



## Colonial Townhouse Apartments

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145-I Foster Drive  
Willimantic, CT 06226  
(860) 423-3328  
(860) 423-0593 – fax

### **Applicant Documents**

Thank you for accepting an application from Colonial Townhouse Apartments! In order to complete your application as quickly as possible, please enclose the following documents when returning your application to the rental office:

#### **Standard Applicant:**

Proof of income (pay stub, bank deposit statement, and/or housing assistance voucher)  
Copy of Driver's License/Passport  
\$50.00 application fee (cash, money order, or online payment)

#### **Student Applicant:**

Proof of income (pay stub, financial aid documents, F-1 form, and/or J-1 form)  
Offer/Acceptance letter from university  
Copy of Driver's License/Passport  
\$50.00 application fee (cash, money order, or online payment)



# Colonial Townhouse Apartments

Office Use ONLY

Payment Method: \_\_\_\_\_

Est. Move-in Date: \_\_\_\_\_

Unit Style: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Accepted by: \_\_\_\_\_

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www.ColonialApt.com

## APPLICATION

**THIS APPLICATION IS FOR THE FOLLOWING:**

- |  |                   |
|--|-------------------|
| _____ STUDIO                               | RENT = \$775.00   |
| _____ ONE BEDROOM                          | RENT = \$850.00   |
| _____ ONE BEDROOM DELUXE                   | RENT = \$875.00   |
| _____ TWO BEDROOM                          | RENT = \$1,150.00 |
| _____ ADD ON TO EXISTING LEASE: APT# _____ |                   |

**PREFERRED MOVE-IN DATE:** \_\_\_\_\_

**BY SIGNING THIS APPLICATION, YOU REPRESENT AND WARRANT THE ACCURACY OF THIS INFORMATION AND AUTHORIZE MANAGEMENT AND THEIR AGENTS TO VERIFY ALL INFORMATION GIVEN, CONTACT ANY AND ALL REFERENCES, IF NEEDED, AND TO VERIFY EMPLOYMENT AND INCOME, AS NEEDED. BY SIGNING BELOW, YOU ALSO GIVE PERMISSION TO RUN A CREDIT CHECK, CRIMINAL BACKGROUND AND PRIOR RESIDENCY CHECK.**

**I, \_\_\_\_\_ UNDERSTAND THAT THIS FEE IS TO PROCESS THE APPLICATION AND TO COVER EXPENSES OF CREDIT REPORTS, POSTAGE, ETC. AND IS NON-REFUNDABLE.**

**The rental amounts listed are our current rents but are subject to change without notice. Applicant hereby acknowledges that Colonial Townhouse Apartments only guarantees the monthly rental rate with a signed lease. Approval of application does not guarantee housing at Colonial Townhouse Apartments.**

**Applicant warrants that he/she understands the above conditions in every aspect and acknowledges that Colonial Townhouse Apartments will be held harmless from any liability incurred by the applicant.**

**APPLICATION FEE: \$50.00 PER UNIT (CASH OR MONEY ORDER ONLY)**

**APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**



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## REQUEST FOR EMPLOYMENT VERIFICATION

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

IF POSSIBLE, PLEASE FAX THE FILLED OUT FORM TO US,  
TO SPEED THE APPLICATION PROCESS. THANK YOU.

The person(s) named below has applied for an apartment at Colonial Townhouse Apartment complex in Willimantic, Connecticut. To complete the application process we must review the applicant's employment information. The applicant, by his/her signature below, authorized you to release information about his/her employment. Your comments or recommendations on this matter will be sincerely appreciated. We will be pleased to reciprocate this favor in the future. Thank you.

Name of Employee: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

1. Do you employ this applicant? Yes  No
2. Beginning date of employment: \_\_\_\_\_
3. Probability of employment: \_\_\_\_\_
4. Current hourly base pay: \$ \_\_\_\_\_ Hours per month: \_\_\_\_\_
5. Total pay earnings during last twelve (12) months: \$ \_\_\_\_\_
6. Total anticipated earnings for next twelve (12) months: \$ \_\_\_\_\_
7. Name of Company: \_\_\_\_\_
8. Name of person filling out this form: \_\_\_\_\_ Title: \_\_\_\_\_
9. Telephone number: \_\_\_\_\_

I give my permission for my EMPLOYER to release the employment information that has been requested.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

\*\*Must be signed by applicant, even if otherwise blank\*\*



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## REQUEST FOR RESIDENCY VERIFICATION

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

IF POSSIBLE, PLEASE FAX THE FILLED OUT FORM TO US,  
TO SPEED THE APPLICATION PROCESS. THANK YOU.

The person(s) named below has applied for an apartment at Colonial Townhouse Apartment complex in Willimantic, Connecticut. To complete the application process we must review the applicant's previous residency information. The applicant, by his/her signature below, authorized you to release information about his/her residency. Your comments or recommendations on this matter will be sincerely appreciated. We will be pleased to reciprocate this favor in the future. Thank you.

