

C/O Whispering Pines Lodge  
Management & Leasing Office  
105 Needle Park Circle  
Queensbury, NY 12804



Phone: (518) 793-3831  
Fax: (518) 793-4389

## RENTAL APPLICATION

APPLICANT: Thank you for your application. We ask that you clearly complete this application in full to assist us in processing it for you. Any application that is not completed in full will be deemed as incomplete and is subject to rejection.

Date of Application:

Desired Move-In Date:

Type and Size of Unit Desired:

### PERSONAL INFORMATION

Applicant's Full Name:

Social Security No.:

Date of Birth:

Marital Status:     Married     Separated     Divorced     Single

Spouse's/Co-Resident's Name:

**(Co-Residents or Spouse Must Complete Separate Application)**

**\*\* Occupants \*\***

**Relationship**

**\*\* Any or all Occupants 18 years or older must complete a separate application.**

Have you ever been convicted of a felony?

Yes

No

Have you ever been convicted of a sexual offense?

Yes

No

Have you ever been convicted for possession, use or sale of illegal substances?

Yes

No

### EMERGENCY NOTIFICATION

*(IN CASE OF EMERGENCY NOTIFY)*

Name

Relationship:

Telephone:

Address:

## RESIDENT HISTORY

<b>PRESENT ADDRESS:</b> <i>(Please indicate your current address in full)</i>		
House/PO Box/Apartment Number	Street	
City	State	Zip
Present Telephone	Cell #	Length of time at present address
Present Landlord or Mortgage Holder Name		Telephone
Amount of Rent \$	Reason for moving	

<b>PREVIOUS ADDRESS:</b> <i>(Required if not at present address for at least one year)</i>		
House/PO Box/Apartment Number	Street	
City	State	Zip
Length of time at previous address		
Previous Landlord or Mortgage Holder Name		Telephone
Amount of Rent \$	Reason for moving	

### EMPLOYMENT INFORMATION

<b>PRESENT STATUS:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student
<b>EMPLOYED BY:</b> _____ How Long?
Employer's Address
Position Held _____ Phone Contact _____
Supervisor _____ Phone Contact _____ Gross Income \$ _____ per month

### ADDITIONAL EMPLOYMENT

<b>PRESENT STATUS:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
<b>EMPLOYED BY:</b> _____ How Long?
Employer's Address
Position Held _____ Phone Contact _____
Supervisor _____ Phone Contact _____ Gross Income \$ _____ per month

### PREVIOUS EMPLOYMENT:

*(Required if current employment is less than six months)*

<b>PREVIOUS STATUS:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student
<b>EMPLOYED BY:</b> _____ How Long?
Position Held _____ Previous Gross Income \$ _____ per month



## TERMS OF APPLICATION

PLEASE READ CAREFULLY

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references and credit records. Applicant acknowledges that false information herein may constitute a criminal offense under the laws of this state. Applications which are incomplete may result in an application being rejected. Applicant understands that the application becomes the property of Whispering Pines Apartments and Townhouses.

Applicant has reviewed our rental policy statement.

Applicant shall, within seven (7) days of lease start date, sign Landlord's lease and if he fails to do so, the application may be deemed by the Landlord as having been withdrawn, in which case, the Landlord may retain the deposit paid hereunder as liquidated damages.

Upon signing of the lease, the deposit paid on the signing of this application is to become a security deposit. This deposit is not intended to take the place of any part of rent.

The applicant understands that he has no rights hereunder until this application is approved by the Landlord and Lease is signed by both parties in accordance with terms herein.

If applicant is rejected, the Landlord shall return the applicant's deposit and there will be no further rights in favor of either party.

It is a material Breach of Lease if Tenant violates the No Pet Clause, and if this violation occurs, Tenant agrees to pay to Landlord as liquidating damages the sum of \$1,000. Landlord reserves all rights pertaining to this material breach.

## AUTHORIZATION OF APPLICATION

PLEASE READ CAREFULLY BEFORE SIGNING:

In considering this application from you, management will rely heavily on the information which you have supplied. It is important that the information is accurate and complete. By signing this application you agree to the terms of the application. Additionally, you represent and warrant the accuracy of the information and authorize management to verify any references that you have listed.

