

Parktowne Garden Apartments
11 Raritan Avenue
Highland Park, NJ 08904
(732) 846-4260
(732) 846-4981 FAX
www.liveinhighlandpark.com

THE FOLLOWING IS A LIST OF ITEMS REQUIRED TO PROCESS YOUR APPLICATION:

1. A **MONEY ORDER, OR CERTIFIED CHECK** in the amount of **\$50.00** made payable to Parktowne Garden Apartments, LLC (non-refundable application fee). An additional \$25.00 will be charged for each additional adult that will be living in the apartment.
2. A **MONEY ORDER OR CERTIFIED CHECK** in the amount of **\$75.00** as a refundable deposit towards your first months rent. (Deposit may be forfeited after three days of application approval upon cancellation.)
3. Copy of Photo Identification (for each applicant).
4. Copy of Social Security Card (for each applicant).
5. Proof of Income (Last thirty days of pay stubs or letter of employment from current employer stating earnings – for each applicant)
6. Completed and signed application with all supporting documents filled out in their entirety.

ONCE YOUR APPLICATION IS APPROVED, YOU WILL NEED TO PRESENT THE FOLLOWING:

1. A **MONEY ORDER** or **CERTIFIED CHECK** made payable to Parktowne Garden Apartments for the balance of your first months rent.

2. A **MONEY ORDER** or **CERTIFIED CHECK** in the amount of \$120.00 for the township inspection made payable to Borough of Highland Park.
3. At lease signing you will need to provide a **MONEY ORDER** or **CERTIFIED CHECK** in the following amount:

ANY ADDITIONAL DOCUMENTATION WILL NEED TO BE PROVIDED UPON REQUEST.