

# Ridgefield Apartments Inc.

100B Danbury Road, Suite 104  
Ridgefield, CT 06877  
T: 203.431.0143 F: 203.431.4028  
Email: [patti@ridgefieldapartments.com](mailto:patti@ridgefieldapartments.com)  
or [kristie@ridgefieldapartments.com](mailto:kristie@ridgefieldapartments.com)  
[www.ridgefieldapartments.com](http://www.ridgefieldapartments.com)

## APPLICATION PROCESS:

1. A \$1000.00 fee, made payable to RIDGEFIELD APARTMENTS, INC. is required with a completed application to hold an apartment. This is non-refundable if you do not choose to rent the apartment. Upon finalizing the rental process, this amount will be credited towards your security deposit. We accept Master Card, Visa, Discover and American Express.
2. A lease will be prepared and sent to you within two (2) business days.
3. The lease must be signed and returned to Ridgefield Apartments Inc., 100 Danbury Road, Suite 104, Ridgefield, CT 06877 within two (2) business days. At the time you return the signed lease, a check made payable to Ridgefield Apartments Inc. for the first month's rent and utilities will be required. Check in starts at 3pm.
4. Keys will be given on the commencement date of the lease.
5. In the event you have a pet, you will be required to pay a non-refundable deposit of \$250.00 per pet with a maximum of (2) pets and to sign a Pet Agreement indicating you will be responsible for any damage incurred by the pet. The pet agreement will be sent with the lease.
6. Our insurance company requires that we have on file Certificates of Insurance naming Landlord as interested party on policy. You will need to carry insurance not only on your personal belongings, but also liability insurance for \$300,000-\$500,000 per occurrence. You will need to supply a copy of the Certificate of Insurance on the commencement date of the lease.

I have read and agree to the terms of this application process form. Signature: \_\_\_\_\_

**THIS IS A SMOKE FREE PROPERTY**

\*Please send completed application and \$1000.00 to:

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100B Danbury Road, Suite 104  
Ridgefield, CT 06877

Fax: 203-431-4028

Email: [patti@ridgefieldapartments.com](mailto:patti@ridgefieldapartments.com) or [kristie@ridgefieldapartments.com](mailto:kristie@ridgefieldapartments.com)