

RENTAL APPLICATION FORM

Name(s) of Applicant(s): (1) _____
 (first) (middle initial) (last)

(fill-out back of page for 2nd applicant)
 (2) _____
 (first) (middle initial) (last)

APPLICANT #1

Social Security No.: _____ Date of Birth: ____/____/____

Driver's License No.: _____ State: _____
 Auto: (year) _____ (make) _____ (model) _____
 (plate no.) _____ (state) _____

Current Address: _____
 (Street Address) (Apt. #)

(City) (State) (Zip Code)
 Current Phone: (____) _____

Present Housing: Rental: _____ Homeowner: _____ Other: _____

Present Landlord: (name) _____
 (address) _____
 (phone no.) _____

Occupancy Since: _____ Unit No. _____ Lease Expires(ed): _____

Previous Address: _____
 (Street Address) (Apt. #) Dates here: _____
 (City) State) (Zip Code)

Current Employer: _____
 Employer Address: _____

Work Phone No.: (____) _____ Can you receive calls at work: YES | NO

With Employer since: _____ mo/yr Job Title: _____ Supervisor: _____

Monthly Gross* Income From Employment: \$ _____
 Other Gross Monthly Income: \$ _____ Source: _____
 \$ _____ Source: _____

*Before taxes

Total Gross Monthly Income: \$ _____

Total fixed monthly liabilities (credit card min., car pymts, student loans, etc.): \$ _____

In Case of Emergency Contact: (name) _____
 (address) _____
 (phone no.) (____) _____
 (relationship) _____

Have you ever been convicted of any crime other than a minor traffic violation? YES NO
 If YES, explain on a separate page and attach to this application.

APPLICANT #2

Social Security No.: _____ Date of Birth: ___/___/___

Driver's License No.: _____ State: _____
Auto: (year) _____ (make) _____ (model) _____
(plate no.) _____ (state) _____

Current Address: _____
(Street Address) (Apt. #)

(City) (State) (Zip Code)

Current Phone No. (_____) _____

Present Housing: Rental: ___ Homeowner: ___ Other: _____

Present Landlord: (name) _____
(address) _____
(phone no.) _____

Occupancy Since: _____ Unit No. _____ Lease Expires(ed): _____

Previous Address: _____
(Street Address) (Apt. #)

(City) (State) (Zip Code) Dates here: _____

Current Employer: _____

Employer Address: _____

Employer Phone No.: (_____) _____ Can you get calls at work: YES | NO

With Employer since: _____ Job Title: _____ Supervisor: _____
mo/yr

Monthly Gross* Income From Employment: \$ _____
Other Gross Monthly Income: \$ _____ Source: _____
\$ _____ Source: _____

*Before taxes
Total Gross Monthly Income: \$ _____

Total fixed monthly liabilities (credit card min., car pymts, student loans, etc.): \$ _____

In Case of Emergency Contact: (name) _____
(address) _____
(phone no.) (_____) _____
(relationship) _____

Have you ever been convicted of any crime other than a minor traffic violation? YES NO
If YES, explain on a separate page and attach to this application.

OTHER OCCUPANTS (Subject to local zoning ordinance)
Names and relationship of other persons to occupy apartment regularly:
Full Name Relationship Date of Birth
1) _____
2) _____
3) _____

DEPOSIT AND APPLICATION FEE

A deposit in the sum of \$ _____ is made herewith to be applied to the first month's rent and security deposit. This deposit will be held during the processing of this application. If the application is approved and accepted, then applicant(s) agree(s) to execute a written lease and pay the balance due on the first month's rent and security deposit within thirty (30) calendar days after being notified of acceptance. If applicant(s) fails to execute lease and make payment as aforesaid, then the deposit will be forfeited as liquidated damages. If this application is not approved and accepted, the deposit will be promptly refunded. If a deposit is not made at the time this application is turned in, one will be required within 72 hours of notification of acceptance in order to hold the apartment for no longer than thirty (30) calendar days after payment of said deposit. If lease is not signed and/or the balance of the security deposit and first month's rent are not paid within that 30 day period, said deposit will be forfeited as liquidated damages.

