

LONGLEY JONES MANAGEMENT COMPANY

APPLICATION TO LEASE
(ALL QUESTIONS MUST BE ANSWERED)

COMPLEX: RENTAL AGENT:

APT/TH NO.: Efficiency 1-Bedroom 2-Bedroom 3-Bedroom

RENT: SECURITY DEPOSIT: MOVE-IN DATE NEEDED:



We are an equal housing opportunity provider. We do not discriminate on the basis of race, color, religion, sex, family status, national origin or handicap.

PRIMARY APPLICANT:

Name: SS#: / /
DOB: / / DL#:

PRESENT ADDRESS:

Number & Street City: State: Zip:
Home Phone #: Cell#: E-Mail Address:
Own Rent Other: Monthly Pmt.: How Long?
Landlord: Landlord Phone: Reason for Leaving:

PREVIOUS ADDRESS:

Number & Street City: State: Zip:
Own Rent Other: Monthly Pmt.: How Long?
Landlord: Landlord Phone: Reason for Leaving:

EMPLOYMENT INFORMATION:

Employer: Occupation: Work Phone:
Address City: State: Zip: How Long?
Salary \$ Weekly / Bi-Weekly / Annual Other Income \$ Source

PREVIOUS EMPLOYMENT INFORMATION:

Employer: Occupation: Work Phone:
Address City: State: Zip: How Long?
Salary \$ Weekly / Bi-Weekly / Annual Other Income \$ Source

CO-APPLICANT:

Name: SS#: / /
DOB: / / DL#:

PRESENT ADDRESS:

Number & Street City: State: Zip:
Home Phone #: Cell#: E-Mail Address:
Own Rent Other: Monthly Pmt.: How Long?
Landlord: Landlord Phone: Reason for Leaving:

PREVIOUS ADDRESS:

Number & Street City: State: Zip:
Own Rent Other: Monthly Pmt.: How Long?
Landlord: Landlord Phone: Reason for Leaving:

EMPLOYMENT INFORMATION:

Employer: Occupation: Work Phone:
Address City: State: Zip: How Long?
Salary \$ Weekly / Bi-Weekly / Annual Other Income \$ Source

PREVIOUS EMPLOYMENT INFORMATION:

Employer: _____ Occupation: _____ Work Phone: _____
Address _____ City: _____ State: _____ Zip: _____ How Long? _____
Salary \$ _____ Weekly / Bi-Weekly / Annual Other Income \$ _____ Source _____

PERSONS WHO WILL OCCUPY APARTMENT: (List names, ages and relationship of persons occupying the apartment)

Name: _____ Age _____ Relationship _____
Name: _____ Age _____ Relationship _____
Name: _____ Age _____ Relationship _____
Name: _____ Age _____ Relationship _____

TENANT VEHICLE INFORMATION:

Make _____ Model _____ Year _____ Color _____ Plate # _____
Make _____ Model _____ Year _____ Color _____ Plate # _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____ Relationship: _____
Phone: _____ Cell #: _____
Address: _____ City: _____ State: _____ Zip: _____

This application must be signed by all adults who will occupy the apartment before it can be considered by the Landlord. Acceptance of this application and monies deposited herewith is not binding upon Landlord, until approved by Landlord. If the apartment is held for applicant for more than 3-days, all monies deposited shall be forfeited to the Landlord. A processing charge of \$25.00 per person or \$25.00 Married Couple will be retained by the Landlord. By signing this application, I fully understand that a credit report will be verified through CBCInnovis. By signing, the applicant recognizes that the Landlord or his agent may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Landlord.

How did you learn about us? Newspaper _____ Referral _____ Drive-By _____ Other _____

APPLICANT _____ DATE _____

CO-APPLICANT _____ DATE _____

Thank you for choosing a Longley Jones Apartment Home! To process your application expediently, please be sure to provide the following items:

- _____ 100% completed application
- _____ \$25.00 per credit report/\$25.00 for married couples non-refundable application fee payable to Rental Placement in **money order form ONLY**
- _____ One recent paystub, letter of employment, W-2 form, or tax return
- _____ Resident _____ Co-Resident
- _____ Driver's license or other photo identification

***PRE-QUALIFYING WORKSHEET**

MONTHLY RENT OF APARTMENT \$ _____
GROSS MONTHLY INCOME \$ _____
**EQUALS _____%

- This worksheet alone neither approves nor disapproves the applicant. Other factors such as credit and/or landlord history are considered as well.
- ** Divide monthly rent of apartment by the household's gross monthly income before taxes. This will give you a percentage. The percentage must be less than or equal to 30% to pre-qualify for the desired apartment, in accordance with our Tenant Selection Plan.

You may fill out the LONGLEY JONES Application online. Once you complete the application, print and mail to Longley Jones Management Corp., 1010 James Street, Syracuse, New York 13203. You **MUST** attach the **\$25.00 per credit report** rental application fee when you send in the application. **THE APPLICATION WILL NOT BE PROCESSED WITHOUT THE APPLICATION FEE MADE PAYABLE TO RENTAL PLACEMENT, INC.**