

ACADEMY — PLACE —

11 West 3rd Street • Corning, NY 14830
(607) 936-1300



RENTAL APPLICATION

FOR OFFICE USE ONLY

DATE _____ AGENT _____
COMMUNITY _____
APT. NO. _____ RENT \$ _____

Notice: Co-Applicant must complete a separate Rental Application Form

The undersigned hereby makes application to rent apartment number _____ located at _____

beginning on _____ ending on _____, at a monthly rental of \$ _____

PLEASE TELL US ABOUT YOURSELF

FULL NAME _____ Phone () _____ Email: _____

Social Security No. _____ Driver's Lic. No. & State _____

Name of Co-Applicant _____ Phone () _____ Email: _____

Social Security No. _____ Driver's Lic. No. & State _____

List All Occupants _____

NO PETS ALLOWED

PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)

CURRENT ADDRESS _____ Zip Code _____

Month & Year Moved In _____ Reason for Leaving _____

Owner or Agent _____ Phone () _____ Monthly Payment \$ _____

PREVIOUS ADDRESS (If within 3 years) _____

Month & Year Moved In _____ Moved Out _____ Reason for Leaving _____

Owner or Agent _____ Phone () _____

PREVIOUS ADDRESS (If within 3 years) _____

Month & Year Moved In _____ Moved Out _____ Reason for Leaving _____

Owner or Agent _____ Phone () _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS: Employed Full-Time Employed Part-Time Student Retired Not Employed

CURRENT EMPLOYER (Or Most Recent) _____

Address _____ Phone () _____

Date(s) Employed / From _____ To _____ Position _____

Supervisor _____ Your Net Monthly Salary \$ _____ Household Net Monthly Income \$ _____

PREVIOUS EMPLOYER _____

Address _____

Date(s) Employed / From _____ To _____ Position _____ Supervisor _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Source _____

Income Verification Required

PLEASE LIST YOUR BANK AND CREDIT REFERENCES

YOUR BANK(S)	City-State/Branch	Telephone
1		
2		
YOUR CREDIT REFERENCES	City-State	Telephone
1		
2		
3		

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Maximum of 2 vehicles allowed

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes No

Been evicted or asked to move out? Yes No Broken a Rental Agreement or Lease? Yes No

Been sued for damage to property? Yes No Declared Bankruptcy? Yes No

Indicate any additional information that might help management evaluate your application: _____

How did you hear about our property? _____

If management has any questions about your application, please give Phone Numbers where you can be located:

Day Phone: _____ Night Phone: _____

IN CASE OF PERSONAL EMERGENCY, NOTIFY: _____ Relationship: _____
Full Address: _____
Home Phone: _____ Work Phone: _____

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the 1st day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of fact the owner or his agent may reject, without stating any reason for so doing, the applicant, thereby waiving any claim for damages by reason of non-acceptance. I hereby deposit a NON-Refundable application fee in the amount of \$40.00.

Upon acceptance of this application, I will have three (3) business days to submit a NON-REFUNDABLE "Holding Fee" in the amount of \$350.00 in the form of a money order, which will be considered NON-REFUNDABLE when paid, regardless of whether this payment is made on the first, second or third business day. If I fail to execute a twelve (12) or sixteen (16) month lease for the above described premises, the "Holding Fee" will be forfeited as liquidated damages in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character, and reputation.

I RECOGNIZE THAT AS A PART OF YOUR PROCEDURE FOR PROCESSING MY APPLICATION, AN INVESTIGATIVE CONSUMER REPORT MAY BE PREPARED WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH MY NEIGHBORS, FRIENDS, AND OTHERS WITH WHOM I MAY BE ACQUAINTED. THIS INQUIRY INCLUDES INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING. I UNDERSTAND THAT I MAY HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD OF TIME TO RECEIVE ADDITIONAL, DETAILED INFORMATION ABOUT THE NATURE AND SCOPE OF THIS INVESTIGATION.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant _____ Date Signed _____

APPLICANT: PLEASE DO NOT WRITE BELOW

PAYMENT OF \$ _____ RECEIVED BY (NAME) _____ DATE _____

THIS APPLICATION FORM RECEIVED BY (NAME) _____ DATE _____

Reference Verification Name	Reference Comments

Comments:

THIS APPLICATION **APPROVED** **NOT APPROVED**

BY _____ Title _____ Date _____

If not approved, specify reason(s) _____

Applicant Notified By (Name) _____ Date Notified _____

Notified by: **LETTER** (Attach Copy) **FORM** **TELEPHONE** **FAX** **IN PERSON**