



*The Hammocks*  
 ❖ AT SOUTHERN HILLS ❖  
 100 HAMMOCKS DRIVE  
 Fairport, New York 14450  
 (585) 425-4444  
 FAX (585) 425-0152



## RENTAL APPLICATION

FOR OFFICE USE ONLY	
DATE _____	AGENT _____
COMMUNITY _____	
APT. NO. _____	RENT \$ _____

**Notice: Co-Applicant must complete a separate Rental Application Form**

The undersigned hereby makes application to rent apartment number \_\_\_\_\_ located at \_\_\_\_\_

beginning on \_\_\_\_\_ ending on \_\_\_\_\_, at a monthly rental of \$ \_\_\_\_\_

### PLEASE TELL US ABOUT YOURSELF

FULL NAME \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_

Name of Co-Applicant \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_

List All Occupants \_\_\_\_\_

### PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)

CURRENT ADDRESS \_\_\_\_\_ Zip Code \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

PREVIOUS ADDRESS (If within 3 years) \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Moved Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_

PREVIOUS ADDRESS (If within 3 years) \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Moved Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_

### PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS:    Employed Full-Time    Employed Part-Time    Student    Retired    Not Employed

CURRENT EMPLOYER (Or Most Recent) \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Your Net Monthly Salary \$ \_\_\_\_\_ Household Net Monthly Income \$ \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_

Address \_\_\_\_\_

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source 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 \$ \_\_\_\_\_ Source \_\_\_\_\_

Income Verification Required

### PLEASE LIST YOUR BANK AND CREDIT REFERENCES

YOUR BANK(S)	City-State/Branch	Telephone
1		
2		
YOUR CREDIT REFERENCES	City-State	Telephone
1		
2		
3		

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_

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

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

**Maximum of 2 vehicles allowed**

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 property?    Yes    No      Declared Bankruptcy?    Yes    No



# Resident Screening Criteria

Thank you for choosing The Hammocks at Southern Hills as your new home. We comply with all federal, state and local fair housing laws, and do not discriminate with regard to race, color, religion, national origin, sex, disability, familial status or any other characteristic protected by law. In accordance with the law as well as our company policy, we do not show or offer housing accommodations according to race, color, religion, national origin, sex, disability, familial status of current or prospective residents. The Hammocks at Southern Hills welcomes all qualified Residents.

Please read the following instructions carefully as to what you will need when submitting your rental application.

1. **PURPOSE OF THIS DOCUMENT:** We offer the following information so that all applicants will have available to them a detailed statement of the rental qualifying policies of The Hammocks at Southern Hills. Although we have attempted to make this document easy to read and understandable, by its nature as a statement of policy, it includes formal language and legal terms. If you have any questions about our policies or about the information contained in this document, please don't hesitate to ask or contact any of our management team for a detailed explanation.

2. **THE RENTAL APPLICATION FEE IS NON-REFUNDABLE:** The rental application fee of Thirty Five Dollars (\$35.00) is non-refundable. Because there are no exceptions, it is important that you review this document carefully before submitting an application, making certain that, to the best of your knowledge, you meet the rental qualifications stated. Then if you wish to apply, we will accept your application and the non-refundable application fee. A rental application must be completed by each applicant, without omissions or falsifications. False information given on an application will entitle The Hammocks at Southern Hills to reject the applicant, or in the case where a lease has been signed, terminate the lease agreement.

3. **MAXIMUM NUMBER OF RESIDENTS IN AN APARTMENT HOME:**

- a) A maximum of two persons may reside in a one-bedroom apartment home.
- b) A maximum of four persons may reside in a two-bedroom apartment home.
- c) A maximum of four persons may reside in a two-bedroom town home.

4. **INCOME:** The monthly household Net Income (after taxes) must be at least 2.8 times the amount of the monthly apartment rent. The applicant will be required to provide as proof one of the following: current pay stub, most current Federal Income Tax Return, and/or other proof deemed acceptable by The Hammocks at Southern Hills. Allowances from parents, scholarships, study subsidies and/or other inconsistent income such as commissions or tips will not be considered as verifiable income. Alimony and/or child support will be considered verifiable income provided such alimony and/or child support is pursuant to a Court Order.

5. **SELF-EMPLOYMENT / RETIREMENT:** If the applicant is self-employed or retired, the applicant must provide proof of income and/or the ability to pay rent for the term of the lease by furnishing copies of federal income tax returns filed for the past two years, or a current certified financial statement, and/or photocopies of the applicant's three most recent bank statements.

6. **CREDIT HISTORY:** An extensive, negative history is grounds for the denial of the application. Negative credit history includes but is not limited to any of the following:

- a) Any judgment not remedied and/or any foreclosure of real estate not included in bankruptcy;
- b) More than two credit or installment accounts that have been past due for more than 90 days within the past 12 months;
- c) More than two accounts that are currently in collection; any open collection account from a utility, telephone service, or cable company;
- d) Any repossession of material or personal property that is not being repaid, except when part of a bankruptcy, separation, or divorce;
- e) Any lawsuit pending or not remedied for the collection of a personal debt;
- f) Any personal bankruptcy within the past five years that has not been discharged; credit must be reestablished.
- g) More than two NSF (insufficient funds) checks within the past 12-month period.

7. **RENTAL HISTORY:** Any negative rental history is grounds for the denial of an application. Negative rental history includes but is not limited to the following:

- a) Any breach of a lease agreement unless the applicant can provide documentation of proven negligence on the part of the management and/or owner of the property. This documentation must be acceptable to the management of The Hammocks at Southern Hills.
- b) In the past 12 month period, no more than 2 rental payments and/or any rental-related debt, including payments, agreements and judgments – shown as late pays or NSF (insufficient funds) checks.
- c) Any other objective evidence of negative rental history, such as excessive damage to premises or numerous noise complaints.

8. **VEHICLES:** Only 2 vehicles per apartment home are allowed to park in the parking areas. No recreational or all terrain vehicles, boats, buses, campers, motor homes, multi-axel trucks, vans or vehicles with company lettering will be allowed to be parked on the premises.

9. **PETS:** No dogs of any kind allowed on the premises either with the residents or visitors, except in the case where an animal has been professionally trained and certified to assist a disabled resident. We do allow cats with a \$295.00 non-refundable deposit and \$35.00 monthly fee.

10. **HOLDING FEE:** Once application is approved, applicant will submit a non-refundable "Holding Fee" in the amount of \$350.00, in money order form, payable to The Hammocks at Southern Hills within three (3) business days. The "Holding Fee" will be applied toward the first month's rent.

By signing below, the applicant understands the Resident Screening Criteria and also recognizes that the Landlord or his agent may investigate the credit background of the applicant, obtain income verification from employer, contact present or previous landlord(s) for references, and that a full disclosure of facts may be made to the Landlord.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_