

Dear Interested Applicant:

Thank you for your interest in Capitol Lofts. Our community offers revitalized lofts that have one- and two-bedroom apartments that are suited to all household sizes. Each apartment is spacious and thoughtfully designed, featuring the latest technology while preserving the charm of the original exposed brick walls. With laundry facilities on every floor, available community spaces for rent, a movie theater, a fitness center for doing yoga and relaxing, and numerous other modern conveniences, residents will find they have all the amenities they need. Capitol Lofts is pet-friendly, so you and your furry friend can enjoy our services. Make Capitol Lofts your new home by visiting us today!

Overview of Screening Criteria:

- Satisfactory rental history. (Lack of history will not be cause for rejection).
- No previous evictions for lease violations.
- No criminal record.
- Good credit history. (Lack of history will not be cause for rejection).
- Demonstrated ability to pay rent.
- All adult members in household must pass drug screening.
- Must meet Student Eligibility.

Below outlines our application process. We hope this helps you in submitting your application.

Completing Your Application:

Please complete the application in its entirety. If any areas do not apply to your household, indicate with N/A in that section.

Please be prepared to provide the following information:

1. Picture ID
2. Social Security Card*
3. Proof of Income**
 - a. 4 consecutive weekly pay stubs
 - b. 2 consecutive bi-weekly or bi-monthly pay stubs
 - c. Offer letter from employer
 - d. If self-employed, please provide current year and prior year tax returns

*If you are unable to provide a social security card, please contact us to discuss alternative forms of verification.

**You only need to provide one of the items listed. All documents provided to verify income and assets must be less than 60 days old at the time of your appointment.

Submitting Your Application:

Once your application is complete and you have all additional documentation, submit your application and documentation in its entirety to the Management Office.

Methods for Submission:

- Drop off the application at our office at 390 Capitol Avenue, Hartford, CT 06106 during business hours (Monday - Friday 9:00 AM – 5:00 PM).
- Send the application via email to capitollofts@vestacorp.com.
- Mail the application to our office at 390 Capitol Avenue, Hartford, CT 06106.

Once the complete application and documentation is received, we can begin processing and discuss apartment availability with you. A \$100 holding deposit in the form of a Money Order or Certified Bank Check will be required to reserve a unit.

There are a limited number of apartments offered at a reduced rent for qualified applicants that meet income eligibility guidelines. Available on a first come first serve basis. For more information, please inquire with the Leasing and Management team.

We look forward to working with you on your application. If you have any questions, do not hesitate to reach out to us or set up an appointment to complete your application in person.

Sincerely,

Capitol Lofts

RENTAL APPLICATION

(Note: Each co-resident over 18 years of age must submit a separate application)

Applicant

Full Name: _____ Date: _____
Last First M.I.

Phone: _____ Email: _____

Date of Birth: _____ Social Security No.: _____ Gross Annual Income: \$ _____

Number of Bedrooms Required: _____

List others to reside in apartment:

Name	Age	Date of Birth	Social Security
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Present Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Rent or Own: _____ Dates: _____ Mthly Payment: _____

Landlord/Lender: _____ Street: _____

City: _____ State: _____ Phone: _____

Previous Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Rent or Own: _____ Dates: _____ Mthly Payment: _____

Landlord/Lender: _____ Street: _____

City: _____ State: _____ Phone: _____

Previous Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Rent or Own: _____ Dates: _____ Mthly Payment: _____

Landlord/Lender: _____ Street: _____

City: _____ State: _____ Phone: _____



The undersigned warrants and represents that all statement herein are true and agrees to execute upon presentation a Lease agreement in the usual form, a copy of which the applicant has received or has had occasion to examine which lease or agreement may be terminated by the Lessor if any statement herein made is not true. Inquires may be made to verify the statements herein. All information is regarded as confidential in nature. I hereby authorize the Landlord to obtain a consumer credit report, criminal background report as well as information regarding my employment and rental history. I/We certify that I/We understand that false statement of information are punishable under applicable State and Federal Law.

Deposit is to be applied to actual damage sustained by the owner, except it is to be refunded if said application is not accepted by the owner. This application and deposit are taken subject to previous applications.

Signature: _____ Date: _____

