

APARTMENT RENTAL APPLICATION

1. THE BASICS (Each person over 18 years old MUST complete a separate application):

Applicant's Name		Maiden Name	
Date of Birth		Place of Birth	
Social Security #		Email Address	
Home Phone		Credit Score	
Cell Phone		Is texting OK?	
Drivers License #		License State	

2. APPLICANT'S HOUSEHOLD: (List all household members who will live in the rented premises) along with credit score of anyone over 18. Anyone not listed who resides in premises or receives mail at premises will be charged additional rent.

Name	Est. Credit Score	Age	Occupation/School attending

3. FINANCIAL INFORMATION:

Bank Name	Type of Account	Date Account was Opened	Current Estimated Balance of Account
			\$
			\$

Credit Card Name	Type of Account	Date Account was Opened	Current Amount Owed (total)
			\$
			\$
			\$

Liabilities: Please indicate your liabilities/debts and the amount you are liable for (e.g. Car Loans/Student Loans).

Liability	Amount of Liability	Check here if you ever paid late	Check here if you ever missed a pmt
	\$	☐	☐
	\$	☐	☐
	\$	☐	☐
	\$	☐	☐

4. RENTAL HISTORY: (A minimum of one year’s rental history is required. You MUST include contact names and phone numbers). If you fail to report your full rental history (cross-checked by credit check), your application will be denied

Landlord’s Name		Landlord Phone #	
Apt Street Address		Apt City/State	
Date You Moved In (mm/yy format)		Date Moved Out (mm/yy format)	
Reason For Leaving		Monthly Rent	

Landlord’s Name		Landlord Phone #	
Apt Street Address		Apt City/State	
Date You Moved In (mm/yy format)		Date Moved Out (mm/yy format)	
Reason For Leaving		Monthly Rent	

Landlord’s Name		Landlord Phone #	
Apt Street Address		Apt City/State	
Date You Moved In (mm/yy format)		Date Moved Out (mm/yy format)	
Reason For Leaving		Monthly Rent	

Landlord’s Name		Landlord Phone #	
Apt Street Address		Apt City/State	
Date You Moved In (mm/yy format)		Date Moved Out (mm/yy format)	
Reason For Leaving		Monthly Rent	

5. EMPLOYMENT HISTORY: (You must include contact names and phone numbers. A minimum income standard of three times your gross monthly rental amount is required. Exception include, but are not limited to at least one to two years previous rental history, where less than this standard has been met, and rent was paid on time and in full. Less than this requires a co-signer.).

Current Employer		Employer Phone #	
Employer Street Address		Employer City/State	
Supervisor's Name		Supervisor's Phone#	
Your Position		Monthly Salary (before taxes)	
Date You Started (mm/yy)		Date You Left (mm/yy)	
Reason For Leaving			

Past Employer		Employer Phone #	
Employer Street Address		Employer City/State	
Supervisor's Name		Supervisor's Phone#	
Your Position		Monthly Salary (before taxes)	
Date You Started (mm/yy)		Date You Left (mm/yy)	
Reason For Leaving			

Past Employer		Employer Phone #	
Employer Street Address		Employer City/State	
Supervisor's Name		Supervisor's Phone#	
Your Position		Monthly Salary (before taxes)	
Date You Started (mm/yy)		Date You Left (mm/yy)	
Reason For Leaving			

Other Income: (If you have other sources of income you would like us to consider, please list the income amount, source, and person we may contact for verification. You are not required to list alimony, child support, or spouse's annual income unless you want those amounts considered for purposes of this application.)

6. VEHICLES: (List all the vehicles such as cars, motorcycles, trailers you intend to park at the rented premises). All vehicles must be registered and insured. Any vehicle not listed will not be permitted without an additional fee

Make	Year	Color	License Plate #	License State

7. MISCELLANEOUS:

Describe the number and type of pets you want to have in the rental property:	
Describe water-filled furniture you want to have in the rental property:	
Describe any outdoor items you want to have in the rental property (e.g. trampoline, grill):	
Do you or anyone in the household have any health problems or other special circumstances?	
How soon do you need the apartment (e.g. ASAP, two weeks, one month, etc)	
Any other special conditions/circumstances that the landlord should be aware of?	

