



## Pascarella Leasing Office Application Package

Thank you for choosing one of the PDM Estates, LLC Properties. Attached you will find the application. To process the application you will also need the following items returned with it:

- Photo ID
- Proof of Income
- Social Security Card
- Signed Application
- Signed Landlord Reference

There is a non-refundable \$35 application fee for each person over the age of 18 that will be residing in the apartment. This fee allows us to perform a full background credit and criminal check. No personal checks will be accepted for first payment. No credit / debit cards are accepted.

Please be sure to completely fill out all parts of the application. Signatures and Initials are required throughout. We are unable to process any incomplete Applications. If you have any questions, please contact our Office.

Once you have all of the items listed above, please return the application in person to our main office inside The Willows Apartments located at 925 7<sup>th</sup> North Street, Office, Liverpool, NY 13088. If you have questions we can be reached at (315) 457-1305 Monday through Friday between 9:00am – 5:00pm and Saturdays between 10:00am – 2:00pm.

Pets may be approved with restrictions. If a Pet is approved there is a separate Security Deposit and Monthly Fee per pet. Newly Remodeled Apartments Do Not Accept Pets, we apologize for any inconvenience.

Property:      City      James      Heritage Hills      Willows      Northwood  
Size:            Studio      1 Bed      2 Bed /1 Bath      2 Bed/2 Bath      3 Bed / 2 Bath Bed  
Included Utilities:      Hot/Cold Water      Heat/Hot Water      Heat/Hot Water/Electric

Security Deposit:      \_\_\_\_\_ \*Upon approval  
Monthly Rent:        \_\_\_\_\_ Monthly

# PDM Estates Rental Application

(Complete for each applicant over 18 years of age)

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## PERSONAL

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FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_

CELL PHONE: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ EMAIL: \_\_\_\_\_

BIRTH DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_ DRIVERS LICENSE: State \_\_\_\_\_ # \_\_\_\_\_

**Convicted, plead guilty, no-contest, received probations, deferred adjudication, court-ordered supervision or pre-trial. Diversion for a felony, sex related crime or misdemeanor assault against another person? YES / NO circle one**

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## ADDRESSES

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### CURRENT ADDRESS:

Address \_\_\_\_\_ Apt # \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_

Own  Rent \$ \_\_\_\_\_ Landlord \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Current rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

### PREVIOUS ADDRESS: (If less than 21 years)

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Moved In \_\_\_\_/\_\_\_\_/\_\_\_\_ Moved Out \_\_\_\_/\_\_\_\_/\_\_\_\_

Monthly Rent \_\_\_\_\_ Landlord \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Have you ever been evicted?  Have you ever been sued for rent?  Have you ever been sued for property damages?

Have you ever broken a lease? If yes explain: \_\_\_\_\_

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## EMPLOYMENT

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### CURRENT EMPLOYER

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

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Position \_\_\_\_\_ Hourly/Salary \_\_\_\_\_ Hours Per Week \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ Email \_\_\_\_\_

(Previous needed only If less than 1 year at current)

EMPLOYER \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Position \_\_\_\_\_ Weekly Income \$ \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

### ADDITIONAL INCOME

Amount \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source \_\_\_\_\_

Amount \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source \_\_\_\_\_

**FINANCIAL REFERENCE**

Bank/Credit Union \_\_\_\_\_ Acct # \_\_\_\_\_

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**EMERGENCY CONTACT / REFERENCE**

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In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact can remove your property from your unit or the common areas.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Home (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**PERSONAL REFERENCE**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Home (\_\_\_\_) \_\_\_\_ - \_\_\_\_

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**VEHICLE INFORMATION**

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**VEHICLE #1**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_ State: \_\_\_\_\_

**VEHICLE #2**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_ State: \_\_\_\_\_

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**PETS**

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**\* It is understood that no cats or dogs are permitted unless otherwise approved by management upon signature of a pet lease \***

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

Type	Gender
Breed	Size (lbs)
Color	Age
Veterinarian Name and Number	Vaccinations up to date?

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

Type	Gender
Breed	Size (lbs)
Color	Age
Veterinarian Name and Number	Vaccinations up to date?

