

Easy To Own Homes, Inc. 315-458-7047 | fax: 315-546-2106 | e-mail: [info@easy-to-own-homes.com](mailto:info@easy-to-own-homes.com)

**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 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.

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**SIGNATURE**

**DATE**



# Terms & Conditions

Dear Prospective Tenant:

We are pleased that you are interested in renting or leasing to own 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 Lease Application answering all questions (do not leave questions blank). Applicants must be a minimum of 18 years of age. All individuals that will be residing in the home, over the age of 18, must complete a separate rental application. **One application per person.**
- 2.) After submission of your application, our office will contact you with an approval/denial.  
(Applications may take up to five business days to process)
- 3.) Pet Policy and Fee Schedule as follows:
  - Two pets per household
  - \$50/month charge required for each animal
  - Pit-bull or American Staffordshire Terriers are allowed for a \$75/month fee and additional insurance carried on the animal.
  - Shot records are required for all dogs listing breed and current shots. Dogs must be registered within the town the rental property resides in within 30 days of possession.
  - All pet submissions are handled on a case by case basis.
  - Some of our homes may not allow pets.
- 4.) Photo ID:
  - All applicants must provide a legal copy of their driver's license or other approved photo I.D.  
(We can complete this step at the time of your signing for the property)
- 5.) Security Deposit and Move in Deposit:

At the time of signing for each rental property, the submission of payment by certified bank check and/or money order is required. Payment will include:

  - Security Deposit
  - First month's rent or Pro-rated rent for the remainder of that month.
  - Any applicable pet fees
- 6.) Renters Insurance:

Renters Insurance with at least 100k Liability is a requirement for move in. Tenants must have insurance at all times while renting a property.

7.) Appliance Rentals:

Appliances are not provided. You can rent a new stove and refrigerator (black or white) for \$50/month. If a home has working appliances, we will leave them as a courtesy to you, however if they stop working it is your responsibility to provide your own. **Most homes have no appliances.**

8.) Payments:

- We do not accept personal checks or cash payments.
- All new tenants are required to sign up for our ACH automatic payment plan. Your rent will be withdrawn directly from your account by electronic transfer on the fifth of every month.
- Any other payments to our office must be submitted by certified bank check and/or money order.

9.) All Homes are Non-Smoking.

10.) You must make 3 times the rental rate in order to qualify. We will only combine income if you are married.

11.) Utilities: Must go in a Lease holders name. Proof of on time payments with current utility company must be submitted with application (current bill). No payment arrangements will be accepted.

12.) All Leases are Month to Month.

13.) Automatic Decline:

- Falsification of Application - If approved into our program and we find out after the fact you put falsifying information on your application, this will be considered grounds for immediate termination of lease.

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I warrant all statements above are true and may be used by the landlord and managing agents in accepting or rejecting my application. I acknowledge 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.

Name: \_\_\_\_\_

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

# LANDLORD AUTHORIZATION FORM

[www.easytoownhomes.com](http://www.easytoownhomes.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:

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Landlord's  
Name:

Landlord's  
Phone #:

Fax #