

# OAK MOUNTAIN PROPERTIES, INC.

20 Baltic Place, Suite 1  
 Croton on Hudson, NY 10520  
 Phone: (914) 271-3666  
 Fax: (914) 271-4743  
 Email: [oakmountain3666@aol.com](mailto:oakmountain3666@aol.com)  
 Web: [amberlandsapartment.com](http://amberlandsapartment.com)

# RENTAL APPLICATION

Date \_\_\_\_\_  
 Apt No \_\_\_\_\_ Rent \_\_\_\_\_  
 Approval \_\_\_\_\_

Date of Application \_\_\_\_\_ Desired Move in Date \_\_\_\_\_  
 Size of Apartment (No. of Bedrooms, etc.) \_\_\_\_\_ No. of Cats (sorry no dogs allowed) \_\_\_\_\_

### PERSONAL INFORMATION

APPLICANTS FULL NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 SSN \_\_\_\_\_ DRIVER'S LIC. NO./STATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 CO-APPLICANT'S FULL NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 SSN \_\_\_\_\_ DRIVER'S LIC. NO./STATE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

FULL NAMES OF ALL OTHER RESIDENTS	RELATIONSHIP TO YOU	DATE OF BIRTH

### RESIDENCE HISTORY

PRESENT ADDRESS \_\_\_\_\_  
 Present Phone No. \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
 Landlord or Mortgage Co. \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ Dates From \_\_\_\_\_ to \_\_\_\_\_  
 Previous Landlord \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

### EMPLOYMENT INFORMATION

PRESENT EMPLOYER \_\_\_\_\_ Dates From \_\_\_\_\_ to \_\_\_\_\_  
 Employer's Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_ Dates From \_\_\_\_\_ to \_\_\_\_\_  
 Employer's Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor \_\_\_\_\_

CO-APPLICANT'S EMPLOYER \_\_\_\_\_ Dates From \_\_\_\_\_ to \_\_\_\_\_  
 Employer's Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \_\_\_\_\_

**BANKING AND CREDIT REFERENCES**

BANK NAME & BRANCH \_\_\_\_\_ Phone No. \_\_\_\_\_

Checking Acct. No. \_\_\_\_\_ Savings Acct. No. \_\_\_\_\_

Loan Acct. No. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

CREDIT REFERENCE \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Account No. \_\_\_\_\_

CREDIT REFERENCE \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Account No. \_\_\_\_\_

OTHER REFERENCE \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

**OTHER INFORMATION**

TOTAL NUMBER OF VEHICLES (commercial vehicles not allowed) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Other Car, Motorcycle, etc. \_\_\_\_\_

If there are other sources in income you would like us to consider, please list income, sources and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Phone No. \_\_\_\_\_

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Phone No. \_\_\_\_\_

Comments: \_\_\_\_\_

HAVE YOU OR CO-APPLICANT EVER:      Been sued for non-payment of rent?      \_\_\_\_\_ Yes      \_\_\_\_\_ No  
 Been evicted or asked to move out?      \_\_\_\_\_ Yes      \_\_\_\_\_ No      Broken a Rental Agreement or Lease?      \_\_\_\_\_ Yes      \_\_\_\_\_ No  
 Been sued for damage to rental property      \_\_\_\_\_ Yes      \_\_\_\_\_ No      Declared Bankruptcy:      \_\_\_\_\_ Yes      \_\_\_\_\_ No

In Case of Personal Emergency, Notify \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

PLEASE NOTE, THERE IS A NON-REFUNDABLE APPLICATION FEE OF \$75 FOR ONE PERSON AND \$100 FOR TWO PEOPLE.

I hereby make this application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize OAK MOUNTAIN PROPERTIES, INC. to obtain by consumer credit report from a credit reporting agency, which will appear as an inquiry on my file.

