

**SHORT APPLICATION FORM**

- Complete separate page for each individual going into home over the age of 18.

How did you hear of us? \_\_\_\_\_ When will you have the funds to move? \_\_\_\_\_

Name: \_\_\_\_\_ Which house are you interested in? \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Present Address: \_\_\_\_\_ How Long? \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Previous Address (if above is less than 2 years): \_\_\_\_\_

How Long? \_\_\_\_\_ Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Present Employer & Position: \_\_\_\_\_ How Long? \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Monthly Wages: \_\_\_\_\_

Previous Employer (if less than 2 years): \_\_\_\_\_ How Long? \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Monthly Wages: \_\_\_\_\_

Other Monthly Income: \_\_\_\_\_ Total Monthly Income: \_\_\_\_\_

License #: \_\_\_\_\_ Make of Car: \_\_\_\_\_ Plate # \_\_\_\_\_

Do you have any pets: \_\_\_\_\_ What kind? \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ When & why? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ When & why? \_\_\_\_\_

Are you in the US Military Service or a dependent of a member of the US Military Service? \_\_\_\_\_

List all individuals going into the home: \_\_\_\_\_

How many of them over the age of 18 (not including yourself)? \_\_\_\_\_

**LIST 2 OF YOUR CLOSEST RELATIVES NOT LIVING WITH YOU:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Relation: \_\_\_\_\_

I hereby certify that I am not subject to registration under any provision of Article 6-C of the Correction Law of New York State, "Sex Offender Registration Act" or any equivalent federal registration law, the sex offender registration law of another state, or any similar law in any other equivalent federal registration law.

I warrant that all statements above are true and may be used by the landlord and managing agents in accepting or rejecting my application. The undersigned acknowledges that if misrepresentation is proven and a lease signed, the misrepresentation is a material breach of the lease and the landlord will have the right to terminate the lease.

---

**SIGNATURE**

**DATE**

# LANDLORD AUTHORIZATION FORM

[www.easy-to-own-homes.com](http://www.easy-to-own-homes.com)

Phone: 315-458-7047| Fax: 315-546-2106| P.O. Box 2758 Syracuse, NY 13220



Name:

Name:

Address:

City/State/Zip:

I hereby authorize for release of information to Easy To Own Homes, Inc and its employees.

Signature:

Date:

Signature:

Date:

---

Landlord's  
Name:

Landlord's  
Phone #:

Fax #



# Terms & Conditions

Dear Prospective Tenant:

We are pleased that you are interested in renting or leasing one of our homes. The decision to approve your application is entirely up to the Landlord of the property in which you are applying for. Below are the guidelines and requirements of our qualifying criteria so that we may make a recommendation to the Landlord based on the following factors:

- 1.) Complete the Rental & Lease Application and submit the following items: current pay stub and/or any form of pay verification and a current utility bill. Applicants must be 18 years of age. All occupants 18 years of age or older must complete a rental application.
- 2.) After submission of your application the office will be in contact with you or you can call the office directly.
- 3.) Credit check will not be performed; however, we will conduct a judgment search.
- 4.) Pet Fee: one cat \$200, 2 cats \$300, one dog \$500, 2 dogs \$700. This fee is refundable as long as the home is left in good condition. Pet restrictions: no Pit-bull or American Staffordshire Terriers, in pure breed or mixed breed form. Dogs must be visited by leasing agent in their own residency prior to application approval. Pets are case by case and some of our homes may not allow pets at all. There is a \$25/month charge for each animal.
- 5.) Income: Income must be at least 2.5 times the monthly rent as your net income for the home you are applying for. Most current pay stub must be submitted for verification. If you are self-employed or retired, we require a copy of your prior year's tax return, W-2 or banking statement.
- 6.) Photo ID: all applicants must provide a legal copy of their driver's license or other approved photo I.D. (can be completed at time of signing for the property)
- 7.) Security Deposit and Move in Deposit: Based off rental history and income. At the time of signing for a rental property we will require a cashier's check and/or money order for the security deposit, last month's rent and any pro-rated rent for the remainder of that month, plus any applicable pet fees. If you are considered a high risk tenant based off prior rental history, no rental history, and or not enough significant income and will require a co-signer as your co-applicant your move in deposit may be: Security deposit, additional ½ security deposit, last month's rent, and any pro-rated rent for the remainder of that month, plus any applicable pet fees.
- 8.) Automatic decline: Falsification of application. If approved into our program and we find out after the fact you put falsifying information on your application that will be grounds for immediate termination of lease. Applicants that have not been fully completed will not be processed until all documents are received.
- 9.) If more than one individual is interested in the same property the following guidelines are used to select a tenant:
  - Lease option wins over Rental.
  - No pets wins over a tenant with pets.
  - Higher deposit wins over minimum deposit.

I hereby certify that I am not subject to registration under any provision of Article 6-Cof the correction Law of New York State, "Sex Offender Registration Act" or any equivalent federal registration law, the sex offender registration law of another state, or similar law in any other equivalent federal registration law.

I warrant all statements above are true and may be used by the landlord and managing agents in accepting or rejecting my application. The understood acknowledges that misrepresentation is proven and a lease signed, the misrepresentation is a material breach of the lease and the landlord will have the right to terminate the lease.

Name(s):

Signature(s):