	YES	NO
Have you or anyone in your household ever been served with an eviction notice?	☐	☐
Have you or anyone in your household ever been evicted?	☐	☐
Have you or anyone in your household ever failed to pay rent?	☐	☐
Have you or anyone in your household ever failed to pay your utility, phone or cable bills?	☐	☐
Have you or anyone in your household ever had a judgment against them? (whether satisfied or not)	☐	☐
Have you or anyone in your household ever filed for bankruptcy?	☐	☐
Have you or anyone in your household ever been sued or taken to court?	☐	☐
Have you or anyone in your household ever been charged with a crime?	☐	☐
Have you or anyone in the household ever been convicted of a crime?	☐	☐
Have you or anyone in the household ever had a pet in a rental?	☐	☐
Have you or anyone in the household ever been in an apartment with bed bugs?	☐	☐
Do you or anyone in your household smoke?	☐	☐
Do you have the first month's rent and security available today?	☐	☐

Explanation: If you answered “Yes” to any of the above questions, please explain below. For example, if you were ever late with your rent, please explain why. If you fail to give an explanation, the application will be denied. If there is a gap in your rental history, you must explain why.

8. REFERENCES: (Write clearly. A minimum of three references are required. You must include phone numbers)

Name	Address	Relationship To You	Phone #

If there was insufficient space in any of the earlier sections please use the section below.

APARTMENT RENTAL APPLICATION AUTHORIZATION

HOW TO SUBMIT THIS APPLICATION (ONCE FULLY COMPLETED AND SIGNED): (1) EMAIL SCANNED PDF OR IMAGES TO JSEPERAC@GMAIL.COM; (2) TEXT PICTURES OF EACH PAGE TO 845-642-4443; (3) FAX APPLICATION TO 845-230-6284; OR (4) MAIL TO SEPERAC ASSOCIATES, PO BOX 565, GOSHEN, NY 10924

1. AFTER YOU COMPLETE THE APPLICATION AND SEND IT, PLEASE CALL OR TEXT ME AT 845-642-4443 TO CONFIRM MY RECEIPT OF IT. THIS APPLICATION IS NOT A RENTAL AGREEMENT.
2. YOU MUST FILL OUT ALL EMPLOYMENT, APARTMENT, AND PERSONAL REFERENCES OR ELSE THIS APPLICATION WILL NOT BE ACCEPTED. PRINT CLEARLY - DO NOT ABBREVIATE - IF INFORMATION CANNOT BE UNDERSTOOD, YOUR APPLICATION WILL BE TURNED DOWN.
3. ALL EMPLOYMENT, APARTMENT, AND PERSONAL REFERENCES ARE CONTACTED AND VERIFIED. FAILURE TO FULLY EXPLAIN EMPLOYMENT AND RENTAL HISTORY ALONG WITH VALID EMPLOYER/RENTAL CONTACT NAMES AND PHONE NUMBERS WILL RESULT IN DISQUALIFICATION OF THE APPLICANT. IF YOU SUBMIT THE APPLICATION, PLEASE GIVE US A CALL TO LET US KNOW.
4. IF YOUR APPLICATION IS APPROVED, WE MAY VISIT YOUR CURRENT RESIDENCE BEFORE YOU ARE APPROVED FOR THIS APARTMENT TO DETERMINE HOW YOU MAINTAIN YOUR RESIDENCE. IF YOU CANNOT ACCOMMODATE THIS INSPECTION, PLEASE DO NOT APPLY.
5. SECURITY IS ONE MONTH'S RENT. TENANT MUST HAVE THE FIRST MONTH'S RENT AND SECURITY PAID PRIOR TO TAKING POSSESSION.
6. NO PETS ALLOWED. SPECIAL CONSIDERATIONS MAY BE MADE IN UNIQUE SITUATIONS, BUT INSURANCE AND SUBSTANTIAL ADDITIONAL SECURITY WILL BE REQUIRED.

Applicant agrees to the above and declares that the foregoing information is true and correct, authorize its verification and the obtaining of consumer credit report and criminal history report. False, inaccurate or incomplete information may result in the rejection of this application. Applicant agrees that Landlord may terminate any agreement entered into reliance on any misstatement made above. The applicant consents to a routine inquiry of references and credit along with a check of public records regarding judgments and bankruptcies. This applicant is subject to the approval of the landlord or agent. If requested, applicant agrees to obtain a free credit report online and provide it to the landlord. Applicant certifies that all the information given is true and correct and understand that the lease or rental agreement may be terminated if Applicant made any false or incomplete statement in this application. Applicant fully authorizes verification of the information provided in this application from all listed credit sources, current and previous landlords and employers, and personal references.

Applicant Signature: _____ Date: _____

Print Name: _____

EMPLOYER VERIFICATION (Applicant does not fill this out - it is emailed/faxed to applicant's employers):

Applicant's Position		Monthly Salary	
Date Employee Started (mm/yy)		Date Employee Left (mm/yy)	
Is employee in good standing?		Reason For Termination (if applicable)	
Any other comments		Do you expect employment to continue?	