



# IVY HALL APARTMENTS

400 Wollaston Avenue  
Bldg E – Office  
Newark, DE. 19711

**Phone (302) 366-1841**  
**Fax (302) 366-1062**  
[www.ivyhallapartments.com](http://www.ivyhallapartments.com)

Email: [ivyhallud@aol.com](mailto:ivyhallud@aol.com) or [ivyhalloffice@aol.com](mailto:ivyhalloffice@aol.com)

Office Hours  
Mon-Fri 8:30 am to 4:00 pm  
Closed Weekends

All requests are not guaranteed!

### Specific Apt Requests:

1 or 2 bedroom

1<sup>st</sup> choice \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Live near or in same building as:

1<sup>st</sup> choice: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_

## RENTAL APPLICATION

### STUDENTS:

Each student must fill out their own application and return to rental office.

Once applications are received, you will then be placed on our “**Assignment**” waiting list. We prefer all roommates turn in applications at the same time. However upon receiving 1 completed application we will place you on the waiting list at that time and allow for a short period of time to gather the remaining roommates applications. We reserve the right to remove you from our waiting list if we do not receive the remaining applications in a timely manner. We will contact you when we have assigned an apartment to you.

All leases must be signed immediately after apartment assignment is made. You are responsible to contact us for an appointment. Immediate contact with us must be made in order for us to hold your apartment. A simple reponse acknowledging our email will suffice. We will hold your apartment for 7 days after we inform you of your assignment. We cannot guarantee your apartment after 7 days. All students should schedule to attend lease signing together if possible.

### AT LEASE TURN-IN:

The **full security deposit** (this amount is the same as one month’s rent) and the **first month’s rent** will be required at that time and must be in separate checks. One lease should be printed from our website and signed by all students before your appointment.

### CO-SIGNER:

All student applications must be co-signed unless you are working and will be paying for your rent yourself. Co-signer forms must be completed and notarized and original notarization form mailed to the office at the above address. Also please log onto our website: [www.ivyhallapartments.com](http://www.ivyhallapartments.com) and click on “Application Info”, then click on “Student/Parent Handbook” for further pertinent information.

**Application Fee - \$35.00 must accompany each application.**

(Please make checks payable to “Ivy Hall Apartments”).

**Application fees are NON-REFUNDABLE unless an apartment is not available to assign.**

(If you are **not a student and work full-time**: You must complete the co-signer portion of application as applying to yourself. Please attach 4 consecutive pay stubs or income information to this application.)

### Check off each item after completion:

\_\_\_\_\_ App. filled out and signed.      \_\_\_\_\_ Copy of ID attached  
\_\_\_\_\_ \$35.00 attached      \_\_\_\_\_ Co-signer application complete & notarized.  
\_\_\_\_\_ Pay Stubs or I-20 or Other Employment Letter Attached (If so, then Co-Signer not needed)

If application is approved, requested Lease Begin date (not move in date) is: \_\_\_\_\_

IVY HALL APARTMENTS  
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## STUDENT APPLICATION

PLEASE PRINT AND ANSWER ALL QUESTIONS

Today's Date \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

STATUS FOR NEXT SCHOOL YEAR:

Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Grad \_\_\_\_\_ Other \_\_\_\_\_

YOUR CELL PHONE # (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_ (please print!)

YOUR UD or local ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

LANDLORD'S OR OWNER'S OR UD HOUSING ADMINISTRATOR'S  
NAME & PHONE: (FOR REFERENCE PURPOSES) \_\_\_\_\_

### IF EMPLOYED PLEASE COMPLETE THE FOLLOWING:

EMPLOYER \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

EMPLOYER'S PHONE: \_\_\_\_\_

IMMEDIATE SUPERVISOR'S NAME: \_\_\_\_\_

ARE YOU FULL-TIME? \_\_\_\_\_ PLEASE SUBMIT 4 CONSECUTIVE PAY STUBS \_\_\_\_\_

### PLEASE LIST ANYONE THAT WILL BE OCCUPYING THIS UNIT WITH YOU

NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

Parking spaces are given as two spaces for a two bedroom apt., one space for a one bedroom.  
Additional parking spaces may be available for a monthly fee.

