



**RENTAL APPLICATION**

**A. Apartment Requested**

Today's Date: \_\_\_\_\_  
 Apartment Requested: \_\_\_\_\_  
 Monthly Rent: \_\_\_\_\_

Bedrooms Requested: \_\_\_\_\_  
 Target Move-in Date: \_\_\_\_\_

**B. Applicant Information**

Applicant Name: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Driver's License & State: \_\_\_\_\_  
 Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Driver's License & State: \_\_\_\_\_  
 Email: \_\_\_\_\_

**B. Applicant's Household**

List all household members (including you) who will live in the rented premises:

<i>Name</i>	<i>Relationship</i>	<i>Age</i>	<i>Income</i>

Total number of people who will be occupying the premises: \_\_\_\_\_

Pets: \_\_\_\_\_

**C. Rental History**

Length of Time at Current Address: \_\_\_\_\_ Current Rent \$ \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_ Incl. Utilities? (Y/N) \_\_\_\_\_  
Landlord's Phone: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Length of Time at Previous Address: \_\_\_\_\_ Previous Rent \$ \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_ Incl. Utilities? (Y/N) \_\_\_\_\_  
Landlord's Phone: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Length of Time at Previous Address: \_\_\_\_\_ Previous Rent \$ \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_ Incl. Utilities? (Y/N) \_\_\_\_\_  
Landlord's Phone: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_

**D. Household Employment/Financial Information**

Employee: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Employer's Name & Address: \_\_\_\_\_  
Employer Contact Person & Phone: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Current Income: \_\_\_\_\_ Hourly/Wkly/Monthly: \_\_\_\_\_

Employee: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Employer's Name & Address: \_\_\_\_\_  
Employer Contact Person & Phone: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Current Income: \_\_\_\_\_ Hourly/Wkly/Monthly: \_\_\_\_\_

Other Household Income (Name/Source/Amount):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bank Name/Address: \_\_\_\_\_  
Checking Account Number: \_\_\_\_\_  
Savings Account Number: \_\_\_\_\_

Rental Assistance Amount (if any): \_\_\_\_\_ Case Number: \_\_\_\_\_  
Case Worker Name & Telephone: \_\_\_\_\_

Additional Reference: \_\_\_\_\_ Phone: \_\_\_\_\_  
Additional Reference Relationship: \_\_\_\_\_

**E. Miscellaneous**

Have you ever been evicted?	Yes	No
Have you ever been arrested?	Yes	No
Have you ever filed for bankruptcy?	Yes	No
Do you have any judgments against you?	Yes	No

*If you circled "yes" for any items, please explain on the back of the application...*

Name/Address/Telephone/Relationship of emergency contact person who will not be living with you: \_\_\_\_\_  
\_\_\_\_\_

Additional Information (if any): \_\_\_\_\_  
\_\_\_\_\_

**DISCLOSURE / AGREEMENT / CONSENT**

I/we declare that all information listed on this application is true, accurate and complete.

I authorize Community Realty, the landlord and/or a representative to conduct an employment and a credit check concerning my application, to verify all references including permission to contact past landlords; and to discuss my rental assistance case with my case worker if applicable.

I understand that even if I enter into a rental agreement, if it is later found that I have presented false or inaccurate information on this application I may be considered in default of my rental agreement, and subject to any default provisions thereof.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Attach:

- NYS Agency Disclosure
- Four (4) most recent paystubs
- Evidence of other income
- Most recent Federal tax return with all W-2s and attachments
- Cancelled rent checks and/or past rent receipts (12 months)
- Other: \_\_\_\_\_

*Return application to Community Realty, 255 Orange St., Albany, NY 12210  
Office: (518) 434-1840 x417 Fax: (518) 434-1767*