

# Red Maple Properties, LLC

P.O. Box 104  
Pittsford, New York 14534-0104  
Phone: (585) 330-9058  
Fax: (585) 271-7381

Dear Applicant,

By now you've had a chance to look over the apartment. Thank you for your interest in residing in one of the homes managed by Red Maple Properties, LLC. As with each candidate, we ask that you complete the application attached to this letter.

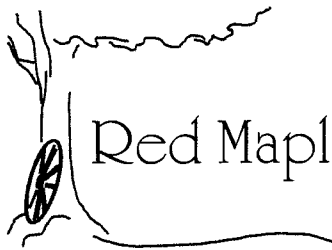
**Please note – each adult who will be residing in the apartment must fill out an application!** Included is the following:

- Application for Residential Lease
- Rental Application
- Consent to Background and Reference Check
- Sample Copy of the Residential Lease

We strongly believe it is important to treat everyone fairly and, most importantly, equally. That said, we have some suggestions that will help you through the application process:

1. Be sure to complete every blank space where applicable. If it does not apply to your circumstance, please indicate so by writing in "**N/A**".
2. The credit check fee is \$40 *per applicant*. It is due at the time you submit your application. You may use a personal check for this fee, but keep in mind we will not perform the credit check until your personal check clears at your bank. To speed up the process, you may wish to consider using a money order for this purpose. Should we process your application, please be aware that this is a non-refundable fee. We will only conduct a credit check as the last step in the application process in order to avoid any undue cost to you. The paid fee will be used toward your security deposit once you sign the lease. If, for some reason, we do not run a credit report, your check will be returned to you using the **current** address you have listed on the application.
3. For every applicant, we have a lengthy discussion with his or her present and previous landlord in an effort to get to know the candidate better. Therefore, we require that you supply the name and contact information for your present landlord as well as your previous landlord. It is imperative that the information you supply within the Rental History section of the application be as complete as possible. *There are no exceptions!*
4. Please take some time to read over the sample lease we have included with this packet so that you have a complete understanding of what is expected of you as a resident in one of our homes. If you keep up your end of the bargain, so will we.

If you have any questions, please don't hesitate to give us a call. Again, we appreciate your interest and look forward to hearing from you.



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## Rental Application

*\*\*\*Separate application required from each applicant age 18 or older.*

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**THIS SECTION TO BE COMPLETED BY LANDLORD/RENTAL AGENT**

Address of Property to Be Rented: \_\_\_\_\_

Rental Term:

month-to-month

lease from \_\_\_\_\_ to \_\_\_\_\_

Amounts Due Prior to Occupancy:

First month's rent \$ \_\_\_\_\_

Security deposit \$ \_\_\_\_\_

Credit check fee \$40.00 (which will be added to your security dep.)

Other (specify): \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Date of apartment viewing \_\_\_\_\_ Rental Agent's Initials \_\_\_\_\_

Date of receipt of application \_\_\_\_\_ Rental Agent's Initials \_\_\_\_\_

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### Applicant

Full Name (include all names used): \_\_\_\_\_  
(First) (Middle) (Last)

Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number/State: \_\_\_\_\_ (please submit a good quality copy)

Other Identifying Information: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Year: \_\_\_\_\_

License Plate Number/State: \_\_\_\_\_

**Additional Occupants**

List everyone, including children, who will live with you:

Full Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Full Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Full Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Full Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

**Rental History**

***You must supply at least two (2) previous addresses along with respective landlord information in order to be considered.***

Current Address: \_\_\_\_\_  
(Street) (City/Town) (State) (Zip Code)

Dates Lived at Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_

Landlord/Manager's Phone: (\_\_\_\_) \_\_\_\_\_

Previous Address: \_\_\_\_\_  
(Street) (City/Town) (State) (Zip Code)

Dates Lived at Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_

Landlord/Manager's Phone: (\_\_\_\_) \_\_\_\_\_

Previous Address: \_\_\_\_\_  
(Street) (City/Town) (State) (Zip Code)

