



# Carriage House East Apartments

311 W. Seneca Street, Manlius, New York 13104 Office (315) 682-7467 Fax: (315) 682-5637

## RENTAL APPLICATION

APPLICANT: Thank you for your application. We ask that you clearly complete this application in full to assist us in processing it for you. Any application that is not completed in full will be deemed as incomplete and is subject to rejection.

Date of Application:	Desired Move-In Date:
Type and Size of Unit Desired:	

### PERSONAL INFORMATION

Applicant's Full Name:	
Social Security No.:	Date of Birth:
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single	
Spouse's/Co-Resident's Name:	
<b>(Co-Residents or Spouse Must Complete Separate Application)</b>	
<b>** Occupants **</b>	<b>Relationship</b>
<b>** Any or all Occupants 18 years or older must complete a separate application.</b>	

Have you ever been convicted of a felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a sexual offense?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted for possession, use or sale of illegal substances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### EMERGENCY NOTIFICATION

*(IN CASE OF EMERGENCY NOTIFY)*

Name	
Relationship:	Telephone:
Address:	

## RESIDENT HISTORY

<b>PRESENT ADDRESS:</b> <i>(Please indicate your current address in full)</i>			
House/PO Box/Apartment Number	Street		
City	State	Zip	
Present Telephone	Cell #	Length of time at present address	
Present Landlord or Mortgage Holder Name	Telephone		
Amount of Rent \$	Reason for moving		
<b>PREVIOUS ADDRESS:</b> <i>(Required if not at present address for at least one year)</i>			
House/PO Box/Apartment Number	Street		
City	State	Zip	
Length of time at previous address			
Previous Landlord or Mortgage Holder Name	Telephone		
Amount of Rent \$	Reason for moving		
<b>EMPLOYMENT INFORMATION</b>			
<b>PRESENT STATUS:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student			
<b>EMPLOYED BY:</b>			How Long?
Employer's Address			
Position Held		Phone Contact	
Supervisor	Phone Contact	Gross Income \$	per month
<b>ADDITIONAL EMPLOYMENT</b>			
<b>PRESENT STATUS:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			
<b>EMPLOYED BY:</b>			How Long?
Employer's Address			
Position Held		Phone Contact	
Supervisor	Phone Contact	Gross Income \$	per month
<b>PREVIOUS EMPLOYMENT:</b>			
<i>(Required if current employment is less than six months)</i>			
<b>PREVIOUS STATUS:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student			
<b>EMPLOYED BY:</b>			How Long?
Position Held		Previous Gross Income \$	per month



## TERMS OF APPLICATION

PLEASE READ CAREFULLY

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references and credit records. Applicant acknowledges that false information herein may constitute a criminal offense under the laws of this state. Applications which are incomplete may result in an application being rejected. Applicant understands that the application becomes the property of Carriage House East Apartments.

Applicant has reviewed our rental policy statement.

Applicant shall, within seven (7) days of lease start date, sign Landlord's lease and if he fails to do so, the application may be deemed by the Landlord as having been withdrawn, in which case, the Landlord may retain the deposit paid hereunder as liquidated damages.

Upon signing of the lease, the deposit paid on the signing of this application is to become a security deposit. This deposit is not intended to take the place of any part of rent.

The applicant understands that he has no rights hereunder until this application is approved by the Landlord and Lease is signed by both parties in accordance with terms herein.

If applicant is rejected, the Landlord shall return the applicant's deposit and there will be no further rights in favor of either party.

It is a material Breach of Lease if Tenant violates the No Pet Clause, and if this violation occurs, Tenant agrees to pay to Landlord as liquidating damages the sum of \$1,000. Landlord reserves all rights pertaining to this material breach.

## AUTHORIZATION OF APPLICATION

PLEASE READ CAREFULLY BEFORE SIGNING:

In considering this application from you, management will rely heavily on the information which you have supplied. It is important that the information is accurate and complete. By signing this application you agree to the terms of the application. Additionally, you represent and warrant the accuracy of the information and authorize management to verify any references that you have listed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**IF FOR ANY REASON  
YOU CHOOSE NOT TO TAKE APARTMENT  
DEPOSIT AND APPLICATION FEE ARE NON-REFUNDABLE**

## DISPOSITION OF APPLICATION

Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	By: _____	Date: _____
If not approved, indicate reason(s): _____		
Applicant notified by: _____		Date notified: _____
Notes: _____		

# Carriage House East

## Rental Policy Statement

Thank you for your interest in our apartment community. Carriage House East complies with all federal, state, and local fair housing laws, and do not discriminate, show, or offer housing with regard to race, color, religion, national origin, sex, disability, familial status, sexual orientation or any other characteristic protected by law. Carriage House East welcomes all qualified residents. Please read the following Rental Policy Statement carefully prior to submitting any and all applications for rental housing.

