



Tenant Landlord Connection Inc.  
209 W. Main St. PO Box 199  
Sackets Harbor, NY 13685

# Apartment Application and Agreement

*\$20.00 non-refundable application fee required per adult (18 years or older)*

## APPLICANT #1

FIRST NAME	MI	LAST NAME	
SSN			
CURRENT ADDRESS		CITY	
STATE		ZIP CODE	
CELL PHONE #		EMAIL ADDRESS	
HOME PHONE #	BEST TIME TO CONTACT: <input type="checkbox"/> AM <input type="checkbox"/> PM		
DRIVERS LICENSE ID #		STATE	
REFERRED BY/SOURCE			
#1 EMERGENCY CONTACT		PHONE #	
#2 EMERGENCY CONTACT		PHONE #	

## PERSONAL REFERENCES

Please list three (3) people who you have known for at least two (2) years and who you are not related to or work with.

FULL NAME	RELATIONSHIP	PHONE #	YEARS KNOWN
FULL NAME	RELATIONSHIP	PHONE #	YEARS KNOWN
FULL NAME	RELATIONSHIP	PHONE #	YEARS KNOWN

## EMPLOYMENT INFORMATION

<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> SELF-EMPLOYED			
CURRENT EMPLOYER		SUPERVISOR	
EMPLOYER ADDRESS	CITY	STATE	ZIP CODE

POSITION			
AVERAGE HOURS PER WEEK WORKED	SALARY \$	AVERAGE TIPS \$	FAX #
CURRENT WAGE	PER: <input type="checkbox"/> HOUR <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR <input type="checkbox"/> SALARY		
DO YOU HAVE MORE THAN ONE JOB? <input type="checkbox"/> YES <input type="checkbox"/> NO		ADDITIONAL SOURCE OF INCOME	
<b>RESIDENCE HISTORY</b>			
DO YOU CURRENTLY: <input type="checkbox"/> RENT <input type="checkbox"/> OWN?		MONTH/YEAR MOVED IN	MONTHLY RENT
UTILITIES INCLUDED: <input type="checkbox"/> YES <input type="checkbox"/> NO		IF UTILITIES ARE NOT INCLUDED, WHAT IS YOUR MONTHLY UTILITY COST? \$	
REASON FOR LEAVING			
LANDLORD NAME		LANDLORD ADDRESS	
LANDLORD PHONE NUMBER		CITY	ZIP CODE
PREVIOUS ADDRESS		CITY	ZIP CODE
DID YOU: <input type="checkbox"/> RENT <input type="checkbox"/> OWN		MONTH/YEAR MOVED IN	
MONTHLY RENT		UTILITIES INCLUDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF UTILITIES ARE NOT INCLUDED, WHAT WAS YOUR MONTHLY UTILITY COST?			
MONTH//YEAR MOVED OUT		REASON FOR LEAVING	
LANDLORD NAME		LANDLORD ADDRESS	
LANDLORD PHONE NUMBER		CITY	ZIP CODE
<b>PERSONAL INFORMATION</b>			
BANK NAME		ADDRESS	
PHONE #		CHECKING ACCOUNT #	
SAVINGS ACCOUNT #		ROUTING #	

Have you or anyone in your household been currently engaged in illegal drugs?  YES  NO

Have you or anyone in your household been convicted of violating any drug related laws?  YES  NO

<b>APPLICANT #2</b>			
FIRST NAME	MI	LAST NAME	
SSN			
CURRENT ADDRESS		CITY	
STATE		ZIP CODE	
CELL PHONE #		EMAIL ADDRESS	
HOME PHONE #		BEST TIME TO CONTACT: <input type="checkbox"/> AM <input type="checkbox"/> PM	
DRIVERS LICENSE ID #		STATE	
REFERRED BY/SOURCE			
#1 EMERGENCY CONTACT		PHONE #	
#2 EMERGENCY CONTACT		PHONE #	
<b>PERSONAL REFERENCES</b>			
Please list three (3) people who you have known for at least two (2) years and who you are not related to or work with.			
FULL NAME	RELATIONSHIP	PHONE #	YEARS KNOWN
FULL NAME	RELATIONSHIP	PHONE #	YEARS KNOWN
FULL NAME	RELATIONSHIP	PHONE #	YEARS KNOWN
<b>EMPLOYMENT INFORMATION</b>			
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> SELF-EMPLOYED			
CURRENT EMPLOYER		SUPERVISOR	
EMPLOYER ADDRESS	CITY	STATE	ZIP CODE
POSITION			
AVERAGE HOURS PER WEEK WORKED	SALARY	AVERAGE TIPS	FAX #
CURRENT WAGE	PER: <input type="checkbox"/> HOUR <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR <input type="checkbox"/> SALARY		

DO YOU HAVE MORE THAN ONE JOB? <input type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL SOURCE OF INCOME
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### RESIDENCE HISTORY

DO YOU CURRENTLY: <input type="checkbox"/> RENT <input type="checkbox"/> OWN	MONTH/YEAR MOVED IN	MONTHLY RENT
UTILITIES INCLUDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF UTILITIES ARE NOT INCLUDED, WHAT IS YOUR MONTHLY UTILITY COST? \$	

REASON FOR LEAVING

LANDLORD NAME	LANDLORD ADDRESS	
LANDLORD PHONE NUMBER	CITY	ZIP CODE
PREVIOUS ADDRESS	CITY	ZIP CODE
DID YOU: <input type="checkbox"/> RENT <input type="checkbox"/> OWN	MONTH/YEAR MOVED IN	
MONTHLY RENT	UTILITIES INCLUDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

IF UTILITIES ARE NOT INCLUDED, WHAT WAS YOUR MONTHLY UTILITY COST?

