

☐ **Carman Ridge Apartments**
3760 Carman Rd.
Schenectady, NY 12303

☐ **Helderberg Village Apartments**
1760 Helderberg Ave.
Rotterdam, NY 12306

☐ **Notts Landing West**
2340 Nott St East
Niskayuna, NY 12309

☐ **Colonial Commons Apartments**
1419 Erie Blvd
Schenectady, NY 12305

Office: 518-268-2500

Email: apartments@fuscorealtygroup.com

RESIDENTIAL RENTAL APPLICATION

Notice: Co-Applicant and/or any person who is or will be 18 years of age during the initial term of the lease must complete a separate rental application form.

Non-Refundable credit processing fee of \$ _____ is required with application.

FOR OFFICE USE ONLY

Date Needed _____ Size Needed _____

Apartment Needed _____

Lease Term _____ Apt Rent \$ _____

Date of Application _____

PERSONAL INFORMATION

Applicants Full Name _____ Date Of Birth _____

Social Security No. _____ Driver's License No./State _____

Email _____ Phone _____

Apartment Number _____

Landlord does not discriminate on the basis of being a member of any protected class as designated by Federal, State or Local laws.

Full Names of all other residents:	Relationship to you:	Date of Birth:

How many pets do you or other occupants own? * _____

Kind of pet(s), Breed, Weight and Age _____

****Notice: Pest Restrictions Apply.***

No more than 1 dogs or cats are allowed. No dogs with a history of aggression are allowed. Please ask for more information on pet restrictions, breed restrictions, pet fees, pet deposits, etc Anyone harboring an unauthorized pet may be subject to fines and /or found in violation of the lease agreement thereby jeopardizing residency and subject to damage charges.

A Pet Application/Registration Form is for pet approval where pets are accepted. A separate Pet Addendum must be signed with the lease for approved pets.

Service/companion animals are permitted with proper verification from medical authorities.

Please request the Service/Companion Animal Verification Form and submit it with your application.

Is a business transfer clause required ? ____Yes ____No

Is a Military transfer clause required? ____Yes ____No

Apartment Rent	\$	Apt. Security Deposit	\$	Credit Report Fee	\$
Pet Rent	\$	Pet Security Deposit	\$	Hold/Cleaning Fee	\$
Garage Rent	\$	Garage Security Deposit	\$	Total	\$
Other	\$	Other Deposit	\$	Amount Received	\$
MONTHLY	\$	TOTAL DEPOSITS	\$	Amount Due	\$

RESIDENCE HISTORY - 5 years history (use another sheet of paper if necessary)

PRESENT ADDRESS _____

Street City / State / Zip
Your Phone # _____ Dates: From _____ To _____
Present Landlord or Mortgage Co. _____ Landlord's Phone(_____) _____
Monthly Payment \$ _____ Reason for Moving _____

PREVIOUS ADDRESS _____

Street City / State / Zip
Dates of Residency at this Address: From _____ To _____
Present Landlord or Mortgage Co. _____ Telephone (_____) _____
Monthly Payment \$ _____ Reason for Moving _____

PREVIOUS ADDRESS _____

Street City / State / Zip
Dates of Residency at this Address: From _____ To _____
Present Landlord or Mortgage Co. _____ Telephone (_____) _____
Monthly Payment \$ _____ Reason for Moving _____

EMPLOYMENT HISTORY - 2 years history (use another sheet of paper if necessary)

PRESENT STATUS: ☐ Employed Full-Time ☐ Part-Time ☐ Not Employed ☐ Retired ☐ Student

PRESENT EMPLOYER (or most recent) _____
Employer's Address _____
Telephone (_____) _____ Dates Employed : From _____ To _____
Position Held _____ Department _____
Supervisor _____ Gross Monthly Income \$ _____

PREVIOUS EMPLOYER _____
Employer's Address _____
Telephone (_____) _____ Dates Employed : From _____ To _____

PREVIOUS EMPLOYER _____
Employer's Address _____
Telephone (_____) _____ Dates Employed : From _____ To _____

IF STUDENT, LIST SCHOOL _____ School Telephone (_____) _____

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 spouses annual income unless you want us to consider it in the application.*

Amount _____ Per _____ Source _____ Telephone (_____) _____

BANKING AND CREDIT REFERENCES

YOUR BANKS	City-State/Branch	Acct. Number & Type	Telephone
1)			
2)			
YOUR CREDIT REFERENCES	City-State	Acct. Number	Telephone
1)			
2)			
3)			
PERSONAL REFERENCES (non-related)		PERSONAL REFERENCES (family-related)	
1)	()	1)	()
2)	()	2)	()
3)	()	3)	()

