

NORWEGIAN WOOD, LLC

2024 Waitlist Application

Norwegian Wood Apartments has started a student-based waitlist for the upcoming 2024 – 2025 academic year. We offer 12-month leases that typically begin between the months of May – September. Available apartment options are listed in this packet.

It is important to get your application package submitted to secure your apartment home. Applications are time stamped, dated, and are processed on a first received basis.

Mail COMPLETE Waitlist Application package to:

Mailing Address:

**Norwegian Wood, LLC
1 Canyon Ridge Drive
Broad Brook, CT 06016**

OR E-Mail to:

nor.applications@gmail.com

If you are applying with a roommate/s, ALL applications must be submitted together. This includes ALL Guarantor Applications. Only COMPLETE applications are processed for placement. Please do not submit an application if documents are missing.

Please call or email our leasing office directly if you have any questions.

Office Hours: Mon – Fri 9am – 5pm

Norwegian Wood, LLC
(860) 872-2735

PLEASE SAVE THIS PAGE FOR YOUR RECORDS

NORWEGIAN WOOD, LLC

Applicant Check List

First Step

- _____ Complete your application
- _____ Complete Apartment Selection Guide and submit as top page of application
- _____ Mail to: Norwegian Wood LLC 1 Canyon Ridge Drive Broad Brook, CT 06016 or email to nor.applications@gmail.com

Waitlist: *Completed* applications will be added to the waitlist in the order in which they are received

Second Step (Placement)

- _____ Notification of specific unit and move-in date will be provided when a unit match is solidified. If placed into a unit, applicants have 48 hours to notify the Leasing Office, in writing, to confirm or deny the match

Third Step (Lease Signing)

- _____ Create an Online Payment Portal with your leasing agent to pay your Security Deposit payment online (1.5 months' rent) Note: **Only One Security Deposit payment will be accepted per apartment**
- _____ Sign all leasing documents
- _____ Submit Proof of Renter's Insurance naming Norwegian Wood, LLC as additionally insured and having a minimum of \$100,000.00 liability coverage. (Each Applicant **MUST** have Renter's Insurance & **MUST** provide proof of insurance [Declarations Page] at lease signing. **NO KEYS** will be released without proof of insurance from each tenant.

Fourth Step (Move-In)

- _____ Pay first month's pro-rated rent in your Online Payment Portal (Only one Payee per month per apartment can be accepted)
- _____ Complete and return all forms in your Welcome Folder **at time of move-in**
- _____ Request a Parking Permit sticker from your Leasing Agent

Apartment Selection Guide

Applicant Name(s): _____

Please mark your 1st, 2nd, and 3rd choice of move-in month and your 1st, 2nd, and 3rd choice of the apartment style preferred.

___ March ___ April ___ May ___ June ___ July ___ August ___ September

- ___ One-bedroom Heat/Hot water Included AND updated cabinets
 - ___ One-bedroom Heat/Hot water Included
 - ___ One-bedroom with **NO** heat/hot water with updated cabinets
 - ___ One-bedroom with **NO** heat/hot water
 - ALL Units on 1st floor*
-

- ___ Two-bedroom Deluxe Heat/Hot water Included AND updated cabinets
 - ___ Two-bedroom Deluxe Heat/Hot water Included
 - ___ Two-bedroom Deluxe with **NO** heat/hot water with updated cabinets
 - ___ Two-bedroom Deluxe with **NO** heat/hot water
 - ALL Units on 1st floor*
-

- ___ Two-bedroom Traditional Heat/Hot water Included AND updated cabinets
 - ___ Two-bedroom Traditional Heat/Hot water Included
 - ___ Two-bedroom Traditional with **NO** heat/hot water with updated cabinets
 - ___ Two-bedroom Traditional with **NO** heat/hot water
 - ALL Units on 2nd floor*
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- ___ Two-bedroom Loft Heat/Hot water Included AND updated cabinets
- ___ Two-bedroom Loft Heat/Hot water Included
- ___ Two-bedroom Loft with **NO** heat/hot water with updated cabinets
- ___ Two-bedroom Loft with **NO** heat/hot water
- ALL Units on 2nd floor*

