



HUSKY PROPERTY MANAGEMENT LLC

Licensed Real Estate Broker

PO Box 6006 * Watertown, NY 13601

Local Phone: 315-788-4928

Toll Free: 1-877-487-5976

Welcome to HPM

Welcome!

The staff of Husky Property Management LLC extends a warm welcome to you and your family. We are here to make your leasing experience a pleasant one, and promise to do our best to maintain your home. Report your maintenance issues promptly and we will do our best to take care of these issues as they arise.



Equal Housing Opportunity



Application Process:

1. **Complete an Application –**
 - a. {for each applicant over 18 that will reside in the home}
2. **Complete Background Authorization and Release**
 - a. {for each applicant over 18 that will reside in the home}
3. **Submit two [2] Forms of Identification:**
 - a. Drivers License
 - b. Social Security Card
 - c. Military ID
4. **Verification of Income:**
 - a. Monthly LES
 - b. Pay Stubs [one month's worth]
 - c. Last year's Tax Filing
 - d. Assistance Guarantee
 - e. Co-signor/guarantor
 - f. Other

OFFICE USE ONLY

Complete the following:

- Application
- Background Authorization
- Photo ID's
- Proof of Income
- Other: _____

Apartment Reservation Process:

1. **Submit with your \$15 Application Fee, Paid by Money Order Only**
2. **A minimum Reservation Deposit of \$500 Must Be Paid by Money Order ** no cash ****
This will hold your selected apartment for a maximum of two weeks.
3. **Complete Non-Refundable Reservation Deposit Form**
4. **Complete W-9**
5. **Schedule Lease Signing within Two [2] weeks.**

OFFICE USE ONLY

Complete the following:

- Application Fee Pd – MO only
- Reservation Deposit Paid
- Complete Non-Refundable Res Dep
- Complete W-9
- Schedule Lease Signing

Leasing Process:

1. **Full Security Deposit is paid – Separate Money Order**
2. **Provide All Financial Documentation for Rent/Assistance Providers**
3. **Schedule Lease Signing Appointment**
4. **All Rents Due at Signing – Separate Money Order**
5. **Bring any paperwork for Pet, if applicable**
 - a. Vaccination Record
 - b. License, if required
 - c. Alternative Pet Caretaker
6. **Complete Leasing Package Paperwork**
7. **Receive Keys to Apartment**
8. **Receive Copies of all Paperwork**

OFFICE USE ONLY

Complete the following:

- Security Deposit Pd – MO only
- Financial Documentation Provided
- Pet Information, if required
- Lease Signed/copies
- National Grid Set-up
- Smoke Det/CO2's
- Keys
- Other: _____



Apartment Application/Agreement

APPLICATION FEE
\$15
For each applicant over the age of 18

Applicant {Sep application for each individual over 18 yrs of age}

Name: First: _____ MI _____ Last Name: _____
SSN: _____ - _____ - _____ Date of Birth: ____/____/____ Driver's License Number: _____ ST _____
Current Address: _____ City _____ State _____ Zip _____
Home # _____ E-mail Address: _____ @ _____
Cell # _____ Best time to Contact _____ AM/PM _____

- 1.) I am applying for: 1 BD 2 BD 3 BD 4 BD / House Duplex Studio
- 2.) I will need to move in between: ____/____/____ and ____/____/____ (minimum 5 day window)
- 3.) Do you have a pet? Yes No If yes, how many? ____ What kind? _____ Weight _____

Employment Information (Please give at least 2 years history)

Full-Time Part-Time Unemployed Self-Employed

Current Employer: _____ Supervisor: _____
Employer Address: _____ City _____ State _____ Zip _____
Position: _____ Date Started: ____/____/____ Phone # _____
Average hours worked per week: _____ Average Tips \$ _____ Fax # _____
Current Wage: \$ _____ Per: Hour Week Month Year Do you have more than one job? Yes No

