



1 Woodbridge Center #300
Woodbridge, NJ 07095
(609) 901-0447

APPLICATION APPROVAL PROCESS

1. Please submit your completed application in person at our leasing office.
Primary applicant must be 18 years of age or older. Additionally, all applicants over the age of 18 must complete an application. Annual income for each resident over the age of 18 must equal 2.5x monthly rent. Utilities are not included in monthly rent fee.
2. Your application paperwork must include all of the following:
 - Rental Application Form (completed and signed)
 - Release of Credit and Criminal Information Form (completed and signed)
 - Copies of 2 Forms of ID: Driver's License, Passport, Social Security Card or Birth Certificate (copy services available at leasing office)
 - Proof of income (2 recent paystubs or letter from new employer)
 - **\$50 non-refundable application fee** for each applicant.
 - Additional information may be requested
3. We do not require a holding fee to hold your apartment while your application is being processed. **Leases must be signed within three (3) days after approval of application. Failure to sign the Lease within three (3) days will result in the cancellation of your applications and placing the apartment back on the rentable list.**
4. A **security deposit** of up to one and one half's month rent is required at lease signing. The security deposit may be paid either by certified check or money order made payable to Hampshire Crossing.
5. A **\$50 certificate of occupancy fee** is required at lease signing. The occupancy fee must be paid by money order, payable to the **Township of Woodbridge**. This check should be given to our leasing office.
6. An annual **\$300 amenity fee** is required at move-in. You will have access to our state-of-the-art gym, fitness-on-demand center, yoga studio, club room, and work lounge. The amenity fee may be paid either by money order or certified check made payable to Luxe Apartments.

For additional information, please contact our leasing office.