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

**IF FOR ANY REASON  
YOU CHOOSE NOT TO TAKE APARTMENT  
DEPOSIT AND APPLICATION FEE ARE NON-REFUNDABLE**

## DISPOSITION OF APPLICATION

Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	By: _____	Date: _____
If not approved, indicate reason(s): _____ _____			
Applicant notified by: _____		Date notified: _____	
Notes: _____ _____			

## RENTAL POLICY STATEMENT

1. **We are an Equal Opportunity Housing Provider**  
We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. We also comply with all State and local Fair Housing Laws.
  
2. **Apartment Availability Policy**  
Apartment availability is defined as follows: At such time our rental office is in receipt of a current resident's intent to vacate notice. We update our list of apartments to rent/move-in when this information is received from residents. We then coordinate with our maintenance department. It is important to note that an apartment which was unavailable in the morning could very well become available later that same day. An apartment will be deemed available for possession when required maintenance is completed, including painting, cleaning and carpet shampooing for a new resident and the apartment has been inspected by East Coast Properties personnel.
  
3. **Occupancy Guidelines**  
To prevent overcrowding and undue stress on plumbing and other building systems, we adhere to all applicable Fair Housing Laws.
  
4. **Application Process**  
We evaluate every apartment application in the following manner. A separate Rental Application must be submitted by each tenant to the lease and all occupants 18 years or older. All questions on the application must be answered; any and all necessary documentation as required must be submitted with the application. A Rental Deposit and Apartment Application Processing Fee must accompany all applications for a particular apartment. Both the "Deposit" and "Fee" are due at time of application and payable separately.

The **Rental Deposit** is equal to \$ 300.00.

The non-refundable **Apartment Application Processing Fee** is equal to \$ 25.00.

Your application includes information consisting of residence history, employment information and credit history. We will determine from your responses to the application questions, along with your credit report, whether you qualify for the apartment you are applying for. In order to determine whether your application is accepted or rejected for residency, application processing may take up to 1 to 3 business days. It is each applicant's responsibility to contact the office to determine the status of your rental application.

At such time the application is approved, the non-refundable processing fee will be combined with the rental deposit, and the total amount becomes the **Security Deposit** on account, subject to the lease agreement being fully executed.

At such time determination is made that an application is rejected, the following occurs. You will be notified in writing of same. The Rental Deposit is returned; however, the Apartment Application Processing Fee is non-refundable. All cash deposits must be personally picked up from our Rental Office by the applicant. The reserved apartment will become available for marketing and other rental opportunities.

**RENTAL POLICY STATEMENT (continued)**

5. **Rental Criteria**

To qualify for an apartment, East Coast Properties maintains the following criteria.

- a. **Income:** your net monthly income must be at least three times your monthly rent.

Tenant to the lease agreement may combine income (excluding occupants). Monthly income shall be determined after your monthly debt obligations have been deducted from your total monthly income. It is this net amount which must exceed the rent by three times.

If you have been a full-time student at any time within the past year, we may require documentation stating so. If you are unemployed and/or receive housing assistance, you must provide proof of a source of income or documentation of financial assistance **prior to your application being processed.**

- b. **Rental History:** Satisfactory rental history and references are necessary. If you have ever been evicted or sued for any lease violation, the application will be rejected.

- c. **Credit History:** Your credit record must currently be satisfactory. Credit references are verified through a credit reporting agency. It is an important and imperative aspect of the application processing, and may independently result in your application being rejected. An adverse credit report may include, but not limit to, unpaid debts (past or current), collections, judgments, bankruptcy, delinquent payments, or insufficient credit\*. Any one or all of these adverse conditions may cause your application to be subject to rejection.

\*Inability to verify sufficient credit references may be grounds for rejection of an application. Consideration may be given to special circumstances in which credit has not been established for some reason, such as the elderly, new to job market, college student, recent resident alien, etc.

The above criteria are essential and important in processing your application. It is our policy not to accept co-signors to lease agreements. Any and all discussions relating to an application, or questions concerning Management's decision on an application, will be by appointment only.