

GENERAL INFORMATION FOR PROSPECTIVE TENANTS

*All Leases are for 12 months. No pets.

*A Refundable Deposit of \$75.00 is required for each set of Keys. This will be refunded at the end of the lease when Keys are returned to office.

*Parking (Plaza/Paul) is available for \$360/yearly commitment (\$30/billable monthly). Cars without parking stickers will be towed without warning.

*An Apartment Hold deposit of two month's rent is due with application in order to hold the apartment. Apartments are not held and are on the open market until the entire apartment hold deposit is received. The apartment hold deposit will be credited to the lease's security deposit once the lease is signed by all tenants. The security deposit is refundable; the apartment hold deposit is non-refundable.

*Apartment Hold Deposit must be in the form of Money Order or Cashier's Check. We do not accept personal checks or cash. Deposit must be paid by separate money order or cashier's check.

*First Month's Rent must be paid at the time of lease signing by separate money order or cashier's check only, cash not accepted.

*Monthly Rent Payments must be in the form of Money Order, Personal Check or Cashier's Check. We do not accept Cash for monthly rent payments.

*Make payable to: GREENWICH MANOR, LLC.

*Mail to: GREENWICH MANOR OFFICE B-6
683 EAST SENECA TURNPIKE
SYRACUSE, NEW YORK 13205

*Phone: Greenwich Manor Leasing :315-437-7577 or Brett at 315-727-8105

* Email: info@greenwichmanorapartments.com

*All Rents are due on the first and no later than the 5th of each month. Rents received after the 5th will incur a Late Charge of \$100.00.

*Please contact the office at the above number for all **Service Issues** – 315 437-7577. There is an **emergency** after hours number on the voice message – that can be obtained by calling the **office number**.

Signed: _____ Date: _____

Date of Application	_____
Apartment	_____
Date Desired	_____
Security Deposit	\$ _____
Rent	\$ _____

RENTAL APPLICATION

Name: _____ Phone Number: _____
 Date of Birth: _____ Social Security Number: _____
 Co-Tenant: _____ Phone Number: _____
 Date of Birth: _____ Social Security Number: _____
 # of people to occupy premises _____ Adults _____ Children _____
 Nearest Relative in case of emergency: _____
 Address: _____

RESIDENCE HISTORY

Present address: _____
 How long: _____
 Landlord: _____ Phone #: _____

EMPLOYMENT & BANK REFERENCE

Present Employer: _____
 How Long: _____ Phone #: _____
 Position: _____ Monthly Income: _____
 Name of Bank: _____ Phone #: _____
 Address: _____ Acct #: _____
 Co-Tenant Employment: _____
 How Long: _____ Phone #: _____
 Position: _____ Monthly Income: _____
 Name of Bank: _____ Phone #: _____
 Address: _____ Acct #: _____

CREDIT AND CHARACTER REFERENCES

Credit References:
 Name: _____ Address: _____
 Phone #: _____
 Character References:
 Name: _____ Address: _____
 Phone #: _____

AUTOMOBILE INFORMATION

Tenant License #: _____ State Issued: _____
 Co-Tenant License #: _____ State Issued: _____
 Tenant Make: _____ Model: _____ Plate #: _____
 Co-Tenant Make: _____ Model: _____ Plate #: _____

Security Deposit is a 3 day NON-REFUNDABLE DEPOSIT. I warrant that all statements provided in this application are true and may be used by the landlord and managing agent in accepting or rejecting my application. The undersigned acknowledges that if misrepresentation is made and a lease is signed, the misrepresentation is a material breach of the lease and the landlord will have the right to terminate the lease.

Signature: _____
 Signature: _____