



**LEASING APPLICATION**

**This section for Administration use only:**

The undersigned hereby makes application to rent at The Residences at Clarkson, Unit # \_\_\_\_\_ located in Clarkson, NY from Landlord. Beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_, at the base rent of \$\_\_\_\_\_

Administration use only:       Approved       Denied      Date Processed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**APPLICANT INFORMATION**

Name \_\_\_\_\_

Current Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Current Home Telephone # \_\_\_\_\_ Current Work Telephone # \_\_\_\_\_

Cell Telephone # \_\_\_\_\_ Email \_\_\_\_\_

May we contact you through e-mail?     Yes     No

Maiden Name (if applicable) \_\_\_\_\_

**Credit Check Information:**

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Driver's License # \_\_\_\_\_

Previous Address \_\_\_\_\_

**Other Information:**

	Yes	No
Have you ever been sued for non-payment of rent	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed bankruptcy	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever broken a rental agreement/lease	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been sued for damage to rental property	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a crime	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes" detailed explanation required below....

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

If currently renting please complete the following:

Date you moved in? \_\_\_\_\_

Date you plan to move out? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

**LEASING APPLICATION CONTINUED**

Current Monthly Rent you pay per month \$ \_\_\_\_\_ Landlord \_\_\_\_\_  
Name of \_\_\_\_\_  
Complex \_\_\_\_\_ Telephone \_\_\_\_\_

Employment and Financial Information:

Employment:  Full-time  Part-time  Self Employed  Student  Retired  Unemployed

Current Employer/Company Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Employer's Address \_\_\_\_\_

Your Direct Supervisor's Name \_\_\_\_\_ Supervisor's Telephone # \_\_\_\_\_

Date Hired \_\_\_\_\_ Salary or Rate of Pay per month \$ \_\_\_\_\_

If recently relocated to this area please list name, address and telephone number of your previous employer:

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

If retired please provide the following information as income:

Pension income per month \$ \_\_\_\_\_ Source: \_\_\_\_\_

Social Security income per month \$ \_\_\_\_\_ Other Sources: \_\_\_\_\_

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CO-APPLICANT INFORMATION

Name \_\_\_\_\_

Current Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Current Home Telephone # \_\_\_\_\_ Current Work Telephone # \_\_\_\_\_

Cell Telephone # \_\_\_\_\_ Email \_\_\_\_\_

May we contact you through e-mail?  Yes  No

Maiden Name (if applicable) \_\_\_\_\_

Credit Check Information:

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License # \_\_\_\_\_

Previous Address \_\_\_\_\_

Other Information:

	Yes	No
Have you ever been sued for non-payment of rent	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed bankruptcy	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever broken a rental agreement/lease	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been sued for damage to rental property	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a crime	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes" detailed explanation required below....

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

**LEASING APPLICATION CONTINUED**

If currently renting please complete the following:

Date you moved in? \_\_\_\_\_

Date you plan to move out? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Current Monthly Rent you pay per month \$ \_\_\_\_\_

Name of Complex \_\_\_\_\_ Telephone # \_\_\_\_\_

**Employment and Financial Information:**

Employment:  Full-time  Part-time  Self Employed  Student  Retired  Unemployed

Current Employer/Company Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Employer's Address \_\_\_\_\_

Your Direct Supervisor's Name \_\_\_\_\_ Supervisor's Telephone # \_\_\_\_\_

Date Hired \_\_\_\_\_ Salary or Rate of Pay per month \$ \_\_\_\_\_

If recently relocated to this area please list name, address and telephone number of your previous employer:

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

If retired please provide the following information as income:

Pension income per month \$ \_\_\_\_\_ Source: \_\_\_\_\_

Social Security income per month \$ \_\_\_\_\_ Other Sources: \_\_\_\_\_

**General Information:**

Please list all other occupants who will be living with the Applicant and/or Co-Applicant: Must have photo id of everyone 18 years or older.

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

**Pets: Accepted only with the consent of this property**

Do you have a pet?  Yes  No

Pet Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_ Color \_\_\_\_\_

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How many autos (including company cars) would you keep at this address? \_\_\_\_\_

**Fees/Deposits:**

If this application is accepted, I will pay the following fees/deposits as agreed and enter into a lease agreement prior to the established move-in date. I agree to pay any required additional fees in order to meet the conditions of approval if this application is approved with conditions. In the event I choose not to enter into the lease agreement, 72 hours after

payment of fees/deposits, I shall waive all right and forfeit the \$0.00 hold fee. The balance of any deposit will be refunded within thirty (30) days from the receipt of a written request.

**LEASING APPLICATION CONCLUDED**

**SIGNATURES:**

I/We hereby apply to lease the above described premises for the term indicated above. As an inducement to the owner of the property to accept and approve this application, I/we warrant that all statements above set forth are true. Should any statement made above be a misrepresentation or not a true statement of facts, \$0.00 of the hold fee will be retained to offset the owner’s cost, time and effort in processing my/our application.

In the event the owner accepts and approves the application and all parties subsequently execute a formal Lease Agreement, the owner will transfer the application deposit in the amount specified above toward the required Security Deposit of the Lease Agreement.

I/we recognize that as a part of your procedure for processing my/our application, an investigative consumer report may be prepared whereby information is obtained through credit reports and other various informational sources.

The above information, to the best of my/our knowledge, is true and correct.

**Applicant Name printed here:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date signed:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Co-Applicant Name printed here: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date signed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**\*Completed applications may be emailed, or mailed to our leasing office at:**

**The Residences at Clarkson**  
**2680 W. Ridge Rd**  
**Suite B100C**  
**Rochester, NY 14626**  
**[service@bassetgroup.com](mailto:service@bassetgroup.com)**

**\*\*\*THIS IS AN APPLICATION ONLY AND NOT A LEASE AGREEMENT\*\*\***