Dates Lived at Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_

Landlord/Manager's Phone: (\_\_\_\_)\_\_\_\_\_

**Employment History**

Name of Current Employer: \_\_\_\_\_

Address of Current Employer: \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor's Phone: (\_\_\_\_)\_\_\_\_\_

Dates Employed at This Job: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Name of Previous Employer: \_\_\_\_\_

Address of Previous Employer: \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor's Phone: (\_\_\_\_)\_\_\_\_\_

Dates Employed at This Job: \_\_\_\_\_

Position or Title: \_\_\_\_\_

**Income**

1. Your gross monthly employment income (before deductions): \$ \_\_\_\_\_

2. Average monthly amounts of other income (specify sources): \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

*Please note: If your salary cannot be verified through speaking with your immediate supervisor, we will request a photocopy of your most recent pay stub for verification.*

**Miscellaneous**

Describe the number and type of pets you want to have in the rental property (if this rental unit permits pets): \_\_\_\_\_

Describe water-filled furniture you want to have in the rental property:  
\_\_\_\_\_

Do you smoke? [ ] yes [ ] no

Have you ever:

Filed for bankruptcy? [ ] yes [ ] no

Been sued? [ ] yes [ ] no

Been evicted? [ ] yes [ ] no

Been convicted of a crime? [ ] yes [ ] no

Explain any "yes" listed above:

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**References and Emergency Contact**

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any false or incomplete statement in this application. I authorize verification of the information provided in this application from my credit sources, current and previous landlords and employers and personal references.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

**Notes (Landlord/Manager):**

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# APPLICATION FOR RESIDENTIAL LEASE

Residence Address: \_\_\_\_\_ Proposed Term of Lease: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Present Employer: \_\_\_\_\_ Years of Service: \_\_\_\_\_ Annual Income: \_\_\_\_\_  
Contact Person for Verification: \_\_\_\_\_ Their Position: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Most Recent Former Employer: \_\_\_\_\_ Dates of Service: \_\_\_\_\_ to \_\_\_\_\_  
Name of Present Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address of Property Rented: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dates of Residence: \_\_\_\_\_ to \_\_\_\_\_  
Name of Second-Most Recent Former Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address of Property Rented: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dates of Residence: \_\_\_\_\_ to \_\_\_\_\_

## Co-Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_  
Present Employer: \_\_\_\_\_ Years of Service: \_\_\_\_\_ Annual Income: \_\_\_\_\_  
Contact Person for Verification: \_\_\_\_\_ Their Position: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Most Recent Former Employer: \_\_\_\_\_ Dates of Service: \_\_\_\_\_ to \_\_\_\_\_  
Name of Present Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address of Property Rented: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dates of Residence: \_\_\_\_\_ to \_\_\_\_\_  
Name of Second-Most Recent Former Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address of Property Rented: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dates of Residence: \_\_\_\_\_ to \_\_\_\_\_

The information I've provided above is true to the best of my knowledge. I understand that the Manager/Landlord will only use this information for reference purposes. The Manager/Landlord has my permission to contact the individuals listed above with regard to my employment and residential histories. I also understand that completion of this application does not guarantee approval for any lease. Only after thorough review of the above information will I be considered for lease of the above-referenced property.

Applicant's Signature: \_\_\_\_\_

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

Co-applicant's Signature: \_\_\_\_\_

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

Manager/Landlord Name: \_\_\_\_\_

Landlord's Signature: \_\_\_\_\_



# Red Maple Properties, LLC

## **Consent to Background and Reference Check**

I authorize Gregory Stefl of Red Maple Properties, LLC to obtain information about me from my credit sources, current and previous landlords and employers and personal references. I authorize my credit sources, credit bureaus, current and previous landlords and employers, and personal references to disclose to Gregory Stefl such information about me as he/she may request.

Name of Applicant: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_