



Date of Application	_____
Apartment	_____
Date Desired	____/____/____
Deposit	\$ _____
Key Deposit	\$ _____
Parking Space (Paul/Plaza)	Yes No

Name: \_\_\_\_\_ Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

# of people to occupy premises \_\_\_\_\_ Adults \_\_\_\_\_ e-mail \_\_\_\_\_

**RESIDENCE HISTORY**

Present address: \_\_\_\_\_ City/State \_\_\_\_\_ How Long \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Prior address: \_\_\_\_\_ City/State \_\_\_\_\_ How Long \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Prior address: \_\_\_\_\_ City/State \_\_\_\_\_ How Long \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**EMPLOYMENT & BANK REFERENCE**

Present Employer: \_\_\_\_\_

How Long: \_\_\_\_\_ Phone #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Position: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Phone #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**CHARACTER REFERENCES (Non-Relatives)**

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

Phone #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

Phone #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Deposit is a 3 Day **NON-REFUNDABLE DEPOSIT** prior to move in. I warrant that all statements provided in this application are true and may be used by the landlord and managing agent in accepting or rejecting my application. The undersigned acknowledges that if misrepresentation and/or false information is made and a lease is signed, the misrepresentation is a material breach of the lease and the landlord will have the right to terminate the lease.

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## **GENERAL INFORMATION FOR PROSPECTIVE TENANTS**

Make payable to: GREENWICH MANOR, LLC.

\*Mail to: GREENWICH MANOR OFFICE B-6  
683 EAST SENECA TURNPIKE  
SYRACUSE, NEW YORK 13205

\*Phone: **Erin at 315-727-8065** or Greenwich Manor Leasing: 315-437-7577

\* Email: [info@greenwichmanorapartments.com](mailto:info@greenwichmanorapartments.com)

1. All Leases are for 12 months. **No pets.**
2. *Parking (Plaza/Paul)* is available for \$600/**yearly commitment** (\$50/billable monthly). Cars without parking stickers will be towed without warning.
3. *An Apartment Hold deposit* of two month's rent is due with application in order to hold the apartment. Apartments are not held and are on the open market until the entire apartment hold deposit is received. The apartment hold deposit will be credited to the lease's security deposit once the lease is signed by all tenants. The apartment hold deposit is non-refundable, but once it is transferred to the security deposit upon lease signing it is refundable if there are no violations of the lease, unpaid rent or damage to the apartment.
4. *A Refundable Key Security Deposit* of \$75.00 is required for **each** set of Keys. This will be refunded at the end of the lease when Keys are returned to office.

\**Apartment Hold Deposit* must be in the form of *Money Order or Cashier's Check*. We **do not** accept personal checks or cash. *Deposit* must be paid by **separate money order or cashier's check**.

\**First Month's Rent* must be paid at the time of lease signing by **separate money order or cashier's check** only, personal checks or cash **not** accepted.

\**Monthly Rent Payments* must be in the form of *Money Order, Personal Check or Cashier's Check*. We **do not** accept *Cash* for monthly rent payments.

\**All Rents* are due on the **1st** and no later than the fifth of each month. Rents received after the 5<sup>th</sup> will incur a *Late Charge of \$100.00*.

\***Copy of PHOTO IDENTIFICATION - STUDENT ID / CURRENT LICENSE** would need to be turned in with **each applicant's** - application \*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_