



1622 State St., Watertown NY 13601  
 315-767-9878 micah@mattesonpropertymanagement.com

## APPLICATION FOR LEASE

### APPLICANT

\_\_\_\_\_  
 (First) (Middle) (Last) Date of Birth \_\_\_\_\_  
 Male  Female Marital Status (optional): \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_  
 Where can you be reached prior to the lease term? Daytime: (\_\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_\_) \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Military?  Yes  No Rank/Branch/Unit \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Name of Commander \_\_\_\_\_ Commander Tel # \_\_\_\_\_

### PRESENT ADDRESS

Address \_\_\_\_\_  
 \_\_\_\_\_  
 How long? \_\_\_\_\_ Rent or Own? \_\_\_\_\_ Monthly Payment \_\_\_\_\_  
 Landlord's Name \_\_\_\_\_  
 Landlord's Phone (\_\_\_\_\_) \_\_\_\_\_  
 Reason for moving \_\_\_\_\_

### PREVIOUS ADDRESS

Address \_\_\_\_\_  
 \_\_\_\_\_  
 How long? \_\_\_\_\_ Rent or Own? \_\_\_\_\_ Monthly Payment \_\_\_\_\_  
 Landlord's Name \_\_\_\_\_  
 Landlord's Phone (\_\_\_\_\_) \_\_\_\_\_  
 Reason for moving \_\_\_\_\_

### PRESENT EMPLOYMENT Full-Time Part-Time Self Employed

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 How long? \_\_\_\_\_ Position \_\_\_\_\_  
 Annual Salary \$ \_\_\_\_\_ No. Hours/Week \_\_\_\_\_  
 Supervisor's Name/Title \_\_\_\_\_ / \_\_\_\_\_  
 Phone No. (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

### OTHER SOURCES OF INCOME:

Base Allowance for Housing: \_\_\_\_\_  
 Child Support: \_\_\_\_\_  
 Alimony: \_\_\_\_\_  
 Interest & Dividends: \_\_\_\_\_  
 Unemployment: \_\_\_\_\_  
 Gov't Housing Assistance: \_\_\_\_\_  
 Other: \_\_\_\_\_

Battalion \_\_\_\_\_

Company \_\_\_\_\_

### PERSONAL REFERENCE

Name \_\_\_\_\_  
 Phone No. (\_\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Parents Name / Tel: \_\_\_\_\_

### IN CASE OF EMERGENCY, NOTIFY (not an occupant)

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Phone No. (\_\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_

Have you ever filed for bankruptcy? (**circle one**) Yes No Date filed \_\_\_\_\_ Date Granted \_\_\_\_\_ State \_\_\_\_\_  
 Have you ever been evicted or had judgment issued against you? (**circle one**) Yes No  
 Are there any outstanding judgements against you? (**circle one**) Yes No  
 Have you had property foreclosed upon or given Title or Deed in Lieu thereof in past 7 years?(**circle one**) Yes No  
 Are you party to a lawsuit? (**circle one**) Yes No  
 Are you obligated to pay alimony, child support or separate maintenance? (**circle one**) Yes No  
 Are you a co-maker or endorser on a note? (**circle one**) Yes No  
 If you answered yes to any of the above, please explain (attach pages, if necessary) \_\_\_\_\_

### OTHER OCCUPANT(S)

(EACH ADULT OCCUPANT (over the age of 18) MUST COMPLETE AN APPLICATION FOR LEASE FORM)

First, Middle, Last Name	Date of Birth	Gender	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PETS** (List ALL pets that will reside in the property)

Do you have any pets? (circle one) YES NO Total number of pets: \_\_\_\_\_

Type/Breed: \_\_\_\_\_ / \_\_\_\_\_ Size/Weight: \_\_\_\_\_ Neutered? \_\_\_\_\_

Color: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Type/Breed: \_\_\_\_\_ / \_\_\_\_\_ Size/Weight: \_\_\_\_\_ Neutered? \_\_\_\_\_

Color: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Do any occupants own, or plan to purchase, an aquarium? (circle one) YES NO If yes, what size (gallons)?: \_\_\_\_\_

**AUTOMOBILES** (List all vehicles that will be parked on the property)

Make Model Year Color License No. State

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

An Application Fee of \$\_\_\_\_\_ is made herewith, with a clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by the Landlord/Manager; the Application Fee is a NON-REFUNDABLE fee for processing this Application and will not be returned under any circumstance. A Reservation Deposit of \$\_\_\_\_\_ is hereby made specifically for the purpose of and in consideration of Hunt Property Management reserving (taking off the market) \_\_\_\_\_ (address) for my/our occupancy. If this application is NOT approved by the Landlord/Owner/Agent, the Reservation Deposit will be refunded. **IF THIS APPLICATION IS APPROVED, THE RESERVATION DEPOSIT immediately becomes NON-REFUNDABLE TO THE APPLICANT. FAILURE OF APPLICANT TO LEASE AFTER BEING APPROVED EQUALS APPLICANT'S FORFEITURE OF THE RESERVATION DEPOSIT. APPLICANT AGREES TO EXECUTE A LEASE WITHIN BY \_\_\_\_\_ (date) OF BEING APPROVED AND BEING PROVIDED THE FORM LEASE (which form is available for review at the time of application); OTHERWISE MANAGEMENT IS FREE TO LEASE THE RESERVED PROPERTY TO ANOTHER PARTY.** Upon executing a Lease, the Reservation Deposit shall be converted to and applied toward part or all the amount of the Security Deposit specified in the Lease and, as such, shall be refundable (if appropriate) according to the terms of the lease.

Applicant(s) represent and hereby certify that the information given in the Application for Lease is true, correct and complete to the best of my/our knowledge. It is understood that the premises are to be used as a residential dwelling occupied by not more than \_\_\_\_\_ person(s); and that, upon approval of this Application, timing of occupancy is contingent upon the property of the type requested being timely vacated by the present occupant, if any.

Applicant(s) hereby authorize the person or firm to whom this Application is made, any credit bureau or other investigative agency employed by such person, to investigate the references herein listed or statements or other data obtained from me/us or from any other person pertaining to my/our credit and financial responsibility. Applicant(s) understand that, should they enter into a lease, this firm and its designated agents and employees will have a continuing right to review credit and criminal information (including inquires to credit bureaus), rental application, payment history and occupancy history for account review purposes, and/or for improving application methods and/or as they relate to my/our tenancy and to future rent collections.

If Applicant(s) is/are self-employed, attach Photocopy for past two years of: Individual U.S. Tax Form 1040, and Self-employment U.S. Tax Schedule C  
If Applicant(s) is/are paid on an hourly, weekly, or salary basis, attach a photocopy of form W-2 for the past two years.

Applicants must attach a photocopy of driver's license or other form of picture id (i.e. passport, military id, etc.).

IT SHALL BE UNLAWFUL DISCRIMINATORY HOUSING PRACTICE TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, ELDERLINESS, FAMILIAL STATUS OR HANDICAP

APPLICANT(S) ACKNOWLEDGE RECEIPT OF COPY OF THIS APPLICATION

**THIS IS A LEGALLY BINDING DOCUMENT. READ IN ITS ENTIRETY BEFORE SIGNING. IF NOT UNDERSTOOD, PLEASE SEEK LEGAL ADVICE.**

\_\_\_\_\_  
DATE APPLICANT

\_\_\_\_\_  
DATE CO-APPLICANT #1