APPLICANT'S SIGNATURE \_\_\_\_\_

CO-APPLICANT'S SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW**

Date Application Received \_\_\_\_\_ Received By \_\_\_\_\_

REFERENCE VERIFICATION	REMARKS
Present Landlord	
Previous Landlord	
Employment	
Previous Employment	
Co-Applicant Employment	
Bank	
Credit (1)	
Credit (2)	
Other	

Application Fee Received \_\_\_\_\_ Application Approved \_\_\_\_\_ Move in Date \_\_\_\_\_ Apt. No \_\_\_\_\_

Oak Mountain Properties, Inc.  
20 Baltic Place Suite 1  
Croton on Hudson, NY 10520  
Phone: (914) 271-3666 Fax: (914) 271-4743

Rental Application

**VERIFICATION OF EMPLOYMENT INCOME**

Name and Address of Employer: \_\_\_\_\_

\_\_\_\_\_

Re: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Applicant/Tenant

\_\_\_\_\_

Applicant/Tenant Address	City, State	Zip Code
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The individual named above is an applicant for, a unit that requires verification of family income and other information related to eligibility. We would appreciate your prompt response. If you have any questions, please feel free to contact our office. Thank you for your cooperation.

**AUTHORIZATION:**

I authorize the release of the information requested on this verification form.

\_\_\_\_\_ Date  
\_\_\_\_\_ Signature (Applicant/Tenant)

\*\*\*\*\*

**TO BE COMPLETED BY EMPLOYER:**

1. Date of hire: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Position \_\_\_\_\_
2. If salaried employee, \$ \_\_\_\_\_ per \_\_\_\_\_ (week, month, year, etc.)  
Average regular hours worked weekly: \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_  
Average overtime hours worked weekly: \_\_\_\_\_ Overtime rate: \$ \_\_\_\_\_
3. Average total weeks compensated per year: \_\_\_\_\_
4. Does the employee earn:  
Tips? Additional compensation? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, amount: \$ \_\_\_\_\_  
Commissions or bonuses? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, amount: \$ \_\_\_\_\_
5. Do you anticipate an increase in base pay over the next 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, amount: \$ \_\_\_\_\_ per \_\_\_\_\_. Effective as of: \_\_\_\_\_
6. **Total Gross Earnings Anticipated for the next twelve months:** \$ \_\_\_\_\_  
(Including all tips, bonuses, overtime, commissions, anticipated changes)

I certify that the above information is true and correct.

\_\_\_\_\_ Name/Title of Company Official  
\_\_\_\_\_ Signature

\_\_\_\_\_ Date  
\_\_\_\_\_ Telephone Number

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<b>To:</b>	
<b>From:</b>	
<b>Fax #/Address</b>	
<b>Date:</b>	

**Tenant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

The above named individual(s) has/have applied for an apartment at Oak Mountain Properties, Inc. and has given your name as present/former landlord. In order to verify the information reported to us, please complete this form and fax back to me at (914) 271-4743.

- What time period has the above named applicant(s) rented from you? \_\_\_\_\_
- How many tenants are on the Lease or living under the present rental agreement with the applicant(s)?  
\_\_\_\_\_
- Does the applicant(s) have a pet? \_\_\_\_\_ If yes, what type? \_\_\_\_\_
- Monthly Rent Amount \$ \_\_\_\_\_ Always paid on time? \_\_\_\_\_
- Did, or will, full security deposit be returned? \_\_\_\_\_  
If not, why? \_\_\_\_\_
- Was tenant evicted? \_\_\_\_\_ If yes, why? \_\_\_\_\_
- Payment Record (circle one)                      Excellent              Good              Fair              Poor
- Housekeeping Habits (circle one)              Excellent              Good              Fair              Poor
- Form completed by: \_\_\_\_\_  

Please Print Name

Date

Signature

Title

I/We consent to allow Oak Mountain Properties, Inc., through its agent and employees, to obtain and verify my/our information, criminal history, employment, income, and landlord references, for any purpose, including determining whether or not to lease me/us an apartment. I understand that should I/we lease an apartment, Oak Mountain Properties, Inc. shall have a continuing right to review these items. In addition to my/our residency application, payment history and occupancy history for account review purposes and for improving application methods. Oak Mountain Properties, Inc. may obtain information from any source and may exchange credit information with consumer reporting agencies.

I/we also affirm that all the information in this application is true and complete. I/we make this representation knowing that if any such information proves false, Oak Mountain Properties, Inc. may cancel and annul any lease given in reliance upon such information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date