



**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

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# 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 Application – Submit with your \$15 Application Fee Paid by Money Order Only**  
{for each applicant over 18 that will reside in the home}
- 2. Complete Background Authorization and Release**  
{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

**Apartment Reservation Process:**

- 1. A Reservation Deposit of \$500 Must Be Paid by Money Order \*\* no cash \*\***  
This will hold your selected apartment for up to two weeks. Under certain circumstances an extension may be granted, but must be agreed on, in writing, at the time of payment.
- 2. Complete Non-Refundable Reservation Deposit Form**
- 3. Complete W-9**
- 4. Schedule Lease Signing within Two [2] weeks.**

**Leasing Process:**

- 1. Schedule Lease Signing Appointment**
- 2. Bring balance of Security Deposit due – Separate Money Order**
- 3. Secure Balance of Rents Due at Signing – Separate Money Order**
- 4. Bring any paperwork for Pet, if applicable**
  - a. Vaccination Record
  - b. License, if required
  - c. Provide contact information for Alternative Pet Caretaker
- 5. Complete Leasing Package Paperwork**
- 6. Receive Keys to Apartment**
- 7. Receive Copies of all Paperwork**



# Apartment Application/Agreement

APPLICATION FEE

**\$15**

For each applicant over the age of 18

## Applicant #1

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 \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

## 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 \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate # \_\_\_\_\_ Color \_\_\_\_\_

## 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”