



**RENTAL INFORMATION
SUMMIT MANOR APARTMENTS
58 Berkshire Pl. Hackensack, NJ 07601**

Apartments Shown:

Rate:

Price valid until:

Utilities: Heat and hot water are provided by Landlord. Residents pay electricity and cooking gas

Application Fee: \$50.00 application fee per Applicant to process your application including the required credit and criminal background check. All applicants age 18 and over must fill out an application. This fee is non-refundable, and the Application Fee check is payable to Hekemian & Co., Inc. In addition to your application and the Application Fee, we require a \$200.00 deposit that will be credited to your first (1st) month's rent. If your application is declined due to unsatisfactory credit or criminal background check, this \$200.00 will be refunded.

On-line Applications: Applications can be submitted online at www.Hekemian.com. Please select "Apartment Search" from the top menu, choose your desired property from the search results, and click on the "Availability and Online Application" button. Follow instructions until you receive the confirmation page. **You may pay your application fees online, however, holding deposit checks must be received by the office within 72 hours of application in order to maintain the hold on your selected apartment.**

If you are approved and decide *not* to take the apartment, this deposit will be *forfeited*. If paying by check, the check for \$200.00 is payable to the Landlord: **Summit Manor Apartments, LLC.**

Security Deposit: Security is required at a rate of 1 month's rent. Your security will be placed in an interest-bearing account while you are a Resident, and will be returned to you in accordance with the Lease provisions. Security deposit and first month's rent must be in secured funds, money order or certified check. No cash will be accepted.

Income: All applications must be submitted with income documentation. If there are two (2) applicants or co-applicants, each applicant must submit income documentation. Any application submitted without the proper income information will be considered incomplete and will not be processed nor will the apartment be held for you. Co-Signers require separate application forms and must be accompanied by income documentation. **Please provide proof of income for the last 30-60 days.**

Income Verification: We use a third-party system for income and ID verification. The fastest and most secure option is often called bank or payroll "linking," which allows you to grant limited, view-only access to an account that shows your ability to pay rent. If you are unable to link your payroll or bank account, you may instead upload your income documents.

Clear Income Details: Ensure your name, pay period, and deposit amounts are clearly visible. Blurry or incomplete documents may delay your application.

Employer Information (if applicable): If you submit a pay stub or offer letter, it must include your employer's name and contact details. Offer letters should also list your start date, salary, and your employer's official email address, as property managers may reach out to verify the information provided.

Original PDFs: Always download documents directly from the source using your bank or payroll provider's download feature. Screenshots, cropped images, edited PDFs, or files created using the "Print to PDF" option won't be accepted, as they may be flagged for missing the security elements found in authentic documents.

Your household's total monthly income must be at least 3 times the rent if using gross income, or 2.5 times the rent if using net income.

Credit: Your credit history and criminal background check will also be verified by a third-party verification company. Hekemian & Co., Inc. will receive a credit recommendation based on statistical data such as payment history, number and type of accounts, outstanding debt, and age of accounts. The recommendations will be one of the following:

- **Accepted-** The application will be accepted with standard deposits and fees.
- **Accepted with conditions-** The Application may be accepted with a qualified co-signer. *
* Please note: Co-signer's application must pass credit check and meet the same income requirements.
- **Declined** - Hekemian & Co., Inc. does not accept co-signers when "declined" is the result of **unsatisfactory credit or background check**. However, if the Application when "declined" has no credit established in the United States or an applicant does not meet our income requirements a co-signer will be required.

We do not discuss individual credit reports & background checks with applicants. You will be provided with the name, address and phone number of the consumer-reporting agency we used, and you must contact them directly if you choose to dispute anything they reported to us about your credit.

It is important to note that just because you are given an application for an apartment, it does not mean a particular apartment is being "held" for you. Apartments are rented to the first person that submits all of the following: completed application with application fee, completed co-signer application if necessary & deposit.

For this reason, it is important that every applicant, who is seriously interested in an apartment, return these necessary documents to the Resident Manager as soon as possible so the Rental Department can run all verifications and checks to fulfill Company criteria.

Lease Changes: Leases will be prepared with the date that is on the application. If you need to change the apartment unit or move-in date, an administrative fee of \$250 will apply.

Occupancy Policy: The maximum number of persons in a one (1) bedroom is two (2). In a two (2) bedroom, four (4) persons are allowed. Exceptions include one (1) additional child under the age of three.

Pet Policy: We accept cats and dogs in this community with a non-refundable, one-time pet deposit of \$500/dog and \$350/cat, and a monthly fee of \$35/cat and \$50/dog. Maximum 2 pets allowed per unit.

Parking Policy: All outdoor parking spaces are unassigned and are on a first come basis. Overnight parking is permitted in front of the building.

Carpeting: Under the terms of your lease, which you will sign for this apartment, all apartments on the Second Floor or above are required to **carpet and pad 80%** of the floors. This can be in the form of an area rug, etc. Its purpose is to prevent noise from being transmitted through the floors to your neighbors.

Resident Manager: Smiley Delacruz 201-982-6229

Property Manager: Mr. Frank Rocco O: (201) 487-1500 X-1117 or propmgmt@hekemian.com

Company Website: www.hekemian.com

Please call us with any questions. Thank you for visiting our apartment community. We hope you will make it your new home!