Washington Heights Rental Application Form

Tel: (908) 687-3200 • Fax: (908) 687-7550

The cost of the background investigation is $75.00 per applicant. This cost is not rent or deposit and is non-refundable. The sum of $_____ is deposited herewith to secure an apartment reservation on the express understanding that it will be returned to me if this application is not approved. If the application is approved, I agree that the money deposited as an apartment reservation shall be applied toward my security deposit, and that I will enter into a lease on your standard form. **Shall I cancel this application; the apartment reservation deposit shall be forfeited. NO PETS ARE ALLOWED.**

Last Name	**First Name**	**M.I.**	Co-Applicant Last Name	First Name	M.I.
Date of Birth / /	**Social Security Number** - -	**Home Telephone** ( ) -	**Date of Birth** / /	**Social Security Number** - -	**Home Telephone** ( ) -
Current Street Address	**City**	**State** **Zip Code**	Co-Applicant Current Address (if different)	City	State Zip Code
Previous Street Address	City	State Zip Code	Co-Applicant Previous Address (if different)	City	State Zip Code
Length of Residence at Current Address	Ever Filed for Eviction? ☐ Yes ☐ No	Own or Rent? ☐ Own ☐ Rent	Length of Residence at Current Address	Ever Filed for Eviction? ☐ Yes ☐ No	Own or Rent? ☐ Own ☐ Rent
Applicants E- Mail Address			**Co-Applicant E-Mail Address**		

Present Housing Information

Landlord or Agent Name	Landlord Telephone Number ( ) -		Co-Applicant Landlord or Agent Name	Landlord Telephone Number ( ) -	
Reason for Leaving	Length of Rental	Monthly Rent	Reason for Leaving	Length of Rental	Monthly Rent

Employment Information

Present Employer Name	**Position**	Co-Applicant Employer Name	Position
Supervisor Name	**Telephone Number** ( ) -	Supervisor Name	Telephone Number ( ) -
Employer Address	City State Zip Code	Employer Address	City State Zip Code
Employed From To	**Salary** *per* ☐ month ☐ year	Employed From To	Salary *per* ☐ month ☐ year

Emergency Contact Information

Name	Telephone Number ( ) -	Name	Telephone Number ( ) -
Address	Relationship	Address	Relationship

Other Information

Car Year / Make / Model / /		License Plate State / Number	Car Year / Make / Model / /		License Plate State / Number
Other Residents (Names/ Date of Birth)			Other Residents (Names/Ages)		
Have you ever been convicted of a crime? ☐ Yes ☐ No If "Yes", #: _____	If "Yes", Date of Most Recent Conviction?	Nature of Conviction	Have you ever been convicted of a crime? ☐ Yes ☐ No If "Yes", #: _____	If "Yes", Date of Most Recent Conviction?	Nature of Conviction

Applicant Signature(s)

By signing below, I/we authorize that the above information is correct and complete and hereby authorize Landlord to obtain information it deems desirable in the processing of my application, including; credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information. If I rent the unit, I understand the information on this form may be maintained in a tenant database for up to 5 (five) years after I vacate the premises. I also understand that the application fee is non-refundable, even if my application is rejected.

Applicant:* X** ***Date: ***Co-Applicant:* X** ***Date:***

OFFICE USE ONLY			
NTN Access Number:	*Address/Unit Applied for:*	***Monthly Rent*** *Amount for unit applicant is applying for:* ***$***	
Date Screened:	*Projected Move-In Date:*	*Apartment / Unit Type:*	*Key Deposit:* ***$***

How did you hear about us? ☐ Newspaper ☐ Rent.com ☐ Yellow Pages ☐ Referral, By Whom: _____ ☐ Other: _____