MONTH//YEAR MOVED OUT	REASON FOR LEAVING	
LANDLORD NAME	LANDLORD ADDRESS	
LANDLORD PHONE NUMBER	CITY	ZIP CODE

### PERSONAL INFORMATION

BANK NAME	ADDRESS
PHONE #	CHECKING ACCOUNT #
SAVINGS ACCOUNT #	ROUTING #

### ADDITIONAL INFORMATION

WILL THERE BE OTHER OCCUPENTS IN THE HOUSEHOLD?  YES  NO

IF YES, LIST OTHER OCCUPENTS:

FULL NAME	RELATIONSHIP	AGE

### PARKING REQUIREMENTS

ONLY VEHICLE LISTED BELOW ARE PERMITTED TO PARK IN RESIDENTIAL PARKING OR ASSIGNED GARAGES

VEHICLE MAKE/MODEL	YEAR	LICENSE PLATE #	STATE	COLOR
VEHICLE MAKE/MODEL	YEAR	LICENSE PLATE #	STATE	COLOR

### SPECIAL REQUIREMENTS

REQUESTING DISABLED/MEDICAL ACCESSIBILITY  YES  NO

REQUIRMENTS:

ARE THERE ANY SPECIAL NEEDS OR ACCOMODATIONS WE SHOULD KNOW ABOUT?  YES  NO

IF YES, PLEASE EXPLAIN:

### PET(S)

DO YOU HAVE ANY PET(S)  YES  NO

IF YES, WHAT KIND(S)?

TYPE OF PET	PET BREED	WEIGHT
TYPE OF PET	PET BREED	WEIGHT

REFUNDABLE PET FEES TOTAL \$300-\$400 (minus any damages caused by pet)

PAID CHECK #: \_\_\_\_\_

*If a pet is acquired and approved by management after initial move-in, the refundable fee is due upon approval of pet. Please refer to the Pet Association and fee Agreement for details.*

It is also understood that there are **NO PETS ALLOWED ON THE PREMISES WITHOUT THE PERMISSION OF LANDLORD.**

## CONSENT AND ACKNOWLEDGEMENT

I hereby certify that I am at least 18 years of age. Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords, employers, and personal references. Applicant hereby authorizes owner/agent to obtain all Unlawful Detainer, Credit Reports, Tele checks, and/or Criminal Background Reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

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APPLICANT SIGNATURE

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DATE

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APPLICANT SIGNATURE

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DATE

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PROPERTY MANAGER/REPRESENTATIVE

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DATE

## Tenant Landlord Connection Inc.

### Rental Criteria

We do not discriminate against any person based on race, color, religion, gender, national origin, familial status, or disability. The rental criteria below explain the policies of our Lease Agreement about standards that must be meant by each applicant to be approved for residency.

**Occupancy Standards: Age:** All applicants must be of legal age. All persons 18 years or older are required to complete an application.

**Identity Verification:** All applicants are required to show a current, valid driver's license, or Government issued ID.

**Rental History:** We will verify the past 12 months of rental history. Applicant's name must have been listed as a Tenant or Co-Tenant on the contract. Living with relatives or friends is not considered rental history. This reference check must reflect a positive history of on-time payments, proper move-out notice, and no balances currently owed. If a balance is owed to a rental property or landlord, applicant is required to have a written payment arrangement and have made one payment with the landlord, for approval consideration.

**Employment History:** Applicants need to have a consistent source of income. If the applicant is self-employed, income verification must be given in the form of tax returns or bank documents within the past 12 months.

**Credit and Background:** A credit report will be run on all applicants 18 or older. The credit report will be graded on the severity such as charge offs, Judgements, unfavorable credit lines and bankruptcies. There is a \$25.00 fee per adult 18 and older for this process. You are welcome to supply your own credit/background report but must be within 30 days of the date of your rental application submitted.

**Criminal History:** A criminal background check will be performed on all individuals over 18, that will occupy the apartment.

**Pets:** Pets are welcomed per landlord/owner's discretion, (some properties may vary in breed, type, weight, and number). Pet fee from \$300.00 - \$400.00 per owner's request. Pet fee is refundable upon vacating if there is no damage caused by pet(s). Service animals are not required to pay the pet deposit.

**Utilities:** Residents are responsible for paying for electric, gas, propane, water, sewer, and trash service. Electric and Gas will be provided by National Grid in your area or otherwise mentioned. Your service must be set up prior to the time of lease signing, and account # obtained as proof of confirmation.

**Application Fee & Security Deposit:** Application fees are non-refundable. Once Applicant has been approved Security Deposit will be required.

**Renters Insurance:** Resident is required a minimum \$300,000 worth of Renters general liability/property insurance. The owner's name of property must be listed as an "addition interest". Please ask associate for specifics. A copy of the current policy is required prior to moving into the apartment. Keys will not be released to the apartment without this.

Landlord Reference Authorization: I (we) authorize Rhonda L Rogers, its subsidiaries, or its managing agents to investigate my (our) rental history. Our signing below allows for this authorization. By signing below, I agree that I have read, understand, and agree to the terms of the Rental Criteria. I realize falsifying information on my application is grounds for denial.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Manager \_\_\_\_\_ Date \_\_\_\_\_