OTHER INFORMATION**TOTAL NUMBER OF VEHICLES (Including Company Vehicles)** _____

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

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

Other Car, Motorcycle, etc. _____

HAVE YOU OR CO-APPLICANT EVER:Been evicted or asked to move out? ☐ Yes ☐ No Been sued for non-payment of rent? ☐ Yes ☐ NoBeen sued for damage to rental property? ☐ Yes ☐ No Broken a Rental Agreement or Lease? ☐ Yes ☐ NoBeen convicted or pleaded no contest to a felony? ☐ Yes ☐ No Declared Bankruptcy? ☐ Yes ☐ NoBeen convicted or pleaded no contest to a misdemeanor involving sexual misconduct? ☐ Yes ☐ No

(You may use separate sheet to explain circumstances of the above situations if desired.)

In Case of Personal Emergency, Notify: _____ Relationship _____

Address _____ Home Phone () _____ Work Phone () _____

AUTHORIZATION

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the first day of each month In advance. As an inducement to the owner of the property and to the agent to accept this application I warrant that all statements above set forth are true.

I hereby deposit \$ _____ as an application fee to be refunded to me if this application is not approved. Or if I provide written notification to the owner within three (3) business days of this application date. In the event that the owner accepts this application the application fee shall be retained and applied to the security deposit as called for in the lease between the parties. When so approved and accepted I agree to execute a lease before possession is given and to pay the security deposit within ten (10) business banking days after being notified of acceptance. If the application is approved and accepted and I refuse to enter into a lease agreement for the period of time called for in the application, the sum received shall be retained by the owner as liquidated damages. This agreement shall in no way bind the owner to accept this application for tenancy (the acceptance or rejection of the applicant as a tenant shall remain with the sole discretion of the owner). I also agree to maintain sufficient property damage and liability insurance to fulfill my responsibility under the lease and to have the utilities turned on in the premises under my name prior to taking occupancy after the lease has been signed.

I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit-reporting-agency and periodically re-run this check at any time in the future to verify the truth and accuracy of any information given on this application.

APPLICANT'S SIGNATURE _____ DATE _____

APPLICATION VERIFICATION

FOR OFFICE USE ONLY

PART 1 BANKING AND CREDIT REFERENCES									
PAYMENT HISTORY	MONTHLY RENT	MO/YR MOVED-IN	MO/YR MOVED-OUT	ANY COMPLAINTS	NOTICE GIVEN	DEPOSIT REFUNDED	CONDITION OF APT	PERSON GIVING INFO	BY

PART 2 EMPLOYMENT VERIFICATION							
STARTING DATE	ENDING DATE	SALARY	POSITION	FULL TIME	PERMANENT	PERSON GIVING INFO	BY
Present:		\$ _____/HR \$ _____/MO					
Previous:		\$ _____/HR \$ _____/MO					

ADDITIONAL INCOME						
TYPE	SOURCE	AMOUNT	FREQUENCY	IS IT CONSISTENT?	SPOKE TO	BY

PART 3 CREDIT AND LOAN REFERENCES					
		EMPIRICA SCORE			
BALANCE OWED	HIGH CREDIT	MONTHLY PAYMENT	RATING	PERSON GIVING LOAN INFORMATION	BY

PART 4 BANK REFERENCES					
ACCT. VERIFIED	DATE OPENED	RATING	RANGE	PERSON GIVING LOAN INFORMATION	BY

Applicant's Verified Income \$ _____/Mo. Has met obligations to previous landlord? ☐ Yes ☐ No

Other Verified Income \$ _____/Mo. Employment information verified as stated? ☐ Yes ☐ No

Credit Score Is 640 or higher?* ☐ Yes ☐ No

TOTAL MONTHLY INCOME \$ _____/Mo. Applicant meets suggested income requirements? ☐ Yes ☐ No

TOTAL MONTHLY DEBT \$ _____/Mo. Has ALL information been verified as stated? ☐ Yes ☐ No

THIS APPLICATION ☐ **APPROVED** ☐ **CONDITIONAL / H.O. REVIEW** ☐ **NOT APPROVED**

BY _____ TITLE _____ DATE _____

If not approved, specify reason(s): _____

Applicant Notified By _____ Date Notified _____

Representative's name

Notified by:

☐ Letter (Attach Copy)

☐ Telephone

☐ Fax

☐ In Person