

Apartment Size Desired	Move-in Date	
	partments & Townhouses?	
Personal Information		
Last Name	First Name	Middle Initial
Home Phone No.		
Email		
Social Security No.		
Drivers License No.		(Copy of photo ID required.)
Entire Previous Address		
Employer	Position	
(Please circle one that applies: Full-Time / I	Part-Time / Self-Employed / Not Employed / Re	etired / Student)
Employer Address		·
	Annual Income \$ (Proof rec	1/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2
Rental History		
Current Landlord		
Phone No		
Phone No.		
Cosigner Information		
Last Name	First Name	Middle Initial
Home Phone No.		
Email		
Social Security No		
Drivers Licence No.		(Copy of photo ID required.)
Entire Previous Address		
Employer	Position	
(Please circle one that applies: Full-Time / I	Part-Time / Self-Employed / Not Employed / Re	etired / Student)
Employer Address		
Supervisor's Name		quired.)
Occupants of Apartment (Name	e / Birth Date / Relationship)	

1	
2.	
3.	
4.	



Vehicle Information

Year/Make/Model	Color	Plate No.	
Year/Make/Model	Color	Plate No.	
Criminal Record			
Have you ever been convicted of a crime? Yes No			
If "Yes," please explain, including the charges and conviction date:			

Emergency Contact (or Nearest Living Relative)

Name	Relationship	Phone No.
Entire Address		

Authorization

In considering this application, management will rely heavily on the information which you have supplied. It is important that the information be accurate and complete. By filling out this application, you represent and warrant the accuracy of the information, and authorize management to verify any references that you have listed. In addition, you authorize management to obtain a consumer credit report. A credit check will appear on your consumer credit report as an inquiry.

Signature	Date
Signature	Date
Signature	Date
Signature	Date

For Office Use Only	Date Paid
Tenant #	Security Deposit \$
Apt #	Cat Deposit \$
Unit #	Prorate \$
Start Date	Notes
End Date	
Rent \$	
Cat Rent \$	
Special	
Agent Signature	Date



The acceptance of this application and/or deposit does not constitute an approval of the application, or an agreement to lease, or a lease on the part of the Landlord. If the Landlord does not approve this application, the sum deposited shall be returned to the Applicant.

Applicant has the right to cancel this application within forty-eight (48) hours of the approval of the application. If Applicant cancels this application within the 48-hour period, a handling fee of \$50.00 will be charged to the Applicant for paperwork, rental and office expense involved in the processing of the application. If Applicant cancels this application after the 48-hour grace period, and prior to signing of the lease agreement, Applicant agrees that the full deposit received along with this application will be retained for liquidated damages and payment of the cancellation. In consideration for payment of this sum, the Landlord agrees to completely release the Applicant from this application agreement.

In the event that the Landlord, at his option, requests the Applicant to provide a guarantor, and the Applicant has indicated to the Landlord on the application that he/she will provide such a guarantor, the Applicant will supply a guarantor within three (3) days of the receipt of such request. The Applicant expressly acknowledges that in the event that he/she does not supply a guarantor upon request, the deposit received as part of this application will be retained for damages and the release from this application.

If the Landlord accepts this application to lease, this application shall be deemed a part of the lease.

Applicant Signature:	Date:
Applicant Signature:	Date:
Applicant Signature:	Date:
Applicant Signature:	Date:

For Office Use:

Notification of Approval/Denial

Date/Time

Agent Signature

Notes:

Date:

To Whom It May Concern:

The person(s) named below has applied for an apartment at Elmwood Manor Apartments & Townhouses, and has listed you for a (current / previous) Landlord reference. We are asking for your assistance in our approval process. Please fill out the information below, at your earliest convenience, and fax (or mail) back to our leasing office. We will keep this information in confidence.

Name of Applicant(s):

Address:

Rental History

1.	Dates of residency:
	Amount of rent: \$
	Amount of security deposit: \$
2.	Number of late payments:
	How late?
	Were late fees paid?
3.	Were there any lease violations?
	If so, what was the nature of the violation?

- 4. Have you ever begun eviction proceedings for nonpayment, lease violations, or any other reason?
- 5. Did resident take good care of the premises?
- 6. Was proper notice given prior to vacating?
- 7. Will you (did you) keep any of the security deposit?
- 8. Would you rent to this applicant in the future?

Additional Comments:

Name of person supplying the above information:	
Signature:	
Thank you,	
Elmwood Manor Apartments & Townhouses	
I (we),	give our permission to release any and all information regarding
my (our) rental history.	
Signature: Signature:	nature:



Commonly asked questions at Elmwood Manor Apartments & Townhouses:

Q. What is the square footage of the apartments?

A. Studio: 600 square feet
1 bedroom: 700 square feet
2 bedroom: 900 square feet
Two-story townhouse: 1,000 square feet
Three-story townhouse: 1,500 square feet

Q. What is included in the rent?

A. Wi-Fi, heat, hot water, refuse collection, maintenance on the apartment and buildings, and the upkeep of grounds including snow removal. Townhouses do NOT include heat & water.

Q. How much is the electric each month?

A. In most cases, your RG&E bill should average between \$25 and \$45 per month. This, of course, depends on personal usage, size of apartment, and how many people occupy the apartment (townhouses average around \$125 for both gas and electric).

Q. Are there laundry facilities?

A. Yes. We have coin-operated laundry machines located on the lower level of most buildings. Townhouses have laundry machines included within the unit.

Q. How long is the lease term?

A. Our lease terms are for one (1) year. The only way to have a shorter lease is if we have a resident on the property who wants to sublet their apartment.

Q. Who supplies window treatments?

A. Elmwood Manor provides horizontal blinds on every window.

Q. Do you allow pets?

A. Yes! We allow cats only, with an additional security deposit of \$200.00 per cat, and an additional rent payment of \$25.00 per month per cat. We do not allow more than two (2) cats per household, and we need to have proof from a vet that they have been fixed.

Q. Is there storage available?

A. Yes! Apartments include a storage room in the basement, and some of the townhouses have garages.

Q. How much money is due at the time I turn in my application?

A. Your full security deposit is due at the time we receive your rental application. Your deposit will be the same amount as your rental rate. We will only accept a MONEY ORDER for this payment. Please be sure to look at the back of the rental application and read the "Deposit Agreement." Please do not combine any rent payment with the security deposit.

Commonly asked questions at Elmwood Manor Apartments & Townhouses (cont'd):

Q. What are the income qualifications?

A.	Style	Monthly Rent	Minimum Income
	Studio	\$775.00	\$ 29,063
	1BR Lower	\$825.00	\$ 30,938
	1BR Upper	\$850.00	\$ 31,875
	2BR Lower	\$945.00	\$ 35,438
	2BR Upper	\$970.00	\$ 36,375
	2-Story Townhouse	\$1,170.00	\$ 43,875
	3-Story Townhouse	\$1,440.00	\$ 54,000

Q. What if I don't meet the income requirement?

A. We allow cosigners, as long as they live within the U.S. Your cosigner will have to meet our credit and income requirements (proof of income is needed).

Q. What do you accept as proof of income?

A. Your most current pay stub is the best form of proof. We also accept tax forms, letters on company letterhead, and job offer letters. Any letters from employers have to indicate start date, annual salary amount, supervisor's signature, and a supervisor's contact phone number.

Q. What are your office hours?

A. Monday - Saturday from 9am - 5pm
 Sunday from 10am - 4pm
 (Hours may vary according to season.)