



IVY HALL APARTMENTS

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

Phone (302) 366-1841

Fax (302) 366-1062

www.ivyhallapartments.com

Email: ivyhalloffice@aol.com

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

Last Name:
Fee Pd/Ck#:
Apt # Assigned:

All requests are not guaranteed!

Specific Apt Requests:

1 or 2 bedroom (Circle)

1st choice _____

2nd choice _____

3rd choice _____

Any other requests:

1st : _____

2nd : _____

RENTAL APPLICATION

Each person 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 one 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 an apartment to assign. If you do not immediately respond to the notice, you will be placed back on the waiting list. You must contact us if you are still interested in an apartment.

All leases must be signed soon after apartment assignment is made. Leases are emailed to you. You will sign through email. First month's Rent and Security Deposit is due at the time of lease signing. We will hold your apartment for 7 days after we inform you of your assignment. We cannot guarantee your apartment after 7 days.

AT LEASE SIGNING:

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. After the initial payment of the Security Deposit and First Month's Rent (paid by check, cash or money order) further payments may be paid online.

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 and click on "Application Info", then click on "Student/Parent Handbook" for further pertinent information.

Application Fee - \$50.00 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

_____ \$50.00 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: _____

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APPLICATION

PLEASE PRINT AND ANSWER ALL QUESTIONS

Today's Date _____

YOUR NAME _____ DATE OF BIRTH _____

IF APPLIES: STATUS FOR NEXT SCHOOL YEAR:

Freshman _____ Sophomore _____ Junior _____ Senior _____ Grad _____ Other _____

YOUR CELL PHONE # (_____) - _____ - _____

By providing your cell phone number you agree to text messages from Ivy Hall _____ (please initial)

Email Address: _____ (please print CLEARLY!)

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.

IVY HALL APARTMENTS

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 your apartment's availability because that is the day you begin paying rent! Please call us anytime after 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 **\$50.00** must accompany this application before it will receive consideration. Fees are per applicant not per apartment.
2. The 1st 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 one 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 5th 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 cooler or 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 ITS CONTENTS. THE APPLICATION IS A PART OF THE LEASE AGREEMENT.
THANK YOU!

STUDENT SIGNATURE _____

IVY HALL APARTMENTS
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Phone (302)366-1841
Fax (302)366-1062

CO-SIGNER APPLICATION

Co-Signers will be necessary if proof of income cannot be established or if income is not sufficient.

PLEASE PRINT AND ANSWER ALL QUESTIONS

Applicant's Name _____

CO-SIGNER'S 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 **\$50.00** must accompany this application before it will receive consideration.
2. The 1st 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 1st day of each month.** If rent payments are not received by the 5th day, there will be a 5% late charge per apartment on the 6th day. The 1st month's payment is paid at lease signing. Check the lease agreement, or call us to determine when the 2nd 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 the apartment's availability because that is the day to begin paying rent! Tenants may call us on the 1st 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 _____ DATE OF BIRTH ____/____/_____
(PRINT CO-SIGNER)

_____ DATE OF BIRTH ____/____/_____
(PRINT CO-SIGNER)
(ONLY ONE CO-SIGNER REQUIRED)

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.**