



**Rental Application Form**

The applicant should complete each area of this form as fully as possible, and submit it to

Mel & Jay Management, LLC  
PO Box 11123  
Syracuse, NY 13204.

**A.** This Application is for the purpose of assisting the owner(s) and/or the owner's agent, hereinafter referred to as "Landlord", in determining my (our) suitability for leasing the property located at:

\_\_\_\_\_  
Address of property  
\_\_\_\_\_

**B.** Rent/Lease Amount: The expected rent/lease amount for this property is \$ \_\_\_\_\_. I (we) understand that a damage deposit will be charged in an amount equal to the monthly rent/lease amount. I (we) also understand that both the first month's rent and the damage deposit will be paid prior to occupancy of the property and that no warrantee is made concerning reserving a property for my occupancy unless the first month's rent has been deposited with Mel & Jay Management, LLC to hold the property for that purpose.

**C. Occupants**

**Tenant**

_____ First Name	_____ Last Name	_____ Social Security Number
_____ Date of Birth	_____ Daytime Phone	_____ Evening Phone
_____ Driver's License Number	_____ Expires?	
_____ Current Address		
_____ Landlord's Name	_____ Landlord's Phone	_____ Rent/Mortgage Amount

**Co-Tenant**

_____ First Name	_____ Last Name	_____ Social Security Number
_____ Date of Birth	_____ Daytime Phone	_____ Evening Phone
_____ Driver's License Number	_____ Expires?	
_____ Current Address		
_____ Landlord's Name	_____ Landlord's Phone	_____ Rent/Mortgage Amount

**Other Occupants**

Name	Age	Relationship
Name	Age	Relationship
Name	Age	Relationship
Name	Age	Relationship
Name	Age	Relationship

**D. Employment**

**Tenant's Employment**

Employer	Employer's Phone	Position Held
Employer's Address		
Name of Supervisor	How Long Employed	Type of Business
Gross Monthly Income		

**Co-Tenant's Employment**

Employer	Employer's Phone	Position Held
Employer's Address		
Name of Supervisor	How Long Employed	Type of Business
Gross Monthly Income		

**E. References**

**Tenant's Credit References**

Bank Name	Account Number	Account Type	
Credit Issued By	Account #	Type	Open/Closed
Credit Issued By	Account #	Type	Open/Closed

**Tenant's Personal Reference**

\_\_\_\_\_  
Name Phone Time known

\_\_\_\_\_  
Address

**Tenant's Nearest Relative**

\_\_\_\_\_  
Name Phone Time known

\_\_\_\_\_  
Address

**Co-Tenant's Credit References**

\_\_\_\_\_  
Bank Name Account Number Account Type

\_\_\_\_\_  
Credit Issued By Account # Type Open/Closed

\_\_\_\_\_  
Credit Issued By Account # Type Open/Closed

**Co-Tenant's Personal Reference**

\_\_\_\_\_  
Name Phone Time known

\_\_\_\_\_  
Address

**Co-Tenant's Nearest Relative**

\_\_\_\_\_  
Name Phone Time known

\_\_\_\_\_  
Address

**F. General Information**

If either tenant or co-tenant respond "Yes" to any of the following questions, please provide the circumstances and/or details surrounding the event in question in the space provided.

- Has either tenant or co-tenant filed a petition for bankruptcy in the last 5 years? Yes No
- Has either tenant or co-tenant ever been evicted from any tenancy? Yes No
- Has either tenant or co-tenant ever been convicted of any crime other than minor traffic violations? Yes No
- Has either tenant or co-tenant ever willfully and intentionally refused to pay any rent when due? Yes No

**Explanation (if needed)**

**PLEASE READ THIS CAREFULLY AND SIGN THIS APPLICATION**

1. I (We) understand that the purpose of this application is only to help the Landlord determine whether or not, in their sole opinion, I (we) qualify to enter into a rent/lease agreement with them for the particular property described above.
2. I (We) expect that the Landlord will verify the information submitted, and I (we) expressly grant permission for this investigation.
3. I (We) understand that I (we) may be asked to supply a copy of my Equifax Credit Report as part of the application process.
4. I (We) do not have a rental agreement with the owner or the Landlord for the above described property and I (we) understand this Application does not constitute a rental agreement.
5. I (We) understand that the rent for the above described property is due on or before the first day of every month.
6. State and Federal law prohibit discrimination by any person engaging in real estate transactions on the basis of religion, race, color, national origin, age, sex, familial status, or marital status. The Landlord strongly supports and adheres to these prohibitions.

**G. Authorization**

I (We) hereby apply to lease the herein described premises with the conditions set forth above.

I (We) authorize an investigation of my credit, tenant history, banking and employment for the purposes of renting the herein described property from Mel & Jay Management, LLC, and I (we) agree that the Landlord may terminate any future agreement entered into with me (us) if they discover false information has been supplied in or with this application.

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

Email Address: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_