Residence History (Please give at least 2 years history)

Do you currently: Rent Own Month/Year moved in: _____ Monthly Rent \$ _____
Utilities included: Yes No If utilities not included, what is your monthly utility cost? \$ _____

Previous Address #1: _____ City: _____ Zip: _____
Did you: Rent Own Month/Year moved in: _____ Monthly Rent \$ _____
Utilities included: Yes No If utilities not included, what is your monthly utility cost? \$ _____
Month/Year moved out: _____ Reason for Leaving: _____
Landlord Name: _____ Phone: _____
Landlord Address: _____ City: _____ Zip: _____

Previous Address #2: _____ City: _____ Zip: _____
Did you: Rent Own Month/Year moved in: _____ Monthly Rent \$ _____
Utilities included: Yes No If utilities not included, what is your monthly utility cost? \$ _____
Month/Year moved out: _____ Reason for Leaving: _____
Landlord: _____ Phone: _____
Landlord Address: _____ City: _____ Zip: _____

Personal Information

Emergency Contact #1 _____
Name/Relationship _____ Daytime Phone _____ Evening Phone _____

Emergency Contact #2 _____
Name/Relationship _____ Daytime Phone _____ Evening Phone _____

Personal References

Please list three (2) people who you have known at least two (2) years and who are not related.

Full Name _____ Address _____ Phone # _____ Years known _____

Full Name _____ Address _____ Phone # _____ Years known _____

Financial Information

Bank Name: _____ Address: _____

Phone: _____ Checking Account # _____ Savings Account # _____

Have you ever:

Filed for bankruptcy? Yes No If yes, when: _____

Been evicted from tenancy? Yes No If yes, please explain: _____

Been convicted of a felony? Yes No If yes, please explain: _____

Willfully or intentionally refused to pay rent when due? Yes No If yes, please explain: _____

Will this unit be your only place of residence? Yes No If not, please explain: _____

Other Occupants

List all household members who will live in the apartment. Be sure to include any temporarily absent family members (such as military/student) who will be returning to the household.

Full Name _____ Relationship _____ Date of Birth _____ Social Security Number _____

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Parking Requirements

Residents are allotted: [1] Parking Space Only [2] Parking Spaces

There are overflow parking areas for resident use, but spaces are not guaranteed.

Vehicle Make/Model: _____ Year: _____ License Plate # _____ Color _____

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Special Requirements

Requesting Disabled/Medical Accessibility: Yes No Requirements: _____

I hereby agree that rent is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth, to the best of my knowledge are true and correct.

I also understand that this form is only an application for residency and that the submission of this application does not reserve, nor in any way, guarantee a unit. Upon acceptance of this application, I agree to execute a lease for twelve (12) months before possession of an apartment unit and to pay the security deposit, in accordance with the Apartment Deposit Policy after being notified of acceptance. Failure to pay the security deposit within the stated timeframe will affect the processing of my move in.

Applicant Signature

Date



Apartment Reservation Form

I hereby deposit the sum of \$ _____ [money order # _____] to be held by Husky Property Management, LLC [as landlord], as a Reservation Deposit for the reservation of a[n] house/apartment located at: _____.

This Reservation Deposit is **non-refundable** if I choose not to enter into the lease agreed upon. I hereby promise to execute a Lease Agreement for one [1] year at a monthly rate of \$ _____ per month, plus any applicable charges related to the rental of this unit.

The lease signing is scheduled for:

: _____ at : _____
Date Time

I understand this agreement does not serve as said lease, but solely as a reservation of a lease for the specified unit. The Lease Agreement will be provided to me as part of my move-in package.

I understand that my Reservation Deposit will be applied to my Security Deposit upon lease signing.

The undersigned hereby understands, agrees with, and accepts the terms and conditions as stated above.

Signed:

Signature [Landlord]

Date

Signature [Tenant]

Date

“Equal Opportunity Housing”