



Rental Application

661-663 South Avenue, Rochester, New York 14620 v: 585.271.8028 f: 585. 473.4995

Please note: This Application must be accompanied by a Deposit Agreement, and, if applicable, a signed Landlord Reference form for each prior residence listed in Section B. Each co-applicant must complete a separate Rental Application.

FOR OFFICE USE ONLY

Date _____
Agent _____
Address _____
Rent _____

PART A: PLEASE TELL US ABOUT YOURSELF

FULL NAME _____ Phone () _____
Social Security No. _____ Driver's Lic. #/State _____
Name of Co-Applicant _____ Phone () _____
Social Security No. _____ Driver's Lic. #/State _____

PART B: PLEASE GIVE US YOUR RESIDENCE HISTORY FOR THE PAST THREE YEARS

CURRENT ADDRESS _____ ZIP Code _____
Month & Year Moved In _____
Reason for Leaving _____
Owner or Agent _____ Phone () _____
Monthly Payment \$ _____

PREVIOUS ADDRESS 1 (if within 3 years) _____
Month & Year Moved In _____ Moved Out _____
Reason for Leaving _____
Owner or Agent _____ Phone () _____

PREVIOUS ADDRESS 2 _____
Month & Year Moved In _____ Moved Out _____
Reason for Leaving _____
Owner or Agent _____ Phone () _____



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PART C: PLEASE PROVIDE YOUR EMPLOYMENT AND INCOME INFORMATION

YOUR STATUS: Employed Full-time Student Retired Not Employed

CURRENT EMPLOYER (or most recent) _____

Address _____ Phone () _____

Date (s) Employed/From _____ To _____ Position _____

Supervisor _____

Your Net Monthly Salary \$ _____ Household Net Monthly Income \$ _____

PREVIOUS EMPLOYER (within last three years) _____

Address _____ Phone () _____

Date (s) Employed/From _____ To _____ Position _____

Supervisor _____

If there are other sources of income you would like us to consider, please list income, source, and person (banker, employer, etc.) who we can contact for confirmation. You do NOT have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Source _____

Amount \$ _____ Source _____

Amount \$ _____ Source _____

Please note: We will require proof of all income listed in this section. Your consent to our verification of this income is contained in Section H below.

PART D: PLEASE LIST ALL OCCUPANTS OF APARTMENT, INCLUDING YOURSELF

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

PART E: VEHICLE INFORMATION

Make/Model _____

Year _____ Color _____ Plate No. _____ State _____

Make/Model _____

Year _____ Color _____ Plate No. _____ State _____



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PART F: OTHER INFORMATION ABOUT YOUR RENTAL HISTORY

HAVE YOU EVER:

- Been sued for non-payment of rent? Yes No
Been evicted or asked to move out? Yes No
Broken a rental agreement or lease? Yes No
Been sued for damage to property? Yes No

Please include any additional information that might help us evaluate your application.

How did you hear about our property?

If we have any questions about your application, please provide your phone numbers so we can contact you.

Day: _____ Night: _____ Mobile: _____

PART G: IN CASE OF PERSONAL EMERGENCY

Please Notify: _____

Relationship: _____

Full Address: _____

Day: _____ Night: _____ Mobile: _____

PART H: SIGNATURE AND CONSENT TO INCOME AND CREDIT VERIFICATION

Your signature on this application authorizes us to request and review a credit report and investigative consumer report containing information obtained through personal interviews with your neighbors, friends, and others with whom you may be acquainted. This report includes information concerning your character, general reputation, and personal characteristics. You acknowledge that you have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative report.

Our acceptance and review of your Rental Application does not constitute an approval of your Application or an agreement to lease. If we approve your Application and enter into a Lease Agreement, however, the information and representations on this Application will become part of our Lease.

Applicant Signature: _____ Date: _____



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FOR OFFICE USE ONLY: PLEASE DO NOT WRITE BELOW

Payment of \$ _____ Received by (Name) _____ Date _____

This application form received by (Name) _____ Date _____

REFERENCE NAME	REFERENCE COMMENTS
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_____	_____
_____	_____
_____	_____
_____	_____

COMMENTS:

This Application: Approved Not Approved

By _____ Title _____ Date _____

If not approved, specify reason (s) _____

Applicant notified by (Name) _____ Date _____

Method: Letter (Attach Copy) Telephone In Person



Deposit Agreement

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This Deposit Agreement forms part of your Rental Application for South and Hickory Place. A deposit equal to one month's rent is due at the time you submit your Application. If we approve your Application and enter into a Lease Agreement, we will keep your deposit and treat it as your security deposit under the Lease. If we do not approve your Application, we will keep \$50 of your deposit as an application fee and return the balance to you.

