

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

Personal Information

Last Name _____ First Name _____ Middle Initial _____
Date of Birth ____/____/____ Email _____
Home Phone No. _____ Work Phone No. _____
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 _____
Date of Birth ____/____/____ Email _____
Home Phone No. _____ Work Phone No. _____
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 _____

A deposit equal to one month's rent is due at the time you submit your Application. If we approve your Application and enter into a Lease Agreement, we will keep your deposit and treat it as your security deposit under the Lease. If we do not approve your Application, we will keep \$20 of your deposit, or the cost of your credit report (whichever is less), as an application fee and return the balance to you.

Once we approve your Application, you still have 48 hours to change your mind and request a return of your deposit. If you notify us within this 48-hour period that you do not want to sign a Lease Agreement, we will retain \$20 of your deposit, or the cost of your credit report (whichever is less), as a processing fee and return the balance of your deposit to you. If you notify us after this 48-hour period has passed that you will not enter into a Lease, we will retain the full deposit received along with this Application and will release you from any further obligation to us.

If, after reviewing your Application, we inform you that we cannot approve it unless you provide a guarantor, you may withdraw your Application and receive a refund of your deposit less \$20, or the cost of your credit report (whichever is less), which we will keep as an application fee. If you agree to provide a guarantor you must do so within three business days or you will forfeit your entire deposit.

Our acceptance of your deposit under this Deposit Agreement does not constitute our approval of your Application or an agreement to enter into a Lease with you.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

For Office Use:

Notification of Approval/Denial	_____	_____
	Date/Time	Agent Signature

Notes: _____

Applicant's Name (1): _____ Address: _____

Applicant's Name (2): _____ Address: _____

I (we) hereby give permission to release any and all information regarding my (our) rental history.

Signature: _____ Signature: _____

To Whom It May Concern:

The person named above has applied to rent an apartment at Elmwood Manor Apartments and Townhomes, and has provided your name as a current or previous Landlord. We are asking for your assistance with our approval process. Please fill out the information below at your earliest convenience, and fax or mail the form back to our leasing office. We will keep this information in confidence.

Dates of residency: ____/____ through ____/____

Amount of monthly rent: \$ _____ Amount of security deposit: \$ _____

Number of late payments in past 9 months: _____

How late? _____ Late fees paid? _____

Were there any lease violations? _____

If so, what were the nature of the violations? _____

Has the resident been violent or consistently abusive towards other residents, guests, visitors, the Landlord, or the Landlord's employees? _____

Has the resident damaged their apartment, common areas, grounds, or the property of the Landlord or other tenants? _____

Has the resident consistently disturbed the right to quiet, peaceful enjoyment of other tenants at your community? _____

Will you (did you) keep any of the security deposit? _____

Would you rent to this applicant in the future? _____

Additional comments: _____

Name and title of the person supplying the above information (please print): _____

Signature: _____ Date: _____

Thank you!

Elmwood Manor Apartments and Townhomes

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. Greenlight Networks high speed fiber optic internet, 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 card-activated 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.

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 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 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.)