TOP PAGE OF WAITLIST APPLICATION

Statement of Rental Policy – Norwegian Woods

- Equal Housing:** Non-discrimination based on race, color, sex, national origin, familial status and/or source of income in accordance with the 1988 Fair Housing Amendment, effective 3/12/89.
- Availability:** All apartment rentals are based on availability in the form of vacancies and/or apartments for which tenants have given notice to vacate that are not under deposit or otherwise re-rented. Apartment availability cannot be guaranteed until a given unit is vacated by the current tenant(s).
- Pets:** Only service animals or emotional support animals with the proper documentation are allowed. A \$500.00 Pet Violation Fee per pet per day will be assessed for any pet, including visiting pets, found inside the apartment home without verifiable documentation.
- Income:** Monthly rent shall not exceed 28% of gross monthly income. Income must be verified as part of the application process. Allowances from scholarships, study subsidiaries and/or inconsistent income such as alimony, commissions or tips will require written verification. Three quarters (3/4) of liquid savings and investments may be counted toward annual income. Any assets must be in accounts within the United States.
- Applications:** To be completed by every person over the age of 18 regardless of who appears on the lease. After approval, a lease agreement will need to be signed within 3 business days.
- Qualifications:**
- Guarantor:**
Norwegian Wood, LLC will run a complete credit check on each Guarantor. Guarantors must have satisfactory credit ratings with no significant patterns of late-payments and/or reports of bankruptcies, foreclosures, in the last five years. Also, there must be no collection items paid or unpaid, except medical or student loans, no current delinquent account, no charge off accounts paid or unpaid. Grace is given and allowed for either **one** charge-off or **one** collection item up to the amount of \$250.00 and documentation must be provided. Guarantors must have verifiable income and must meet our income guidelines.
- Student:**
Norwegian Wood, LLC will run a complete background criminal check on each student applicant. Student applicants should have no reports of convicted felonies, violent misdemeanors, misdemeanor A, or arrest for misconduct or assault.
- Present and prior rental history will be researched. Rental history must be favorable, without any reports of evictions, lease breakage, late payments, NSF checks or complaints or damages.
- All applicants must be at least 18 years old and have a United States Social Security Number.
- Occupancy:** No more than two (2) residents per bedroom. All lessees are equally responsible for the rent.
- Cars:** Each apartment is allowed parking for **two** cars; **three** cars are permitted for loft apartments. Permit required provided by office.
- Other:** Waterbeds and 10 gallons or less aquariums for fish are permitted. **Surround Sound Systems** are not permitted. Unit transfers are not permitted. You agree, at time of lease signing, that the unit meets your needs and specifications. If a tenant(s) breaks their lease before the initial 12-month lease term is completed, there is a \$1,000.00 Lease Breaking Fee.
- Insurance:** Proof of Renter's Insurance is required for all residents due at Lease Signing.
- Security Deposit:** The Security Deposit is one-and one-half month's rent due at Lease Signing. Only one security deposit is accepted per apartment. If after you have signed a lease agreement and decide not to move in and give your Two-Month Notice to Vacate (Four-Month Notice for student residents) on the vacate form available at leasing office, you will forfeit your entire security deposit.
- Rental Payment:** Monthly rent is due on the first of each month. Payment must be made on the online rent portal, RentCafe. Personal checks and cash are not accepted. Only one payment per apartment will be accepted. In addition, a \$35.00 NSF fee and a \$50.00 late fee, if applicable, will be due. Evictions start on the 15th of the month if rent is not received. Tenants are equally responsible for all eviction legal fees.

Initial(s) _____

NORWEGIAN WOOD, LLC

Mailing Address: 1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016

PH: 860-872-2735 FAX: 860-627-8991

Student Application

Apt. # _____

Today's Date _____

Move-In Date _____

FOR OFFICE USE ONLY

IMPORTANT REQUIREMENTS FOR APPLICANT:

PLEASE REMIT RENTAL HISTORY VERIFICATION FORM, COPY OF VAILD PHOTO ID (DRIVER'S LICENSE PASSPORT, VISA) AND COPY OF STUDENT UNIVERSITY PHOTO ID

The information provided is used to qualify prospective tenants.

Print Full Name:

First, Middle, Last:		Social Security Number:
Date of Birth:	Driver's License Number:	
Email:	Cell Phone #:	

Address:

Current Street Address:		Town/City:
State:	Zip Code:	Rented Before?: YES NO

If YES, Submit COMPLETED Rental History Verification form by your Landlord.