Will you need additional spaces: YES \_\_\_\_\_ NO \_\_\_\_\_ MAYBE \_\_\_\_\_  
If yes, how many: \_\_\_\_\_

**Additional parking spaces are limited and are given out on a first come first served basis only.**

IVY HALL APARTMENTS

**STUDENT APPLICATION - Please Read Carefully!**

The information is furnished as inducement to negotiate a lease with the applicant, who hereby agrees that if any information contained herein is false or willfully omitted, the lease may be canceled at the option of the owner/agent, and any expense, inconvenience or damages caused by such cancellation are the applicant's sole responsibility. Please notify the management of any changes which may affect the information in your application.

IMPORTANT - PLEASE READ

**The owner and/or agent cannot assume responsibility for the inability to furnish tenant with any apartment on the specified date where construction delays, repairs, or the removal of a desirable tenant prevents the agent from obtaining occupancy of the said premises.**

**Therefore, your apartment may not be available on the day your lease begins.**

**However, your following month's rent will be pro-rated to reflect those days not available to you. The owner and/or agent reserves the right to re-assign any apartment in the event it is possible and/or becomes necessary to do so. You are responsible to contact us at any time regarding when your apartment is ready because that is the day you begin paying rent! Please call us on the first day your lease begins to see if your apartment is ready or get an estimated date as to when it will be.**

NOTE:

1. A non-refundable application fee of **\$35.00** must accompany this application before it will receive consideration. Fees are per applicant not per apartment.
2. The 1<sup>st</sup> month's rent (**Please note: this check will not be cashed** until the date the lease begins or after) and the security deposit (this is equal to 1 months rent and **will be cashed** soon after we receive it), will be due when the lease is signed (after an apartment is assigned).
3. **Rent payments are due on the first day of each month.** If rent payments are not received by the 5<sup>th</sup> day, there will be a 5% late charge added to the account. All returned checks will be subject to a \$35.00 charge. The resident will be considered in default of the lease agreement. Ivy does not send out monthly bills regarding rent.

IMPORTANT - PLEASE READ

Our complex has wonderful character. In many apartments, we have been able to preserve the hardwood floors. These floors will be damaged if water or condensation from a large tub filled with ice is allowed to sit on them or if windows are left open for rain to enter. They can also be damaged by pets. Tenants will be held monetarily responsible for any and all damages. Some apartments have carpet. Changing of carpet is done on an as-needed basis only and is at the discrepancy of Ivy Hall. Requests for new carpet may not be honored. If new carpet is installed, tenants will be held liable for all damages, including damages from pets. All PETS must be approved by Ivy Office. A Pet Agreement must be submitted prior to your acquiring a pet and a pet deposit must be paid!

PLEASE SIGN BELOW TO CERTIFY THAT YOU HAVE READ THE APPLICATION, INCLUDING THIS PAGE, ANSWERED ALL THE QUESTIONS TO THE BEST OF YOUR ABILITY, AND UNDERSTAND IT'S CONTENTS. THE APPLICATION IS A PART OF THE LEASE AGREEMENT.

THANK YOU!

STUDENT SIGNATURE \_\_\_\_\_

IVY HALL APARTMENTS  
400 Wollaston Avenue  
Newark, DE. 19711  
Phone (302)366-1841  
Fax (302)366-1062

## CO-SIGNER APPLICATION

PLEASE PRINT AND ANSWER ALL QUESTIONS

(Student) Applicant's Name \_\_\_\_\_

YOUR NAME \_\_\_\_\_

Email Address: \_\_\_\_\_ Please print and write clearly.

Cell Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Number to call in case of an emergency regarding the applicant: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ HOW LONG ? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ HOW LONG ? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If self-employed, please state the name and address of your company. Omitted information will delay applicant consideration.

EMPLOYED BY \_\_\_\_\_ HOW LONG ? \_\_\_\_\_

POSITION \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

EMPLOYER'S PHONE \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

APPROX. ANNUAL INCOME: (circle one) a. \$0 - \$25,000 b. \$25,000 - \$50,000 c. \$50,000 +

SPOUSE'S NAME \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_ HOW LONG ? \_\_\_\_\_

POSITION \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

EMPLOYER'S PHONE \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

APPROX. ANNUAL INCOME: (circle one) a. \$0 - \$25,000 b. \$25,000 - \$50,000 c. \$50,000 +

IVY HALL APARTMENTS  
**CO-SIGNER APPLICATION**

The information is furnished as an inducement to negotiate a lease with the applicant, who hereby agrees that if any information contained herein is false or willfully omitted the lease may be canceled at the option of the owner/agent, and any expense, inconvenience or damages caused by such cancellation are applicant's sole responsibility.

