

## **APPLICATION SCREENING DISCLOSURE**

First off, thank you for considering an application to one of our quality rental units. Please read below to learn about our application screening process and what you can expect. There is a \$20.00 application fee that is due at the time the completed application is submitted. If you have any questions, don't hesitate to contact us.

### **Application Process:**

- We offer application forms to everyone who inquires about the rental.
- We review applications in the order they are received by us.
- We may require up to 5 business days to verify information on the application; however, most applications are processed in 2-3 days.
- If we are unable to verify information on the application, the application may be denied.

### **SCREENING GUIDELINES -**

#### **Complete Application:**

- Unless joint applicants are married, each must submit a separate application.
- We allow up to 2 people in one bedroom apartment and up to 4 people in two bedroom apartment.
- Incomplete applications will not be reviewed.
- We will accept the first qualified applicant(s).

#### **Identification:**

- Applicants must submit valid identification, must include photograph.
  - Government ID is preferred (drivers license)

#### **Prior Rental History:**

- Rental history of 2 years (if applicable) must be verifiable from unbiased/unrelated sources.
- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

#### **Sufficient Income/Resources:**

- Net household income shall be at least 3 times the rent (excluding utilities).
- Income/resources must be verifiable through pay stubs, employer contact, current tax records, and/or bank statements.

#### **Credit/Criminal/Public Records Check:**

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony may be denied of tenancy.

#### **Screening Process:**

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a credit, criminal records report, and public records report.

#### **You can mail or hand deliver your application to us at:**

- Mail: address CMA Management, LLC, P.O. Box 3282, Syracuse, NY 13220
- Or for hand delivery, please call us at (315)458-4411 to set up an appointment.

**CMA MANAGEMENT, LLC - APPLICATION FOR RENT**

This is a rental application *only* and does not constitute acceptance of the applicant as a tenant, nor a rental agreement or tenancy relationship between the parties. **A separate rental application is to be completed by each unmarried adult.** Inaccurate or falsified information will be grounds for denial of the application or eviction from the premises. Applicants *may* be deemed ineligible if rent exceeds thirty-three percent (33%) of monthly gross income.

Property Address \_\_\_\_\_ REQUESTED MOVE IN DATE \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_ Monthly Fees \$ \_\_\_\_\_ Key Deposit \$ \_\_\_\_\_ Yearly Water Fee \$ \_\_\_\_\_

Apartment Size \_\_\_\_\_ Rent Includes:  Heat  Hot Water  Electric

1. APPLICANT NAME (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_  
EMPLOYED BY FIRM \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
EMPLOYER ADDRESS \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
HOW LONG - years \_\_\_\_\_ months \_\_\_\_\_ POSITION \_\_\_\_\_  
MONTHLY GROSS PAY \$ \_\_\_\_\_ OTHER INCOME (describe) \$ \_\_\_\_\_

\*\*If Employment less than 1 year, note previous employment information on back of application.

2. SPOUSE NAME (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_  
EMPLOYED BY FIRM \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
EMPLOYER ADDRESS \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
HOW LONG - years \_\_\_\_\_ months \_\_\_\_\_ POSITION \_\_\_\_\_  
MONTHLY GROSS PAY \$ \_\_\_\_\_ OTHER INCOME (describe) \$ \_\_\_\_\_

\*\*If Employment less than 1 year, note previous employment information on back of application.

A. PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOW LONG years \_\_\_\_\_ months \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_  
LANDLORD \_\_\_\_\_ TELEPHONE \_\_\_\_\_

B. PREVIOUS ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOW LONG years \_\_\_\_\_ months \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_  
LANDLORD \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOW LONG years \_\_\_\_\_ months \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_  
LANDLORD \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**C. CREDIT REFERENCES:**

Bank/Branch \_\_\_\_\_  
Firm \_\_\_\_\_

**D. PERSONAL REFERENCE: (Local, if possible)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**E. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**F. AUTO(S) TO OCCUPY OFF-STREET PARKING SPACE :**

Year \_\_\_\_\_ Make \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**G. FULL NAMES OF PERSONS TO OCCUPY DWELLING: (NOTE: Occupancy is limited to individuals listed.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_  
 How did you find out about our rental? [ ] newspaper [ ] drive-by [ ] word of mouth [ ] other \_\_\_\_\_  
 Have you given legal notice where you now live? [ ] yes [ ] no  
 Do you intend to have house pets at this residence? [ ] yes [ ] no If yes, what kind & how many of each \_\_\_\_\_  
 Do you intend to use a water bed at this residence? [ ] yes [ ] no Name of Renter's Insurance \_\_\_\_\_  
 Do you and/or spouse smoke? [ ] yes [ ] no  
 Have you ever filed a petition in bankruptcy? [ ] Yes [ ] No If so, why? \_\_\_\_\_  
 Have you ever been convicted of a felony or misdemeanor? [ ] Yes [ ] No  
 If so, why? \_\_\_\_\_

**AUTHORITY FOR RELEASE OF INFORMATION**

This release will constitute my/our consent and authority to examine statements and information regarding my/our background. I/We authorize you to contact my/our present and previous landlords, law enforcement agencies, credit agencies and other references listed above. I/We hereby authorize the release of any and all data or records to CMA Management, LLC. This authorization is given in connection with financial, criminal and previous rental history investigation being conducted relative to my/our application for credit dealing with rental property.

I/We understand that I/we acquire no rights in rental unit until I/we sign a Rental Agreement on the rental unit (noted above) to be held in accordance with the Rental Agreement.

I/We declare the foregoing to be true under penalty of perjury. I/We agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

I/We understand that my/our rent will commence upon the date of approval on my/our rental application and the availability of the dwelling, whichever occurs later. I/We understand that first month's rent shall be paid prior to moving in.

I/We at the time of the signing of this application have been shown a copy of the proposed Lease Agreement and Standard Rules and Regulations applicable to the apartment and have carefully examined and approved these documents.

It is agreed that I/we, if approved to be a tenant by the Landlord, shall within five (5) days following notification of such approval, pay the Security Deposit required under the Lease and enter into the Lease.

I/We understand that if the Security Deposit is not paid in full and the Lease is not entered into within five (5) days following notification of approval from Landlord, this application will then be null and void and all monies deposited shall be forfeited to the Landlord.

If the Landlord does not approve me/us to be a tenant, the Landlord shall return my/our deposit and I/we release and hold the Landlord harmless for not approving me/us to be a tenant. If Landlord does approve me/us to be a tenant, and I/we for whatever reason decide within five (5) days of notification not to enter into a Lease with the Landlord, I/we will be refunded my/our deposit less a \$50.00 per adult processing fee. If I/we decide not to enter into the Lease and pay the security deposit after five (5) days of approval notification I/we will then forfeit all monies deposited. The security deposit when paid is refundable under the terms and conditions of the Lease. It is, however, nonrefundable if I/we do not enter into a Lease with the Landlord.

I/We understand and agree that the Landlord shall not be liable for failure to give tenant possession of the premises if circumstances exist by which the Landlord may be forced to delay or change the move-in date.

**Signature of Applicant**

**Date**

**Signature of Co-Applicant**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE:**

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Denied: \_\_\_\_\_ Date \_\_\_\_\_

Reason: \_\_\_\_\_

