

# HAMPSHIRE CROSSING

929 New Hampshire Ave #2101  
Lakewood, NJ 08701  
732-664-0242

## APPLICATION APPROVAL PROCESS

1. Please submit your completed application in person at our leasing office. Primary applicant must be 18 years of age or older. Additionally, all applicants over the age of 18 must complete an application. Annual income for each resident over the age of 18 must equal 2.5x monthly rent. Utilities are not included in monthly rent fee.
2. Your application paperwork must include all of the following:
  - Rental Application Form (completed and signed)
  - Release of Credit and Criminal Information Form (completed and signed)
  - Copies of 2 Forms of ID: Driver's License, Passport, Social Security Card or Birth Certificate (copy services available at leasing office)
  - Proof of income (2 recent paystubs or letter from new employer)
  - **\$100 non-refundable application fee** for the first applicant and a **\$50 fee** for each applicant thereafter (applications are required for all persons over 18 years of age)
  - **\$350 Holding fee** (see #3)
  - Additional information may be requested
3. A **\$350 holding fee** is required with your application to hold your apartment while your application is being processed. **Leases must be signed within three (3) days after approval of application** and holding fee will be applied to your first full month's rent. **Failure to sign the Lease within three (3) days will result in the cancellation of your applications, forfeit of holding fee and placing the apartment back on the rentable list.** The holding fee may be paid by certified check or money order made payable to Hampshire Crossing.
4. A **security deposit** of up to one and one half's month rent is required at lease signing. The security deposit may be paid either by certified check or money order made payable to Hampshire Crossing.
5. A **\$65 certificate of occupancy fee** is required at lease signing. The occupancy fee must be paid by money order, payable to the **Township of Lakewood**. This check should be given to our leasing office.
6. An annual **\$150 amenity fee** is required at move-in for our state of the art fitness center. The amenity fee may be paid either by money order or certified check made payable to Hampshire Crossing.

## PET FEES

A one-time **\$350 non-refundable pet fee (for each pet)** is required with your security deposit payment. An additional pet rent of **\$35/month per pet** will be added to your monthly rent payments.

**Restrictions:** No more than 2 pets are permitted per apartment. Acceptable pets are cats or dogs weighing no more than 35 pounds each. Prohibited dog breeds are German Shepherd, Doberman, Rottweiler and Pit Bull. The following pets are also restricted: monkeys, birds, ferrets, snakes, rabbits, livestock, reptiles. Please contact us with any questions.

**For additional information, please contact our leasing office.**