reason for move Involuntary Voluntary Explain _____

Previous Address _____ City, State & Zip _____

Previous Landlord Name _____ Tel. # _____ Months at this Address _____

Rent \$ _____ Reason for move Involuntary Voluntary Explain _____

Current Employer _____ **Gross Monthly Salary \$** _____

Address _____ City & State _____

Work Telephone # _____ Position _____ Start Date _____

Immediate Supervisor _____ If less than one (1) year, please use back of application for previous employer information.

Additional Income & Source _____

Have you ever been convicted of a crime? _____ Details _____

APPLICANT # 2 _____ DOB ____/____/____
First Middle Last Jr. or Sr.

Current Address _____ City, State & Zip _____

Home Tel # _____ Cell # _____ Drivers License # _____

eMail Address: _____ S.S.# _____

Present Landlord Name _____ Tel. # _____ Months at this Address _____

Rent \$ _____ Reason for move Involuntary Voluntary Explain _____

Previous Address _____ City, State & Zip _____

Previous Landlord Name _____ Tel. # _____ Months at this Address _____

Rent \$ _____ Reason for move Involuntary Voluntary Explain _____

Current Employer _____ **Gross Monthly Salary \$** _____

Address _____ City & State _____

Work Telephone # _____ Position _____ Start Date _____

Immediate Supervisor _____ If less than one (1) year, please use back of application for previous employer information.

Additional Income & Source _____

Have you ever been convicted of a crime? _____ Details _____

Total # of Persons Occupying this Apartment: _____ List all additional occupants below. Include Date Of Birth if under 18.

Name: _____ DOB ____/____/____ Name: _____ DOB ____/____/____

Name: _____ DOB ____/____/____ Name: _____ DOB ____/____/____

Are you completing the application for someone other than yourself? No Yes If yes, please explain on the back.

Names of nearest relatives to be notified in case of emergency

1. _____ City/State _____ How Rel.? _____ Tel. # _____

2. _____ City/State _____ How Rel.? _____ Tel. # _____

Number Autos _____ Make & Year _____ Plate # _____ State _____

Make & Year _____ Plate # _____ State _____ Make & Year _____ Plate # _____ State: _____

FOR USE IN OFFICE ONLY **FOR USE IN OFFICE ONLY** **FOR USE IN OFFICE ONLY**

I/WE UNDERSTAND THAT A SECURITY DEPOSIT OF \$ _____, A KEY DEPOSIT OF \$ 100.00 AND A SWIM CLUB FEE OF \$ _____ ARE REQUIRED, PAYABLE IN ADVANCE. THE MONTHLY RENTAL WILL BE \$ _____ PAYABLE IN ADVANCE ON THE FIRST DAY OF EACH MONTH. THE PERIOD OF TENANCY WILL BE _____ MONTHS COMMENCING _____.

It is understood that above statements are true and that consent is given to the Agent or to Landlord to verify the above facts, and applicant agrees to hold harmless the Landlord from any and all claims as a result of such inquiries. It is also understood and agreed that misrepresentation, falsification or omission of facts called for is just cause for the lessor to void as null any lease pending or in effect and require said lessee to vacate said premises on demand. It is also understood that this application is merely for consideration and is not to be construed as permission to occupy the premises. Applicant agrees in the event an apartment is offered and applicant fails to accept same or enter into a written lease, landlord shall be entitled to deduct from the monies paid \$35.00 as costs of administration and to apply the balance of monies paid toward any loss of rental income.

DATED _____ SIGNED _____
Applicant #1 Signature
LEASING AGENT _____ SIGNED _____
Applicant #2 Signature

Occupancy Date _____ Apt. # _____
DEPOSIT \$ _____ Application Fee \$ _____



PROCEDURE to APPLY for an APARTMENT



APARTMENT APPLICATION

Applications are to be completed in full at the Leasing Office. Each applicant applying for an apartment must complete a Tenancy Application. If there is more than one applicant applying for an apartment, each applicant must complete and sign the Tenancy Application. There is a **\$75.00 Application Processing Fee for Each Applicant**. We will only process an application when **ALL** required documentation is received. (See below). Once your application is submitted, we will make every effort to process it as quickly as possible.