Name of Resident: \_\_\_\_\_

Previous or Present Address: \_\_\_\_\_

Date(s) of Occupancy: \_\_\_\_\_

1. Date of Move In: \_\_\_\_\_
2. Date of Move Out: \_\_\_\_\_
3. Monthly rent amount: \$ \_\_\_\_\_
4. Which, if any, utilities are included with rent: \_\_\_\_\_
5. Tenant generally paid: On Time  Late  Often Late
6. Housekeeping was generally: Good  Average  Poor
7. Would you rent to this person again? Yes  No
8. Name of person filling out this form: \_\_\_\_\_ Title: \_\_\_\_\_
9. Telephone number: \_\_\_\_\_

I give my permission for my LANDLORD to release the residency information that has been requested.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

\*\*Must be signed by applicant, even if otherwise blank\*\*

**Colonial Townhouse Apartments**  
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<b>RENTAL APPLICATION</b>
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**PLEASE TELL US ABOUT YOURSELF**

Preferred Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Legal Name (if different from above) \_\_\_\_\_ Preferred Pronouns \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Driver's Lic. No. & State \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Names of All Other Occupants \_\_\_\_\_ Total Number of Occupants \_\_\_\_\_  
 How Many Pets? \_\_\_\_\_ Kind of Pet, Breed, Weight, and Age \_\_\_\_\_

**PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)**

**CURRENT ADDRESS** \_\_\_\_\_  
 Month and Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Owner or Agent \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
**PREVIOUS ADDRESS (If within 3 years)** \_\_\_\_\_  
 Month and Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Owner or Agent \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
**PREVIOUS ADDRESS (If within 3 years)** \_\_\_\_\_  
 Month and Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Owner or Agent \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**PLEASE GIVE YOUR EMPLOYMENT INFORMATION**

YOUR STATUS:       Employed Full-Time    Employed Part-Time    Student    Retired    Not Employed  
**CURRENT EMPLOYER (Or Most Recent)** \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Date(s) Employed/From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_ Household Gross Monthly Income \$ \_\_\_\_\_  
**PREVIOUS EMPLOYER** \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Date(s) Employed/From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_ Household Gross Monthly Income \$ \_\_\_\_\_

**PLEASE LIST YOUR BANK AND CREDIT REFERENCES**

YOUR BANK(S)	City-State/Branch	Acct. Type (Checking, Savings, etc.)	Telephone
1.			
2.			
YOUR CREDIT REFERENCE(S)			
1.			
2.			
3.			

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Other Car, Motorcycle, etc \_\_\_\_\_

HAVE YOUR OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes  No

Been evicted or asked to move out? Yes  No  Broken a Rent Agreement or Lease? Yes  No

Been sued for damage to rental property? Yes  No  Declared Bankruptcy? Yes  No

Are you a U.S. Citizen? Yes  No

If no, are you lawfully authorized to live in the U.S.? Yes  No

Have you ever been convicted of a crime? Yes  No

Are you a student? Yes  No

If yes, what school do you attend? \_\_\_\_\_

What area of studies/Department? \_\_\_\_\_

Please give any additional information that might help the management evaluate your application: \_\_\_\_\_

\_\_\_\_\_

How did you hear about our property? \_\_\_\_\_

If the management has any questions about your application, please give phone numbers where you can be reached:

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

IN CASE OF PERSONAL EMERGENCY, NOTIFY: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I, \_\_\_\_\_, understand by signing this Consent Form, I represent and warrant the accuracy of this information and authorize Colonial BT, LLC and their agents to verify all information given, contact any and all references, if needed, and to verify information as needed. By signing below, I also give permission to run a consumer credit report, criminal background check, evictions, reference check and prior residency history, I understand that either refusal to agree to the above mentioned or failure to qualify according to the minimum standards established by Colonial BT, LLC would result in disqualification for tenancy. I also understand that approval of the application does not guarantee housing with Colonial Townhouse Apartments.

I have read in full and understand the above statements and conditions of tenancy.

The above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant



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### Paying Your Application Fee is Easy!

#### **Pay in the Office:**

- Cash or Money Orders only, no personal checks accepted

#### **Pay online:**

- Visit our website at [www.ColonialApt.com](http://www.ColonialApt.com)
- Click on Tenant Services in the upper right corner
- Click on Pay Rent Online to the left
  - Log in or register under a new user

\*If you are paying for an application fee you can put the payment under the “rent” column.



\*\*If you choose the tab labeled “e-check” to pay with your checking account, there is no processing fee \*\*

#### **Mail your payment:**

Colonial Townhouse Apartments  
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Any questions, please contact our office at 860-423-3328 or  
[Leasing@ColonialApt.com](mailto:Leasing@ColonialApt.com)