**Apartment Availability Policy:** Apartment availability is defined as follows; at such time our rental office is in receipt of a current resident's intent to vacate (either verbal or written) said apartment will be marketed for new rental opportunities. We update our list of apartments to rent/move-in subject to information as received from vacating residents and the maintenance department. Please note; an apartment which was unavailable for marketing in the morning could very well become available later that day subject to the above.

**Rental Application and Fee:** The rental application fee is \$35.00. This fee is non-refundable and is the total fee per apartment regardless of the number of applications submitted for that apartment. It is important that you review this document carefully before submitting an application, making certain that, to the best of your knowledge all applicants meet the rental qualifications as stated. A separate rental application must be completed by all tenant(s) and or occupant(s) as named to the lease that are 18 years of age or older without omissions or falsifications. False information given on an application will entitle Carriage House East to reject the applicant, or in the case where a lease has been signed, terminate the lease agreement.

**Age:** All lessees must be of legal age to contract.

**Occupancy Guidelines:** To prevent overcrowding and undue stress on plumbing and other building systems, we adhere to all applicable Fair Housing Laws. Generally, a maximum of two persons may reside in a one bedroom apartment home. A maximum of four persons may reside in a two bedroom apartment home.

**Pets:** Our rental community is a **pet free community**.

**Co-signors:** It is our policy not to accept co-signors to a lease agreement.

**Rental Application Processing:** A **Rental Deposit** and **Apartment Application Processing Fee** must accompany all applications for a particular apartment. Both the "Deposit" and "Fee" are due at time of application and **payable separately**. We accept cash, personal checks, and traveler's checks as a form of payment. We do not accept credit/debit cards, foreign currency, and advise against certified checks or money orders.

- **Rental Deposit - \$300**
- **Application Fee - \$35 (per apartment)**

Your application includes information consisting of residence history, employment and income information, and credit history. Carriage House East reserves the right to process all applications as received and may take up to three business days. It is each applicant's responsibility to contact the office to determine the status of your rental application.

(Over)

At such time an application is approved, the rental deposit (\$300.00) becomes the security deposit on account for the apartment, subject to the terms and conditions set forth in the fully executed lease agreement.

At such time an application is rejected, the following occurs: You will be notified in writing of same. The rental deposit is returned, however, the apartment application processing fee is non-refundable. All cash deposits must be personally picked up from the rental office by the applicant during business hours Monday – Friday. The “reserved” apartment will become available for marketing and other rental opportunities at such time the application was rendered a rejection.

**Rental Criteria:** To qualify for an apartment, Carriage House East maintains the following criteria.

**A. Income:** The monthly household “net” income (after debt) must be at least three times the monthly rent plus estimated monthly utilities for the apartment. Applicants may be required to provide as proof one of the following: current pay stubs, most current Federal Income Tax Return, and or other proof deemed acceptable by Carriage House East. Inconsistent income such as commissions or tips will be considered only if verifiable for up to a minimum of six months prior to date of application.

1. *Alimony/Child Support:* Will be considered verifiable income provided such alimony and/or child support is pursuant to court order.
2. *Self Employment/Retirement:* If an applicant is self employed or retired, the applicant may be required to provide proof of income and/or the ability to pay rent for the term of the lease by furnishing copies of Federal Income Tax returns filed for the previous year, or current financial statement.
3. *Scholarships/Study Subsidies:* Will be considered verifiable income when documented.

**B. Rental History:** Satisfactory rental history and references is required. If you have ever been evicted or sued for any lease violation, the application will be rejected.

**C. Credit History:** An extensive, negative credit history is grounds for the rejection of an application. Negative credit history includes but is not limited to any of the following:

- Any judgment not remedied and/or foreclosure of real estate not included in bankruptcy.
- Credit or installment delinquencies.
- Credit accounts that are currently in collection or previous charge-offs. This includes open accounts from a utility, telephone service or cable company.
- Any repossession of material or personal property that has not been repaid.
- Any lawsuit pending or not remedied for the collection of personal debt.
- Any personal bankruptcy within the past five years that has not been discharged, credit to be reestablished.