

**OFFICE USE ONLY**



Eagle Rock Management, LLC.  
 P.O.Box 159  
 Plainview NY 11803  
 P 516-844-9800  
 F 516-844-9802



Address \_\_\_\_\_  
 Apt # \_\_\_\_\_ Move-in Date \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_ Sec \_\_\_\_\_  
 Lease Dates: From \_\_\_\_\_ To \_\_\_\_\_  
 Leasing Consultant \_\_\_\_\_

Applicant #1:  Lease Holder  Co-signer/ Guarantor  Roommate **(please check one)**  
 Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
**\*Include an enlarged copy of driver's license with this application. Application will not be reviewed without copy.**  
 Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
 Number of years at current address \_\_\_\_\_ Do you own or rent \_\_\_\_\_ Current Rent \$ \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_ Lease Expiration \_\_\_\_\_ Did you pay full rent \_\_\_\_\_ Your share \$ \_\_\_\_\_  
 Present Landlord \_\_\_\_\_ Address \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_  
 Employer \_\_\_\_\_ \*if self-employed please specify type of work. Position \_\_\_\_\_  
 Address \_\_\_\_\_ Length of employment \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Annual income \$ \_\_\_\_\_ (must present proof of income) Additional Income \$ \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_ Contact Relationship \_\_\_\_\_ Contact Phone # \_\_\_\_\_  
 Banking info: Checking Acct with \_\_\_\_\_ Acct # \_\_\_\_\_  
 Outstanding Loans (Auto, Credit Card, etc.) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
 Have you ever been convicted of a felony \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Applicant #2:  Lease Holder  Co-signer/ Guarantor  Roommate **(please check one)**  
 Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
**\*Include an enlarged copy of driver's license with this application. Application will not be reviewed without copy.**  
 Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
 Number of years at current address \_\_\_\_\_ Do you own or rent \_\_\_\_\_ Current Rent \$ \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_ Lease Expiration \_\_\_\_\_ Did you pay full rent \_\_\_\_\_ Your share \$ \_\_\_\_\_  
 Present Landlord \_\_\_\_\_ Address \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_  
 Employer \_\_\_\_\_ \*if self-employed please specify type of work. Position \_\_\_\_\_  
 Address \_\_\_\_\_ Length of employment \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Annual income \$ \_\_\_\_\_ (must present proof of income) Additional Income \$ \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_ Contact Relationship \_\_\_\_\_ Contact Phone # \_\_\_\_\_  
 Banking info: Checking Acct with \_\_\_\_\_ Acct # \_\_\_\_\_  
 Outstanding Loans (Auto, Credit Card, etc.) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
 Have you ever been convicted of a felony \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Others to reside in the apartment: Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

**NO pets unless approved by landlord in advance.**

How did you hear about us? Friend/ Resident Sign Move.com Apartment.com Craigslist Other \_\_\_\_\_

**Applicant must be 21 years or older.** Applicant authorizes Eagle Rock Management, LLC, through its agent and employees, to obtain & verify credit information, criminal history, employment, and income for the purpose of leasing an apartment. Landlord will require a non-refundable application fee of \$75 (single) or \$125 (married or guarantor), paid by certified check, bank check, or money order payable to **Westville Village Apartments**, at the time of filing the application. Should applicant withdraw after acceptance, landlord shall retain full application deposit. Upon acceptance, applicant shall pay first month's rent in full as a **NON-REFUNDABLE** deposit, in exchange for landlord reserving the above identified apartment.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# RESIDENT SELECTION CRITERIA for Westville Village As of 6/8/2016

Welcome to **Westville Village!** Before you apply to rent an apartment home in our community, please take the time to review this screening policy. All persons 18 years of age or older will be required to complete a rental application.

Please note that while these are our current rental criteria, nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used. It is the policy of this community to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap. The following may be completed on all applicants: credit check, rental history verification, income verification and criminal history verification.

