

# Briar Ridge Estates

40 Lilac Drive, Rochester, NH 03867 (603) 994-1411

## **NEW PARK RESIDENT APPLICATION REQUIREMENTS**

Park tenancy application and approval requires the following:

### **Application:**

1. Completed Rental Application Form.
2. Application Fee of \$40.00 payable to Briar Ridge Estates
3. Criminal Record Release Form for every person over the age of 18. Office Manager can notarize this form if needed. You may send this in yourself or write a check payable to State of NH Criminal Records for \$25 per applicant. This can take a few weeks to process, so do not wait to get this form sent into the state. You can also go directly to the Department of Safety in Concord, NH to have this completed immediately.
4. Copy of valid driver's license or picture ID
5. Copy of most recent pay stub
6. Completed Tenant Pet Application form (If applicable)

**\*All Application and Background Check Fees are Non-Refundable\***

### **Upon Close:**

1. Receipt of Lienholder's name and address.
2. Confirmation of paid Insurance Policy.
3. Signed copy of the Rules and Regulations
4. Signed copy of the Briar Ridge Estates Lease Agreement

Should you have any questions, please contact our office at (603) 994-1411.

Thank you,

*Katie Miller*  
Office Manager

# Briar Ridge Estates

40 Lilac Drive Rochester, NH 03867 603-994-1411

## TENANT APPLICATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

I am interested in applying for tenancy at: \_\_\_\_\_

I have received copies of the Park's application requirements letter; application form, and the Park Rules and Regulations.

I understand that application requires a non-refundable payment of \$40 for the application fee; plus a non-refundable fee of \$25.00, per person over the age of 18, for a Criminal Background Check

\_\_\_\_\_  
(Signature)

Park tenant application and approval requirements are complete as of \_\_\_\_\_.

\_\_\_\_\_  
Community Manager

# Briar Ridge Estates

40 Lilac Drive, Rochester, NH 03867  
Phone: 603-994-1411 Fax: 603-994-1414

## RENTAL APPLICATION

Date of Application \_\_\_\_\_ Rental Lot Number \_\_\_\_\_

### PERSONAL INFORMATION

Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's License State/No. \_\_\_\_\_

Co-Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's License State/No. \_\_\_\_\_

Full names of all other residents	Relationship to you	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Nearest relative not living with you \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Have you filed for bankruptcy within the past ten years? \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_

Have you ever refused to pay your rent when it was due? \_\_\_\_\_

Have you or any occupants, ever been convicted of a felony? \_\_\_\_\_

Are you or any occupants, a convicted sexual offender? \_\_\_\_\_

### VEHICLE INFORMATION

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_

Plate Number \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_

Plate Number \_\_\_\_\_ Monthly Payment \_\_\_\_\_

### RESIDENCE HISTORY

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Present Telephone \_\_\_\_\_

Email \_\_\_\_\_

Present Landlord \_\_\_\_\_

Dates: From \_\_\_\_\_ To: \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Payment \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Telephone \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**Present Employer** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Wages \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

**Co-Applicant's Employer** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Wages \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

**Income from other sources:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please provide proof of other income

**BANKING AND CREDIT REFERENCES**

Bank Name	Telephone
Checking acct. No.	Savings Acct. No
Loan Acct. No.	Monthly Payment \$
Credit Reference	Telephone
Address	Acct. No.

If additional space is required please attach a separate sheet.

Are there any outstanding judgments, garnishes or other legal proceedings against you?

\_\_\_\_\_

As of this date, all your debts total \$ \_\_\_\_\_ per month.

**MOBILE HOME DESCRIPTION**

Year	Make
Model	Serial#
Size	Color
Roof Material	Addition?
Shed?	Siding type
Deck/Porch?	

Lienholder \_\_\_\_\_  
Address \_\_\_\_\_  
Account # \_\_\_\_\_ Monthly Payment \_\_\_\_\_

**AFFIRMATION STATEMENT**

The undersigned persons represent that all the application statements are true and complete and hereby authorize verification of such information via credit reports, rental history reports, and other means. Failure to answer any of the inquiries shall entitle owner to reject this application. False information given shall entitle owner to:

1. Reject this application.
2. Terminate tenant's right to occupancy.

False information may also constitute a serious criminal offense under laws of the state in any lawsuit relating to this application, application agreement or rights under statute, or government regulations. The owner shall be entitled to attorney's fees and all other costs of litigation. This application is three pages in length and is all inclusive in this agreement.

Applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

Co-applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

**ENDORSEMENT**

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

I have reviewed this application and background investigation data and approve tenancy in accordance with Briar Ridge Estates Park rules, in effect this date.

