



# APARTMENT RENTAL APPLICATION

**APPLICANT INFORMATION** (All occupants 18+ must complete and sign an application and provide photo ID.)

Full Name	SS# or I-9 Work Visa #	D.O.B.
Email	Mobile #	Home Tele. #
Present Street Address	City/State/ Zip	Date Lease Expires
How long at Present Address? Monthly Rent? / Own?	Present Landlord Name & Phone #	
Reason For Leaving?	How many bedrooms?	
Previous Address	City/State/ Zip	
How long at Previous Address? Monthly Rent? / Own?	Previous Landlord Name & Phone #	
How did you hear of us?	Co-Applicant Name (if any)	

**APARTMENT OCCUPANTS**

Names	Relationship	D.O.B.

**PETS**

Breed & Description	Lbs.	Name

**EMPLOYMENT INFORMATION**

Current Employer	Emp. Dates	Tele. #	Supervisor
Employer Street Address		City/State/ Zip	
Position	Income/Mo.	Full Time OR Part Time	
Previous Employer	Years. Emp.	Tele.#	Supervisor
Previous Employer Street Address		City/State/ Zip	

If there are other sources of income you would like us to consider, please list below:

Source	Income Amount	Verification Contact Name and Tele #

**STUDENT INFORMATION** Please list: Institution Enrolled & Expected Date of Graduation:

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**VEHICLE INFORMATION** (for vehicles to be parked on community)

Make/Model	Year	Color	Lic. #	Plate #	State



**PLEASE READ CAREFULLY BEFORE SIGNING**



Applicant represents and warrants the accuracy of the information set forth on this application and represents it to be true and complete.

Applicant authorizes Albany Management (Management) to verify any information contained in this application and authorizes Management to verify credit history from a consumer reporting agency throughout the duration of the Lease Agreement and subsequent renewals.

You agree and understand the application fee of \$100.00 is non-refundable if you choose for any reason, not to move into this apartment community. If Management does not accept your application for any reason, your deposit will be refunded in full. You also agree that Management has the authority to notify National Grid to put the utility meter in your name on the first day of your lease.

Applicant Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**The Below is For Office Use Only**

**Application** Approved: Y/N Denied: \_\_\_\_\_ PM Initial \_\_\_\_\_ Credit Score \_\_\_\_\_

Property: CV DV PV SR	Unit #	Apt. Type	Start	End
Referred By:	Rent	Market Rent	Security	Pet Fee
	Internal Move Y/N	Furnished Y/N	Rental EE	
Concessions Offered (must be written into lease)				
Other Information				

**DATA FORM**

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

Resident Name(s) (all people signing the lease): \_\_\_\_\_ Tenant ID # \_\_\_\_\_

Security Deposit Name (only one resident): \_\_\_\_\_

Guarantor Name: \_\_\_\_\_ Guarantor Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Move In Date (same or after Start Date): \_\_\_\_\_ Mo-Mo: Y/N

Total Rent Amount: \$ \_\_\_\_\_ (Total amount of rent to be paid. Include pet, garage, etc.)

Pro-Rated Rent: WAIVE or \$ \_\_\_\_\_ (Round up) Month: \_\_\_\_\_

Pet Fee: WAIVE or \$ \_\_\_\_\_

Pet Rent: WAIVE or \$ \_\_\_\_\_ Pet Type: Dog \_\_\_ Cat \_\_\_ Fish \_\_\_ (specify quantity)

Garage Rent (DV Only): \$ \_\_\_\_\_ Garage# \_\_\_\_\_

Application Fee: WAIVE or \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ (Apply to Rent)

Security Deposit: \$ \_\_\_\_\_ Check# \_\_\_\_\_

Rent Deposit: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

RM Initial \_\_\_\_\_ PM Initial \_\_\_\_\_ Acct Initial \_\_\_\_\_