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**LIST ALL OCCUPANTS**

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Total number of occupants: \_\_\_\_\_

Name \_\_\_\_\_ Relationship SELF DOB \_\_\_/\_\_\_/\_\_\_ Phone # (\_\_\_) \_\_\_-\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_ Phone # (\_\_\_) \_\_\_-\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_ Phone # (\_\_\_) \_\_\_-\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_ Phone # (\_\_\_) \_\_\_-\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_ Phone # (\_\_\_) \_\_\_-\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_ Phone # (\_\_\_) \_\_\_-\_\_\_\_

**Initial Below to Acknowledge:**

\_\_\_\_\_ Applicant acknowledges that any application fee(s) received by PDM Estates, LLC are non-refundable.

\_\_\_\_\_ Applicant acknowledges that no deposit money will be returned if tenant does not occupy the apartment through no fault of the landlord.

\_\_\_\_\_ Applicant authorizes the owner to contact sources listed as deemed necessary to verify applicant information.

\_\_\_\_\_ All information is true, accurate and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

The landlord and tenants shall comply with all Federal, State and local laws prohibiting discrimination in housing on the grounds of race, color, sex, creed, national origin, marital status, children, disability or age.

Any person or firm is authorized to release information about the undersigned upon presentation of this form or a photocopy of this form at any time.

X \_\_\_\_\_  
APPLICANT DATE

Applicant hereby gives PDM Estates, LLC. permission for any person or firm to release information to approve or deny the undersigned for residency upon presentation of this form or a photocopy of this form at any time.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

If Application is Approved and Applicant wishes to hold an Apartment a Holding Deposit in the amount of the first month's rent will need to be received.

Landlord has received a holding deposit in the amount of one month's rent from applicant. Landlord agrees that in consideration of the holding deposit, it will remove the abovementioned apartment from the market. Applicant acknowledges that the holding deposit is non-refundable. The holding deposit will not be returned if the applicant does not occupy the apartment. Upon execution of the lease agreement, the holding deposit will be applied to the security deposit.

I Have Read the Above and Agree with the Terms:

X \_\_\_\_\_  
Signature of Applicant

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**TO BE COMPLETED BY CURRENT / PREVIOUS LANDLORD**

The information below will be held in confidence and used only in connection with the rental application. Any statements on your part, as to the responsibility or standing of any person, are a matter of opinion and are given as such and solely as a matter of courtesy and for which no responsibility is attached to you. Your prompt completion and return of this form will be appreciated. Please return to PDM Estates, LLC by fax to (315) 457-0728.

**RENTAL PAYMENT:**

A: Is (was) applicant current on rent? \_\_\_\_\_ If no, how much do they owe? \$ \_\_\_\_\_

B: Amount paid per month: \$ \_\_\_\_\_ What is included? \_\_\_\_\_

C: Has (had) he/she ever been late? \_\_\_\_\_ How often? \_\_\_\_\_ Late Fee? \_\_\_\_\_

D: Have (had) you ever begun eviction proceedings for non-payment? \_\_\_\_\_ When? \_\_\_\_\_

E: Have (had) he/she had checks returned for non-sufficient funds? \_\_\_\_\_ How Many? \_\_\_\_\_

**CARING FOR UNIT:**

A: Does (did) the applicant keep unit clean? \_\_\_\_\_

B: Has (had) applicant damaged unit? \_\_\_\_\_

C: Has (had) applicant paid for damages? \_\_\_\_\_

D: Will you (did you) keep any part of the security deposit? \_\_\_\_\_

**GENERAL INFORMATION:**

A: Dates of applicants tenancy From \_\_\_\_\_ To \_\_\_\_\_ Lease Expiration: \_\_\_\_\_

B: Did the tenant give proper notice to move? \_\_\_\_\_

C: Have (had) there been any complaints about the tenant? \_\_\_\_\_ If so, please explain \_\_\_\_\_

D: Has (had) the applicant given you any false information? \_\_\_\_\_

E: Would you rent to this tenant again? \_\_\_\_\_ If not please explain: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE/TITLE OF PERSON COMPLETING FORM

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
TITLE