



Red Maple Properties, LLC

P.O. Box 18931
Rochester, New York 14618
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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

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.

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: _____

Rental Application

Separate application required from each applicant age 18 or older.

THIS SECTION TO BE COMPLETED BY LANDLORD

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 \$ _____

Other (specify): _____ \$ _____

TOTAL \$ _____

Applicant

Full Name (include all names used): _____

Home Phone: () _____

Work Phone: () _____

Social Security Number: _____

Driver's License Number/State: _____

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

Current Address: _____

Dates Lived at Address: _____

Reason for Leaving: _____

Landlord/Manager: _____

Landlord/Manager's Phone: () _____

Previous Address: _____

Dates Lived at Address: _____

Reason for Leaving: _____

Landlord/Manager: _____

Landlord/Manager's Phone: () _____

Previous Address: _____

Dates Lived at Address: _____

Reason for Leaving: _____

Landlord/Manager: _____

Landlord/Manager's Phone: () _____

Employment History

Name and Address of Current Employer: _____

Phone: () _____

Name of Supervisor: _____

Supervisor's Phone: () _____

Dates Employed at This Job: _____

Position or Title: _____

Name and 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: \$ _____

Credit and Financial Information

Savings Account:

Account Number: _____
Bank/Institution: _____
Branch _____

Checking Account:

Account Number: _____
Bank/Institution: _____
Branch _____

Money Market or Similar Account:

Account Number: _____
Bank/Institution: _____
Branch _____

Other Bank/Financial Accounts:

Account Number _____
Bank/Institution _____
Branch _____

Credit Accounts & Loans

Major Credit Card:

Type of Account (Auto loan, Visa, etc.) _____
Account Number _____

Name of Creditor _____
Amount Owed _____
Monthly Payment _____

Major Credit Card:

Type of Account (Auto loan, Visa, etc.) _____
Account Number _____
Name of Creditor _____
Amount Owed _____
Monthly Payment _____

Loan (Mortgage, car, student loan , etc.)"

Type of Account (Auto loan, car, student loan, etc.) _____
Account Number _____
Name of Creditor _____
Amount Owed _____
Monthly Payment _____

Other Major Obligation:

Account Number _____
Name of Creditor _____
Amount Owed _____
Monthly Payment _____

Miscellaneous

Describe the number and type of pets you want to have in the rental property:

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:

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 _____

Notes (Landlord/Manager):

Consent to Background and Reference Check

I authorize Vincent Associates Real Estate 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 J. Stefl such information about me as he/she may request.

Name: _____

Address: _____

Phone Number: _____

Date: _____

Applicant: _____