In addition to the deposit, the sum of \$ _____ is hereby paid as an application fee to defer the expense of obtaining credit and other reports on the applicant(s) and the processing of this application. THIS APPLICATION FEE IS NOT REFUNDABLE. Applicant(s) understands that the filing of this application does not in any way bind the property owners or management company to reserve or assign an apartment to said applicant(s).

AUTHORIZATION

The undersigned applicant(s) hereby authorize(s) Cortland Properties, Inc., its officers, employees, and agents, express permission to verify any part or all of the information provided in this Rental Application Form by any current legal means, including, but not limited to, requesting of credit, criminal and housing reports from credit reporting agencies, contacting employers, landlords, and references, orally or in writing. Applicant(s) release property owners and management, its employees and agents, from all liability for any damages whatsoever incurred in furnishing or obtaining such information. The Applicant(s) hereby waive(s) any claim for damages by reason of non-acceptance of this application which the property owner or management, its employees and agents, may reject without stating reasons for doing so to the extent provided by law. It is further agreed that if any information provided herein is false, the lease made on the strength of this application may, at the option of management, be terminated at any time without further cause on service of a 10-day notice.

The undersigned applicant(s) has/have examined the statements made on pages 1 through 3, inclusive, and any statements attached thereto, of this application form and hereby certify(ies) that they are true, correct, and complete. The Applicant(s) further acknowledge that the premises applied for would be used solely for residential purposes to be occupied by no more than _____ persons (including applicant(s)) and no pets.

The statements made herein are made for the sole purpose of entering into a lease for an apartment at the property listed herein. Cortland Properties, Inc. supports Equal Housing Opportunity and does not discriminate on the basis of: race, color, national origin, religion, sex, parental status, disability, ancestry, marital status, age (must be of legal age to contract), military discharge, sexual orientation, housing status & source of income (all income must be verifiable).

Dated: _____

Applicant #1 Signature

Applicant #2 Signature

FOR OFFICE USE ONLY:

Applicant's Name: _____ Unit: _____ ETA m/i: _____

Property/Unit Information:

Property/Unit applied for: _____ Type of unit applied for: _____
Requested # parking: _____ Requested move-in date: _____
Requested rental term: _____ >> _____ / _____ / _____

Source: _____

Application completed and signed _____ Date turned in: _____
Application fee paid: Amount \$ _____ Method/Ck# _____ Receipt issued _____
Deposit paid: Amount \$ _____ Method/Ck# _____ Receipt issued _____
Sec. Dep./1st Month Amount \$ _____ Method/Ck# _____ Receipt issued _____

Application Verification:

Identification: Type of Photo ID checked: _____

Previous Landlord: t/c with _____ on ____ / ____ / ____ at ____ : ____ am/pm
Position: _____

Late: _____ NSF: _____ Skip: _____
Rent Payment: good average bad
Unit Maint. good average bad
Qual. of tenant: good average bad
Comments: _____

Employment Verification: t/c with _____ on ____ / ____ / ____ at ____ : ____ am/pm
Position: _____
Hire Dates: ____ / ____ / ____ to ____ / ____ / ____
Gross Monthly Salary: _____
Overtime: _____
Comments: _____

Criminal Check: Passed _____ Failed _____

Registry Check: _____ Passed _____ Failed _____

Accepted: Informed via _____ on ____ / ____ / ____ at ____ : ____ am/pm
Unit number: _____ Est. Move-in date: ____ / ____ / ____
Maintenance Informed: _____ Avail Date: _____
Bal 1st month rent/security deposit: _____ Amount\$ _____
Method/Ch# _____
Receipt _____

Rejected: Reason: _____

Advised via _____ on ____ / ____ / ____ at ____ : ____ am/pm
Required documentation forwarded: _____
Deposit refund: Amount:\$ _____ Ch#: _____ Date ____ / ____ / ____