Once we approve your Application, you still have 48 hours to change your mind and request a return of your deposit. If you notify us within this 48-hour period that you do not want to sign a Lease Agreement, we will retain \$50 of your deposit as a processing fee and return the balance of your deposit to you. If you notify us after this 48-hour period has passed that you will not enter into a Lease, we will retain the full deposit received along with this Application and will release you from any further obligation to us.

If, after reviewing your Application, we inform you that we cannot approve it unless you provide a guarantor, you may withdraw your Application and receive a refund of your deposit less \$50, which we will keep as an application fee. If you agree to provide a guarantor you must do so within three business days or you will forfeit your entire deposit.

Our acceptance of your deposit under this Deposit Agreement does not constitute our approval of your Application or an agreement to enter into a Lease with you.

Applicant Signature: _____

Date: _____



Landlord Reference

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Applicant (s) Name: (1) _____ Address: _____
Applicant (s) Name: (2) _____ Address: _____

I (we) hereby give permission to release any and all information regarding my (our) rental history.

Signature: _____

Signature: _____

To Whom it May Concern:

The person named above has applied to rent an apartment at South and Hickory Place, and has provided your name as a current or previous Landlord. We are asking for your assistance in our approval process. Please fill out the information below at your earliest convenience, and fax or mail the form back to our leasing office. We will keep this information in confidence.

Dates of residency: _____

Amount of monthly rent: \$ _____ Amount of security deposit: \$ _____

Number of late payments: _____ How late? _____ Late fees paid? _____

Were there any lease violations? _____

If so, what was the nature of the violation? _____

Did you ever begin eviction proceedings for any reason? _____

Did resident take good care of the residence? _____

Was proper notice given to vacate the residence? _____

Will you (did you) keep any of the security deposit? _____

Would you rent to this applicant in the future? _____

Additional comments: _____

Name and title of person supplying the above information (please print): _____

Signature: _____

Date: _____

Thank you!

South and Hickory Place



Affordable Housing

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The City of Rochester, through its “Rental Housing Fund,” has created a program to promote the development of affordable rental housing. South and Hickory Place is pleased to participate in this program and has agreed to reserve fourteen apartments (“Affordable Apartments”) for applicants who meet the program’s guidelines.

RENTAL GUIDELINES:

The monthly rental amounts for all of our apartments, including estimated utilities, comply with the program guidelines.

INCOME RESTRICTIONS:

As per the City’s “Rental Housing Fund Project Agreement,” the apartments designated as Affordable Apartments may only be occupied by households with incomes below 120% of the Rochester Metropolitan Statistical Area median family income. The income limit is determined by the number of people who live in the “household,” as follows:

Style*	Monthly Rent	Minimum Income**	Maximum Household Income***			
			1 Person	2 People	3 People	4 People
Studio Style A	\$845.00	\$31,688	\$57,600.00	\$65,850.00	N/A	N/A
Studio Style F	\$845.00	\$31,688	\$57,600.00	\$65,850.00	N/A	N/A
1BR Style G	\$875.00	\$32,813	\$57,600.00	\$65,850.00	N/A	N/A
1BR Style D	\$895.00	\$33,563	\$57,600.00	\$65,850.00	N/A	N/A
1BR Style E	\$895.00	\$33,563	\$57,600.00	\$65,850.00	N/A	N/A
1BR Style B	\$925.00	\$34,688	\$57,600.00	\$65,850.00	N/A	N/A
1BR Style H	\$925.00	\$34,688	\$57,600.00	\$65,850.00	N/A	N/A
2BR Style C	\$1,285.00	\$48,188	\$57,600.00	\$65,850.00	\$74,100.00	\$82,300.00

* Occupancy of South and Hickory Place is limited to two people per bedroom.

** Assumes a ratio of monthly rent to monthly income of 32% or less (mortgage qualifying guidelines are typically 27-30%).

*** As established by the City of Rochester’s Rental Housing Fund for 14 apartments at SHP, as of 4/28/17.

Rents Last Updated: 1/1/17

CERTIFICATION PROCESS:

Prospective residents of our Affordable Apartments, like all of our apartments, must provide documented evidence of annual income for the household, and information concerning the number of people intending to occupy the residence. In addition, South and Hickory Place must verify each participating household’s total annual income each year when the lease renews, to ensure the household continues to comply with the program guidelines. Residents of Affordable Apartments must notify South and Hickory Place in household composition or income. More details concerning this program can be provided by a leasing agent.