1. **Occupancy Guidelines** - Are based on local town/city and/or fire code ordinances.
2. **Age** - Applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts.
3. **Credit** - A credit report will be completed on all applicants to verify credit ratings. Verifiable income along with verified credit history will be entered into a credit scoring model to determine rental eligibility and security deposit levels. Unfavorable accounts will negatively influence this score. The following will result in a denial of the application: open bankruptcy, collection accounts (excluding medical) greater than \$250, past-due non-telecommunication utility accounts greater than \$200, rental collection accounts and eviction filing and/or judgments

Additional security deposit levels will be required for all credit recommendations below a full accept level, not including a denial recommendation. Applicants requiring an additional deposit may include those with little or no credit history.

4. **Income** - Gross income will be combined and entered into the credit scoring model for income eligibility. All applicants will be required to provide consecutive pay stubs for the last 4 weeks from the date of application. If handwritten pay stubs are supplied, the documents must be notarized. Applicants must have a combined income of **2.5** times the monthly rent. Additional sources of verifiable income may be considered including but not limited to: child support, pensions, GI benefits, disability, trust funds, and social security.
5. **Employment** - If applicant has not yet started their employment, the applicant may provide "a letter of intent" or "offer letter" from the intended employer.
6. **Self-employment, retired or unemployed** - Such applicants must provide the previous year's income tax return as well as the last 3 months of bank statements from the date of application.
7. **Criminal History** - A criminal background check will be performed for each applicant and occupant age 18 years or older. Your application may be denied based on activity that would threaten the health, safety, or right to enjoy the community by other residents. Your application may also be denied if such criminal activities threaten the safety of property owners, employees, vendors or any other community affiliated parties. Finally, denial may be a result subject to a lifetime registration requirement program under the communities State sex offender registration database.
8. **Rental History** - Verifiable positive rental or mortgage payment history is required. An application will be denied for an outstanding debt to a previous landlord and/or eviction filing/judgment within the past 84 months. Rental history verification will not only include current and/or previous financial responsibility but will also include verification of complying with landlord rules, community policies, etc.
9. **Guarantors** - Guarantors will be accepted for applicants who do not meet the required rent to income ratio or denied on credit. The guarantor will be required to complete an application and pay the full application fee. Guarantors must have a gross monthly income of **3** times the monthly rent and meet all other qualifying criteria identified in this screening policy. Guarantors will be required to sign the Lease and will remain financially liable during the entire residency of the applicant(s). Should tenant move out prior to the lease expiration, the Guarantor will remain financially liable until all terms have been fulfilled.
10. **Pets** - Acceptance of pets and policies will differ from community to community. If the community the applicant is applying to allows pets, the applicant must comply with all community pet policies and the pet must be PRE-APPROVED by Management prior to bringing the pet into the community. All applicable nonrefundable pet fees, pet deposits and pet rent must be paid in advance. Visiting pets are not permitted at any time.
11. **Falsification of Application** - Any falsification in Applicant's paperwork will result in the automatic denial of Application. In the event that an Applicant falsifies their paperwork, Owner has the right to hold all deposits and fees paid to apply towards liquidated damages.

Application will not be considered until the application has been fully executed and returned with all required documentation, and all applicable application deposits and fees have been paid. I have read and understand the screening policy of this Community.

Applicant\_\_\_\_\_

Date\_\_\_\_\_

Applicant\_\_\_\_\_

Date\_\_\_\_\_

Applicant\_\_\_\_\_

Date\_\_\_\_\_

Applicant\_\_\_\_\_

Date\_\_\_\_\_



# Eagle Rock Management, LLC.

1670 Old Country Rd, Suite 227

Plainview, NY 11802

## Credit Card Authorization Form

Eagle Rock Management is seeking confirmation of authorization from you to use your debit/credit card to apply a payment against rent and/or other charges that are owed on your account for your apartment.

While you have given verbal authorization and provided all details of your debit/credit card over the phone, Eagle Rock asks that you complete and return this form.

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

Billing Address of Card: \_\_\_\_\_

\_\_\_\_\_

One time amount authorized to be charged: \$ \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_

Name as it appears on Card: \_\_\_\_\_

Full Credit Card Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

CSV Number (3 digit code on back of card): \_\_\_\_\_

I hereby authorize Eagle Rock Management, LLC or its affiliates to charge the above credit card for this amount. I acknowledge that I may be charged a processing fee for this transaction.

Sign: \_\_\_\_\_

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

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