



**MADDALONE  
& ASSOCIATES, INC.**

Real Estate Development  
& Property Management

**Leasing Application  
\$25 Application Fee**

525 Union Street Suite 101 Schenectady, NY 12305  
Phone: 346-8600 Fax: 346-8800 [www.maddalone.net](http://www.maddalone.net)

Property Address: \_\_\_\_\_

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

How Long at Current Address? \_\_\_\_\_ Monthly Rent Paid\$ \_\_\_\_\_

Why Are You Moving? \_\_\_\_\_

Previous Address: \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

**Employment Information**

Employer's Name: \_\_\_\_\_ Monthly Gross Income\$ \_\_\_\_\_

Employers Address: \_\_\_\_\_

What is Your Job Description? \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_

How long have you been employed with this company? \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Length of Time: \_\_\_\_\_

Do you have any Pets? How Many? \_\_\_\_\_ Dogs: \_\_\_\_\_ Cats: \_\_\_\_\_

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Shots: \_\_\_\_\_ (supply copy from vet)

Do You Receive Any of the Following? Please check appropriate service and list amount here \$ \_\_\_\_\_

SSI \_\_\_\_\_ SSD: \_\_\_\_\_ Social Services: \_\_\_\_\_ Section 8: \_\_\_\_\_ Other: \_\_\_\_\_

Case Workers Name: \_\_\_\_\_ County: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Do They Pay Security? \_\_\_\_\_

Have You Ever Filed Bankruptcy? \_\_\_\_\_ Been Evicted From Any Property? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If so please explain \_\_\_\_\_

**Please List Your Bank and Credit References.**

Bank Name: \_\_\_\_\_ City/Branch \_\_\_\_\_ Acct Type & # \_\_\_\_\_ Phone \_\_\_\_\_

**Vehicle Information**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate Number: \_\_\_\_\_  
Are You the Registered Owner of This Vehicle? \_\_\_\_\_ Monthly Obligations: \$ \_\_\_\_\_ Paid To: \_\_\_\_\_

**CO-APPLICANT**

Full Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

How Long at Current Address? \_\_\_\_\_ Monthly Rent Paid \$: \_\_\_\_\_

Why Are You Moving? \_\_\_\_\_

Previous Address: \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

**Employment Information**

Employer's Name: \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_

Employers Address: \_\_\_\_\_

What is Your Job Description? \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_

How long have you been employed with this company? \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Length of Time: \_\_\_\_\_

**Vehicle Information**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate Number: \_\_\_\_\_

Are You the Registered Owner of This Vehicle? \_\_\_\_\_ Monthly Obligations: \$ \_\_\_\_\_ Paid To: \_\_\_\_\_

Have You Ever Filed Bankruptcy? \_\_\_\_\_ Been Evicted From Any Property? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If so please explain: \_\_\_\_\_

**Additional Occupants**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please Feel Free to Supply Us With Any Additional Information That Will Further Assist Us in Expediting the Processing Your Application: \_\_\_\_\_

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

***Management will not discriminate on the basis of race, color, nationality, gender, family status, religion, sex, disability or any other characteristics protected by all applicable state and federal discrimination laws. I warrant that all statements above are true and may be used by the landlord and managing agent in accepting or rejecting my application. By signing this application, I authorize my employer to verify my employment and income. I further authorize Management to Contact Current and Previous Landlords. The undersigned acknowledges that if misrepresentation is made and a lease signed, the misrepresentation is a material breach of the lease and the landlord will have the right to terminate the lease. I hereby consent to have the Landlord request a credit check to any applicable credit rating to determine my credit worthiness.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Rental Amount: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

Non-refundable Pet Fee: \$ \_\_\_\_\_

Prorated Rent: \$ \_\_\_\_\_

Key Deposit: \$ \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_

Total due at lease signing: \$ \_\_\_\_\_

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

Phone: \_\_\_\_\_

Rental Address: \_\_\_\_\_

The undersigned has hereby given deposit in the amount of \_\_\_\_\_  
(\$\_\_\_\_\_) to reserve the dwelling located at the above address for possible owner  
consideration or acceptance for rental. If my application is approved the lease will become  
effective on \_\_\_\_\_. Initial: \_\_\_\_\_

If prospective tenant is declined residency for any reason whatsoever, deposit is **FULLY REFUNDABLE.**

Initial: \_\_\_\_\_

In the event prospective tenant changes his/her mind about renting, deposit is **NONREFUNDABLE.**

Initial: \_\_\_\_\_

**I fully understand the above statement and agree to abide by them.**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Co-Applicant**

\_\_\_\_\_  
**Maddalone & Associates Inc.**

\_\_\_\_\_  
**Date**

## Application Submission Checklist

**Applicant Name(s):** \_\_\_\_\_  
\_\_\_\_\_

**Address and unit #:** \_\_\_\_\_

We are pleased that you have chosen our property as your new home! In order to process and approve your application, please provide us with the following documents for each applicant.

- Completed Application & Signatures
- Two weeks recent paystubs or a job offer letter that includes start date of hire & salary.
- Prior Year W2
- Valid Driver's License or Passport, or State non-drivers ID
- Social Security Card
- Landlord Reference
- Supervisor Reference
- Signed and Initialed Deposit Policy Form (Pg. 4)

Upon moving in please provide the following:

**National Grid:** Please be sure to contact national grid prior to your scheduled move in date on \_\_\_\_\_ to connect gas/electric services in your name.

The number is 1-800-932-0301. You will need to supply us with the 10 digit account number and phone number associated with the account for your file.

\*This does not apply to units that include all or some utilities. Please consult with your leasing agent for more details.

**Renters Insurance:**

Our lease requires you to obtain renters insurance for the duration of your lease term with the owner listed as additionally insured. We have a great contact at State Farm Insurance (518)372-1561, just give them a call & they will walk you through the process. Please provide us with a copy of the policy prior to your lease signing.

**Pet Policy:** If your new home is pet friendly, we ask that you supply us with a copy of your pets vet paperwork, which will show that your pet is up to date on their shots and are licensed. We will also require a 1 time non-refundable pet fee of \$\_\_\_\_\_ which will be due at the lease signing.