



CEDAR COMMONS APARTMENTS
 900 CALM LAKE CIRCLE
 Rochester, NY 14612
 (585) 621-3100 office
 (585) 663-3079 fax
 e-mail: cedarcommons@rochester.rr.com



RENTAL APPLICATION

FOR OFFICE USE ONLY	
DATE _____	AGENT _____
COMMUNITY _____	
APT. NO. _____	RENT \$ _____

Notice: Co-Applicant must complete a separate Rental Application Form

The undersigned hereby makes application to rent apartment number _____ located at _____

beginning on _____ ending on _____, at a monthly rental of \$ _____

PLEASE TELL US ABOUT YOURSELF

FULL NAME _____ Phone () _____

Social Security No. _____ Driver's Lic. No. & State _____

Name of Co-Applicant _____ Phone () _____

Social Security No. _____ Driver's Lic. No. & State _____

List All Occupants _____

PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)

CURRENT ADDRESS _____ Zip Code _____

Month & Year Moved In _____ Reason for Leaving _____

Owner or Agent _____ Phone () _____ Monthly Payment \$ _____

PREVIOUS ADDRESS (If within 3 years) _____

Month & Year Moved In _____ Moved Out _____ Reason for Leaving _____

Owner or Agent _____ Phone () _____

PREVIOUS ADDRESS (If within 3 years) _____

Month & Year Moved In _____ Moved Out _____ Reason for Leaving _____

Owner or Agent _____ Phone () _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS: Employed Full-Time Employed Part-Time Student Retired Not Employed

CURRENT EMPLOYER (Or Most Recent) _____

Address _____ Phone () _____

Date(s) Employed / From _____ To _____ Position _____

Supervisor _____ Your Net Monthly Salary \$ _____ Household Net Monthly Income \$ _____

PREVIOUS EMPLOYER _____

Address _____

Date(s) Employed / From _____ To _____ Position _____ Supervisor _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Source _____

Income Verification Required

PLEASE LIST YOUR BANK AND CREDIT REFERENCES

YOUR BANK(S)	City-State/Branch		Telephone
1			
2			
YOUR CREDIT REFERENCES	City-State		Telephone
1			
2			
3			

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Maximum of 2 vehicles allowed

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes No

Been evicted or asked to move out? Yes No Broken a Rental Agreement or Lease? Yes No

Been sued for damage to property? Yes No Declared Bankruptcy? Yes No

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Thank you for choosing Cedar Commons as your new home. We comply with all federal, state and local fair housing laws, and do not discriminate with regard to race, color, religion, national origin, sex, disability, familial status or any other characteristics protected by the law. In accordance with the law as well as our company policy, we do not show or offer housing accommodations according to race, color, religion, national origin, sex, disability, familial status of current or prospective residents. Cedar Commons welcomes all qualified Residents. Please read the following instructions carefully as to what you will need when submitting your rental application.

1. PURPOSE OF THIS DOCUMENT: We offer the following information so that all applicants will have available to them a detailed statement of the rental qualifying policies of Cedar Commons. Although we have attempted to make this document easy to read and understandable, by its nature as a statement of policy, it includes formal language and legal terms. If you have any questions about our policies or about the information contained in this document, please don't hesitate to ask or contact any of our management team for a detailed explanation.

2. THE RENTAL APPLICATION FEE IS NON-REFUNDABLE: The rental application fee of Fifty Dollars (\$50.00) is non-refundable. Because there are no exceptions, it is important that you review this document carefully before submitting an application, making certain that, to the best of your knowledge, you meet the rental qualifications stated. Then if you wish to apply, we will accept your application and the non-refundable application fee. A rental application must be completed by each applicant, without omissions or falsifications. False information given on an application will entitle Cedar Commons to reject the applicant, or in the case where a lease has been signed, terminate the lease agreement.

3. MAXIMUM NUMBER OF RESIDENTS IN AN APARTMENT HOME: A maximum of three persons may reside in a one and a half bedroom apartment home. A maximum of four persons may reside in a two-bedroom apartment home.

4. INCOME: The monthly household Net Income (after taxes) must be at least 2.8 times the amount of the monthly apartment rent. The applicant will be required to provide as proof one of the following: current pay stub, most current Federal Income Tax Return, and/or other proof deemed acceptable by Cedar Commons. Allowances from parents, scholarships, study subsidies and/or other inconsistent income such as commissions or tips will not be considered as verifiable income. Alimony and/or child support will be considered verifiable income provided such alimony and/or child support is pursuant to a Court Order.

5. SELF-EMPLOYMENT/RETIREMENT: If the applicant is self-employed or retired, the applicant must provide proof of income and/or the ability to pay rent for the term of the lease by furnishing copies of federal income tax returns filed for the past two years, or a current certified financial statement, and/or photocopies of the applicant's three most recent bank statements.

6. CREDIT HISTORY: An extensive, negative history is grounds for the denial of the application. Negative credit history includes but is not limited to any of the following:

- a.) Any judgment not remedied and/or foreclosure of real estate not included in bankruptcy;
- b.) More than two credit or installment accounts that have been past due for more than 90 days within the past 12 months;
- c.) More than two accounts that are currently in collection; any open collection account from a utility, telephone service, or cable company;
- d.) Any repossession of material or personal property that is not being repaid, except when part of a bankruptcy, separation, or divorce;
- e.) Any lawsuit pending or not remedied for the collection of a personal debt;
- f.) Any personal bankruptcy within the past five years that has not been discharged; credit must be reestablished.
- g.) More than two NSF (insufficient funds) checks within the past 12-month period.

7. RENTAL HISTORY: Any negative rental history is grounds for denial of an application. Negative rental history includes but is not limited to the following:

- a.) Any breach of a lease agreement unless the applicant can provide documentation of proven negligence on the part of the management and/or owner of the property. This documentation must be acceptable to the management of Cedar Commons.
- b.) In the past 12 month period, no more than 2 rental payments and/or any rental-related debt-including payments, agreements and judgments – shown as late pays or NSF (insufficient funds) checks.
- c.) Any other objective evidence of negative rental history, such as excessive damage to premises or numerous noise complaints.

8. VEHICLES: Only two vehicles per apartment home are allowed to park in the parking areas.

9. PETS: Cats and dogs cannot exceed 35 pounds fully mature. Except in the case where an animal has been professionally trained and certified to assist a disabled resident, we do not allow German Shepherds, Doberman Pinschers, Labrador Retrievers, Rottweilers, Pit Bulls (Staffordshire Terriers), Pit Bull Mixes, Bassett Hounds or Beagles. If you do have one of these dogs, your application will be denied. Also, cats have to be spayed or neutered. One pet is \$35.00 added to the rent monthly. Two pets are \$50.00 added to the rent monthly. If an applicant does have two pets, together they cannot add to more than 35 pounds fully mature. An extra pet fee of \$250.00 (non-refundable) is required with your security deposit when you move in.

10. HOLDING FEE: Once application is approved, applicant will submit a non-refundable "Holding Fee" in the amount of \$200.00, in money order form, payable to 900 Calm Lake, LLC, within three (3) business days. The "Holding Fee" will be applied toward the first months rent.

By signing below, the applicant understands the Resident Screening Criteria and also recognizes that the Landlord or his agent may investigate the credit background of the applicant, obtain income verification from Employer, contact present or previous landlord(s) for references, and that a full disclosure of facts may be made to landlord.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Agent's Signature _____ Date _____