Landlord/Management Company:	Landlord Phone Number:	Length of Residency:
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Full-Time Student?	YES NO	Expected Graduation Date:
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Where did you hear about us?:

In the Event of an Emergency Please Contact:

Name:	Address:	
Cell Phone #:	Home Phone #:	Relationship:

Release:

The contents of this application are true to the best of the applicant's knowledge. The applicant understands that falsifications found in this application shall lead to disqualification.

It is understood that under Connecticut State Law effective October 1, 2023 there is NO Application fee.

It is understood that I acquire no rights to the apartment until:

- 1 The Landlord has verified the contents of this application including incomes, credit references, prior rental and arrest histories.
- 2 The application has been approved and notification given.
- 3 There is a signed lease and the security deposit has been paid as set forth by the Landlord.

I hereby apply for an apartment at Norwegian Wood with this Waitlist Application. By signing below, I authorize and request all credit reporting agencies, employers, landlords, and personal references to release any pertinent information regarding me. A photocopy of this should be as valid as the original. I understand that the credit report will be done through the facilities of: RentGrow, Inc. 275 Wyman Street Suite 14, Waltham, MA 02451.

Applicant Signature

Date

NORWEGIAN WOOD, LLC

1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016 PH: 860-872-2735 FAX: 860-627-8991

Rental History Verification

I give permission to Norwegian Wood, LLC to obtain the following information from my past and/or present landlord. *(Please Print Clearly)*

Applicant Name

Apartment Community

Address/Unit #

Applicant's Signature

Landlord Name

() _____
Landlord Phone

() _____
Fax Number

Applicant Do Not Write Below This Line

The above person has recently applied for housing at Norwegian Wood Apartments in Tolland, CT. To assist us in the approval process, we would appreciate you answering the following questions and returning the completed form as soon as possible. It may be scanned and emailed to nor.applications@gmail.com or faxed to us at 860-627-8991.

1. Dates of Occupancy/ Lease: _____
2. Rent Amount: \$ _____
3. Did the resident pay on time? _____, if not, how many times late? _____
4. Did the resident have any checks returned due to insufficient funds? _____
5. Were there complaints ever registered against this resident? _____
6. Does the resident have any pets? _____
7. Has the resident ever been subject to disciplinary or legal action? _____
8. Have eviction proceedings ever been started on this resident? _____
9. Has tenant given proper notice to vacate? _____
10. Would you rent to this resident again? _____

Comments: _____

Landlord Signature

Title

Date

Landlord Name

Phone Number

Best Time to Call

NORWEGIAN WOOD, LLC

Mailing Address: 1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016

PH: 860-872-2735 PH: 860-627-8999

Insurance Information

All residents at Norwegian Wood Apartments are required to have Renter's Insurance. Each resident will need to choose an insurance company and setup Renter's Insurance prior to lease signing.

If you have any questions or concerns while purchasing Renter's Insurance, please feel free to call the Rental Office Phone: (860) 872-2735.

Helpful Tips When Purchasing Insurance:

Some companies offer multi-policy discounts if you have an existing policy i.e., auto insurance. Call your auto insurance provider first for a quote. Some insurance companies will allow up to 3 non-related tenants on one policy. Some do NOT. Ask the agent first and then ask for quote. Minimum personal property and additional coverages are different at each company. Some are \$20,000 some are \$10,000. If your household items i.e., furniture/electronics, clothing/jewelry, does not exceed 10-15k, then \$20,000 is not necessary. Ask for basic coverage and their minimum coverage requirements up front.

- Inform the agent each resident is required to have **\$100,000 minimum** Personal Liability Coverage.
- Inform the insurance agent that landlord, Norwegian Wood LLC, is required to be listed as **Additional Interest Party** with mailing address listed:

Additional Interest Party Address:
(Landlord Mailing Address)

**Norwegian Wood, LLC
1 Canyon Ridge Drive
Broad Brook, CT 06016**

- Insured Name:
(Tenant Occupying Apt) _____
- After you have purchased your policy, ask your Insurance Agent to mail, fax, or email the Policy Declarations Page Fax: (860-627-8991) Email: nor.applications@gmail.com

I/We have read the above Norwegian Wood, LLC adopted policy and by signing this form I/we understand Renter's Insurance is required at Norwegian Wood Apartments.