For emergency purposes, please notify management immediately of any changes in present address and phone number or any changes in information which may affect this application.

**\*IMPORTANT - PLEASE READ:**

**The owner and/or agent cannot assume responsibility for the inability to furnish tenant with any apartment on the specified date where construction delays, repairs, or the removal of a desirable tenant prevents the agent from obtaining occupancy of the said premises. Therefore, this apartment may not be available on the day the lease begins. However, the following month's rent will be pro-rated to reflect those days not available to the tenant. The owner and/or agent reserves the right to re-assign any apartment in the event it is possible and/or becomes necessary to do so. Ivy Hall does not notify tenants as to when the apartment is ready. Tenants are responsible to contact us at anytime regarding when the apartment is ready because that is the day to begin paying rent! Tenants must call us on the first day the lease begins to see if the apartment is ready or get an estimated date as to when it will be. One student from each apartment will be given a copy of the executed lease agreement.**

**NOTE:**

1. A non-refundable application fee of **\$35.00** must accompany this application before it will receive consideration.
2. The 1<sup>st</sup> month's rent (**Please note: this check will not be cashed** until the date the lease begins or after) and the security deposit (this is equal to 1 months rent and **will be cashed** soon after we receive it), will be due when the lease is signed (after an apartment is assigned).
3. **Rent payments are due on the 1<sup>st</sup> day of each month.** If rent payments are not received by the 5<sup>th</sup> day, there will be a 5% late charge per apartment on the 6<sup>th</sup> day. The 1<sup>st</sup> month's payment is paid at lease signing. Check the lease agreement, or call us to determine when the 2<sup>nd</sup> month is due to avoid a late fee. All returned checks will be subject to a \$35.00 charge.  
The resident will be considered in default of the lease agreement. We do not mail out billing notices.

**Rent payments must be payable to and sent in advance to:** Ivy Hall Apartments  
400 Wollaston Ave.  
Bldg E - Office  
Newark, DE 19711

**APARTMENT #'S MUST BE ON ALL CHECKS!**

**\*IMPORTANT - PLEASE READ**

**The apartment may not be available on the day the lease begins. Ivy Hall does not notify the tenants as to when the apartment is ready. Tenants are responsible to contact us regarding when the apartment is ready because that is the day to begin paying rent! Tenants may call us on the 1<sup>st</sup> day the lease begins. Ivy does not send monthly billing notices.(See paragraph above).**

PLEASE SIGN BELOW TO CERTIFY THAT YOU HAVE READ THE APPLICATION, INCLUDING THIS PAGE, ANSWERED ALL THE QUESTIONS TO THE BEST OF YOUR ABILITY, AND UNDERSTAND ITS CONTENTS. THE APPLICATION IS A PART OF THE LEASE AGREEMENT.

THANK YOU!

**Please copy this page and keep for your records.**

CO-SIGNER SIGNATURE \_\_\_\_\_

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**CO-SIGNER NOTARIZATION FORM**

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

I/WE \_\_\_\_\_  
(PRINT CO-SIGNER)

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(PRINT CO-SIGNER)  
(ONLY ONE CO-SIGNER REQUIRED)

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

AGREE TO THE FINANCIAL RESPONSIBILITY OF \_\_\_\_\_  
(STUDENT / RESIDENT NAME)  
FOR THE TERM CONTRACTED FOR OCCUPANCY OF RENTAL UNIT AT:

**IVY HALL APARTMENTS  
400 WOLLASTON AVENUE  
Bldg E - Office  
NEWARK DE, 19711**

**\* NOTARY PUBLIC**  
SWORN TO AND SUBSCRIBED BEFORE ME,

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

SIGNATURE OF NOTARY \_\_\_\_\_

\_\_\_\_\_  
(CO-SIGNER SIGNATURE)

\_\_\_\_\_  
(CO-SIGNER SIGNATURE)

**\* Notary must be signed and sealed or stamped. Signatures alone are unacceptable.**