

Apartment Size Desired _____ Move-in Date _____
How did you hear about Elmwood Manor Apartments & Townhouses? _____

Personal Information

Last Name _____ First Name _____ Middle Initial _____
Home Phone No. _____ Work Phone No. _____
Email _____ Email 2 _____
Social Security No. _____
Drivers License No. _____ State _____ (Copy of photo ID required.)
Entire Current Address _____
Entire Previous Address _____
Employer _____ Position _____
(Please circle one that applies: Full-Time / Part-Time / Self-Employed / Not Employed / Retired / Student)
Employer Address _____
Supervisor's Name _____ Annual Income \$ (Proof required.) _____

Rental History

Current Landlord _____
Phone No. _____ Fax No. _____
Previous Landlord _____
Phone No. _____ Fax No. _____

Cosigner Information

Last Name _____ First Name _____ Middle Initial _____
Home Phone No. _____ Work Phone No. _____
Email _____ Email 2 _____
Social Security No. _____
Drivers Licence No. _____ State _____ (Copy of photo ID required.)
Entire Current Address _____
Entire Previous Address _____
Employer _____ Position _____
(Please circle one that applies: Full-Time / Part-Time / Self-Employed / Not Employed / Retired / Student)
Employer Address _____
Supervisor's Name _____ Annual Income \$ (Proof required.) _____

Occupants of Apartment (Name / 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 _____

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: \$ _____ | 4. Have you ever begun eviction proceedings for nonpayment, lease violations, or any other reason?
_____ |
| 2. Number of late payments: _____
How late? _____
Were late fees paid? _____ | 5. Did resident take good care of the premises? _____ |
| 3. Were there any lease violations? _____
If so, what was the nature of the violation? _____

_____ | 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: _____

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.)