

Centrix Management Co. LLC

55 Spring Street
New Britain, Connecticut 06051

PAYMENTS & MOVE IN

INSTRUCTIONS

IMPORTANT: KEEP THIS PAPER, YOU WILL NEED IT.

1. RETURN APPLICATION

Each person 18 years old or older must fill out an application.
Application fee is \$70.00 cash or money order per application.
Each applicant must show proof of income – such as copies of last 2 paycheck stubs.
These must be copies – whatever you give us will not be returned!

2. RENTAL DEPOSIT

Once the application is accepted we require a rental deposit equal to five hundred dollars.
This deposit may not be paid by personal check! Only bank checks, cash, or money orders will be accepted. These must be payable to: **Centrix Management Co. LLC.**
We will not hold the apartment for you until we receive the deposit.
This will be a non-refundable deposit.
If you change your mind or if you provide false information- you will lose your deposit.
Once you move in we will use the rental deposit for your first month's rent.

3. SECURITY DEPOSIT

On the day you sign the lease you must hand over the full Security Deposit of one thousand, four hundred dollars.
The security deposit may not be paid by personal check! Only bank checks or money orders will be accepted. These must be payable to: **Centrix Management Co. LLC** or cash.

4. INSURANCE

We cannot give you the keys until you present a paid receipt for your renter's insurance policy.

5. ELECTRICITY

We cannot give you the keys until the electricity has been turned on in your name.
To clarify: the electricity must be actually switched ON in your name - not just ordered on.
It takes about 4 working days for the electricity to be switched to your name- so place your order in time!

6. UTILITIES

All apartment utilities (not included in rent) must be put in your name prior to move in. You must present the confirmation number from the utilities company before receiving the keys to the apartment.

Electricity (860) 947-2000
Telephone 1-800-288-2020 AT&T
Cable TV 1-888-633-4266 Comcast

Thanks for Centrix Management Co. LLC as your new home!

RENTAL APPLICATION

Centrix Management Co. LLC

(860) 801-0028

APPLICATION FEE: \$70.00 cash only - per resident who is 18 years or older – this fee is not refundable

PROOF OF INCOME: Applicants must provide proof of income – No originals please
Whatever documents you give us will **NOT BE RETURNED**

DEPOSIT: Apartments are not held without a deposit - equal to one month's rent
This deposit is not refundable.
You will forfeit the deposit if you provide false information or if you change your mind.

COPY OF LEASE: We will show you a copy of our lease upon your request.

IMPORTANT! The Application will not be processed if you do not answer all questions or
if you use the words **"SAME" or "N/A"**

- PLEASE PRINT NEATLY -

When do you want to move in? _____ **Apt. #** _____ **Monthly rent** _____

Full Legal Name: _____

Social Security #: _____ **Date of Birth:** _____

PRESENT ADDRESS: _____ **Apt.#:** _____

City: _____ **State:** _____ **Zip:** _____ **How long?** _____

Home Telephone: _____ **Work #:** _____ **Ext.** _____ **Cell #** _____
(optional)

Present Rent: _____ **Does this include heat & hot water?** _____

Reason for moving: _____

LANDLORD'S NAME: _____ **Telephone #** _____

PREVIOUS ADDRESS: _____ **Apt.#:** _____

City: _____ **State:** _____ **Zip:** _____ **How long?** _____

Reason for moving: _____

LANDLORD'S NAME: _____ **Telephone #** _____

Driver's license # _____ **State:** _____ **How many cars?** _____

Car Make: _____ **Model:** _____ **Year:** _____

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List all people who will stay in the apartment for 9 nights or more each month (do not list yourself)

Name: _____ **Relationship:** _____ **Age:** _____

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List all animals, which will be in the apartment while you are living there. **This is not permission to keep pets!**

Type _____ Number: _____ Type: _____ Number: _____

CURRENT EMPLOYER: _____ City/ State: _____

Your position: _____ How long there? _____ Medical benefits? _____

Supervisor's Name: _____ Telephone: _____ Ext: _____

Net pay – (take home): _____ paid weekly / bi-weekly? _____

Other source of income: Amount: _____ per _____ Source: _____

FORMER EMPLOYER: _____ City/ State: _____

Your position: _____ How long there? _____

Reason for leaving: _____

MONTHLY PAYMENTS:

Car loan / lease: _____ Car insurance: _____ Student loans: _____

All credit cards: _____ Child support: _____ Alimony: _____

Have you ever been evicted or had eviction proceedings started against you? _____

If yes, when _____

CONTACT NAME IN CASE OF AN EMERGENCY: _____

Address: _____ Telephone: _____

WARNING: Any promises made to you are not valid unless we write them on this application.

By signing below you hereby authorize us to investigate you and perform a nationwide credit check on you.

Applicant's signature

date signed

Applicant's signature

date signed

THANK YOU!

Please do not write below this line – office use only.

Apt. # _____

Lease begins: _____

Lease ends: _____

Full term rent: _____

Monthly rent: _____

security deposit: _____