\_\_\_\_\_  
*Park Manager*

# **BRIAR RIDGE ESTATES**

40 Lilac Drive, Rochester, NH 03867 603-994-1411

## **Tenant Pet Application**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Type of pet:** \_\_\_\_\_

**Color:** \_\_\_\_\_

**Male:** \_\_\_\_\_ **Neutered:** \_\_\_\_\_ **Female:** \_\_\_\_\_ **Spayed:** \_\_\_\_\_

**Copy of Rabies Certificate and Dog License is Required.**

Tenant agrees to keep in full compliance with the Town of Rochester's leash law.

*Any loose animals captured in Briar Ridge Estates which are not licensed and approved will be removed.*

**Date:** \_\_\_\_\_ **Tenant:** \_\_\_\_\_

**Tenant:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

**1. Responsibility.** Any tenant who chooses to keep any pet does so subject to these Rules. Tenants are responsible for all actions of their pets and of any visiting animals, and are financially liable for any damages caused to property of the Park or of any neighbors, and for any personal injuries, including death, caused by their pets or any other visiting animals. Pets are not permitted to disturb the rights, comfort, peace, safety or conveniences of other residents of, or visitors to, the Park. Undue noise, aggressive behavior, digging or other behavior by any pet or other animal that violates any of these Rules is grounds for a violation notice to the tenant.

**2. Types and Registration of Animals.** No wild animals or farm animals are permitted to be kept in the Park, whether as pets or otherwise. Fish, birds and domesticated constantly caged small (under 4 pounds) indoor animals, not including any venomous or otherwise dangerous animals, are permitted without registering with Management. Except as hereinafter provided, dogs and cats may be permitted in the Park, but must first be approved by and registered with Management. No more than one cat or one dog per home will be approved. Approval of any dog or cat is contingent on completion of a pet application, presentation of proof that the animal is properly licensed pursuant to municipal requirements, and submission of a certificate from a licensed veterinarian stating that the animal:

- a. is in good health,
- b. has received all required and advisable immunizations, and
- c. has been spayed or neutered.

**3. Dog Restrictions.** Adult size or weight of dog is not restricted. Aggressive breeds including, but not limited to Pit-bull, Rottweiler, Dobermans, Chow-chows, Wolf/Wolf hybrids or a mixed breed that includes any of these breeds will be prohibited from the Park at any and all times. No dangerous animals, regardless of size or breed is permitted in the Park at any time.

**4. Care of Pets.** Dogs and cats shall not be tied, or fed, outside, nor shall they be left unattended at any time or left outside at night. Doghouses, outdoor cages and other outdoor enclosures intended to house or contain any pet or other animal are prohibited. Whenever pets are outside the home, they must be kept on a leash. Any pet or other animal found loose in the Park is subject to being picked up by the Animal Control Officer and taken to the Humane Society. Common areas of the Park, including any playgrounds, shall not be used to exercise pets. Day care of dogs is not permitted in the Park. Animal waste deposited anywhere in the Park must be removed immediately by the person responsible for the animal.

**5. Removal of Animals.** Any tenant who has an animal in violation of these Rules will receive written notice of the violation. The Park will require the immediate removal from the Park of any animal that is not a permitted pet under these Rules, and may remove any such animal from the Park without notice to its owner or guardian. For any permitted pet that is learned by Management to be, in Management's discretion, a safety threat, or on the receipt of any three or more violation notices regarding any permitted pet, the Park will require the immediate removal of the pet from the Park. Failure to comply with a removal order or violation notice regarding an animal will subject the tenant to eviction from the Park."

**I acknowledge receipt and understanding of the above listed rules.**

**Tenant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Briar Ridge Estates

40 Lilac Drive Rochester, NH 03867

PHONE: 603.994.1411 EMAIL: [briarridgemgr@hynesnet.com](mailto:briarridgemgr@hynesnet.com)

## OWNER INFORMATION SHEET

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PHYSICAL ADDRESS ABOVE – EX: 2 Aruba Drive

HOME OWNER NAME: \_\_\_\_\_

CO-RESIDENTS: \_\_\_\_\_  
(if minors, please...  
...include their ages) \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_  
*AREA CODE - ### - #####*

CELL PHONE #: \_\_\_\_\_  
*AREA CODE - ### - #####*

WORK PHONE #: \_\_\_\_\_  
*AREA CODE - ### - #####*

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(if different from above) \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_  
*Name*

\_\_\_\_\_ *Phone (Home / Work)*

HOME DESCRIPTION: \_\_\_\_\_  
*Year Make Model*

Cat: YES NO (please circle one) Dog: YES NO

Dog Breed: \_\_\_\_\_

VEHICLE(s): \_\_\_\_\_  
*Year Make Model*

\_\_\_\_\_ *Year Make Model*