⇒ You must remit a Non-Refundable **Application Processing Fee** made payable to 'Garden Homes'.
Payment may be in the form of a personal check or money order. We do not accept cash.

RESERVING an APARTMENT

⇒ You must remit a **\$500.00 Deposit** as your promise to execute a lease –made payable to the community you are applying for residency. We will reserve the apartment indicated on your application during the application-processing period. This amount will be **applied to your Security Deposit upon being approved** for that apartment **or refunded** if you are **declined**. However, if you decide not to enter into a lease agreement after you have been approved for residency, we will retain the \$500.00 holding deposit. **Payment may be in the form of a personal check or money order payable to 'WEST WINDSOR DEVELOPERS, LLC'.** We do not accept cash.

REQUIRED DOCUMENTATION

- ⇒ Each applicant will need to provide us with his/her **SOCIAL SECURITY CARD**. If you do not have Social Security Card, we will accept a **TAX IDENTIFICATION CARD** or a letter from Social Security Office. In addition, you must provide us with a **VALID PICTURE ID**. This can be in the form of a **DRIVER'S LICENSE, US PASSPORT, RESIDENT ALIEN CARD, FOREIGN PASSPORT WITH VALID VISA** or any other government issued ID.
- ⇒ We require **2 CURRENT PAY STUBS** for each applicant who is applying for an apartment. Under certain circumstances, we may also ask you to submit a copy of your **W-2** and/or income tax return and/or other relevant information. If you have been employed with your current employer less than (1) one year, please provide information from your previous employer on the back of the Tenancy Application.

We believe that these procedures will help to insure a secure and safe environment for all of our residents. Thank you for your cooperation.

IMPORTANT NOTICE: Rent, as offered, is subject to change pending full execution of the Lease Agreement. However, the rent quoted on an application will be guaranteed for a five (5) day period from the date that the application is approved. If you do not execute the Lease Agreement offered within that five (5) day period, the rental amount for the unit may be increased and any previous rental amount quoted will be considered null and void.

If you decide to join us, please note the following:

- ⇒ Lease agreements are for a period of 12 months.
- ⇒ Lease agreement must be signed within 5 days following approval.

At lease signing, the resident will be required to pay the following:

- ⇒ First Month's Rent
- ⇒ Security Deposit equal to 1 month's rent
- ⇒ Key Deposit of \$100
- ⇒ Amenity Fee of \$400 per year
- ⇒ **All funds must be in the form of a Certified or Cashier's Check or Money Order made payable to:**
"WEST WINDSOR DEVELOPERS, LLC"

This is an Equal Housing Opportunity community.





WEST WINDSOR TOWNSHIP GUIDE

COMMUNITY PROFILE

West Windsor Township was incorporated in 1797 encompassing seven hamlets; Port Mercer, Penn's Neck, Clarksville, Princeton Junction, Berrien City, Grover's Mill, Dutch Neck and Edinburg. By the 1800's, this prosperous farming community was prized for its central location between New York and Philadelphia. Today, West Windsor is a major center for research, retail and corporate offices with a population of approximately 22,000 residents within its 27 square miles.

WEST WINDSOR TOWNSHIP

P.O. Box 38
 271 Clarksville Road
 West Windsor, New Jersey 08550
 Mon. - Fri. 9 am to 5 pm

Municipal Office	609.799.2400
Police Department (non-emergency)	609.799.1222
Post Office	609.452.9044
Public Works Hotline	609.799.4109
Parking Authority	609.799.3130

UTILITIES

PSE&G	800.436.7734
Comcast main	609.394.2288
customer service	609.655.1300
Verizon	800.427.9977

TRANSPORTATION

bus Suburban Transit	732.249.1100
train Local station- Princeton Junction	
NJ Transit	800.772.2222
Amtrak	800.427.9977

SCHOOLS

Board of Education/Transportation	609.716.5100	
Maurice Hawk	Grades K-3	609.716.5425
Village Elementary	Grades 4-5	609.716.5200
Thomas Grover Middle School	Grades 6-8	609.716.5250
WWP High School (South)	Grades 9-12	609.716.5050



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 Website windsorwoodsprinceton.com