YOU (Applicant) /Date

YOU (Guarantor) /Date

NORWEGIAN WOOD, LLC

Mailing Address: 1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016

PH: 860-872-2735 FAX: 860-627-8991

Guarantor Application

Apt. # _____
OFFICE USE ONLY

Today's Date _____

Move-In Date _____

IMPORTANT REQUIREMENTS FOR GUARANTOR:
PLEASE REMIT COMPLETED EMPLOYMENT VERIFICATION FORM, COPY OF VAILD PHOTO ID,
COPIES OF 2 CURRENT PAYSTUBS

The information provided is used to qualify prospective tenant.

Print Full Name:

First, Middle, Last:		Social Security Number:	
Date of Birth:	Driver's License Number:		State:
Email:	Cell Phone #:		Home Phone #:

Address:

Current Street Address:		Town/City:	
State:	Zip Code:	Home Owner:	YES NO
Landlord/Management Company:	Landlord Phone Number:	Length of Residency:	Rent Amount:

Employment:

Current Employer:		Occupation:
Length of Employment:	Gross Monthly Income:	Gross Annual Income:
Employer Address:		Employer Phone #:

Release:

The contents of this application are true to the best of the applicant's knowledge. The applicant understands that falsifications found in this application shall lead to disqualification.

It is understood that under Connecticut State Law effective October 1, 2023 there is NO Application fee.

It is understood that I acquire no rights to the apartment until:

- 1 The Landlord has verified the contents of this application including incomes, credit references, prior rental and arrest histories.
- 2 The application has been approved and notification given.
- 3 There is a signed lease and the security deposit has been paid as set forth by the Landlord.

I hereby apply for the apartment listed in this application. With my signature, I authorize and request all credit reporting agencies, employers, landlords, and personal references to release any pertinent information regarding me. A photocopy of this should be as valid as the original. I understand that the credit report will be done through the facilities of: RentGrow, Inc. 275 Wyman Street Suite 14, Waltham, MA 02451.

Guarantor Signature

Date

Norwegian Wood LLC

Income Guidelines

APARTMENT STYLES AND *RENTAL RATES	GROSS ANNUAL REQUIREMENT
1 Bed Traditional Electric Heating:	
Rates \$ 1,180 - \$ 1,240	\$ 50,570 - 53,140
1 Bed Traditional Heat/Hot Water Included:	
Rates \$ 1,275 - 1,335	\$ 54,640 - 57,200
2 Bed Traditional Electric Heating:	
Rates \$ 1,355 - 1,415	\$ 58,070 - 60,640
2 Bed Traditional Heat/Hot Water Included:	
Rates \$ 1,460 - 1,520	\$ 62,570 - 65,140
2 Bed Deluxe Electric Heating:	
Rates \$ 1,330 - 1,390	\$ 57,000 - 59,570
2 Bed Deluxe Heat/Hot Water Included:	
Rates \$ 1,450 - 1,510	\$ 62,140 - 64,700
2 Bed Loft Electric Heating:	
Rates \$ 1,600 - 1,635	\$ 68,570 - 70,000
2 Bed Loft Heat/Hot Water Included:	
Rates \$ 1,715 - 1,750	\$ 73,500 - 75,000
Guarantor Signature:	Date:
Applicant Signature:	Date:
Co-Signers are NOT accepted. All applicants MUST meet verifiable income requirements and be in good credit standing.	
Monthly rent shall not exceed 28% of gross monthly income	
One Guarantor Accepted ONLY Per Full-Time Student Applicant	
Guarantor MUST Meet Income Requirements	
*RENTAL RATES SUBJECT TO CHANGE WITHOUT NOTICE PER MANAGEMENT	

NORWEGIAN WOOD, LLC

1 CANYON RIDGE DRIVE BROAD BROOK, CT 06016 PH: 860-872-2735 FAX: 860-627-8991

Employment Verification

Name of Applicant:

Applicant Signature:

Date:

The above person has applied for an apartment at Norwegian Wood Apartments in Tolland, CT. You are listed as a present or previous employer. Please complete this form and return to us as soon as possible. It may be emailed to nor.applications@gmail.com or faxed: 860-627-8991

This form authorizes all references to furnish information requested.

This portion to be completed by Employer Only:

Applicant Employed: From: _____ To: _____

Monthly Income: \$ _____

Any Overtime? Yes No

Remarks or Comments:

Signature of Employer

Printed Name of Employer

Company Name

Title

Phone

Date
