



CATHERINE GARDENS APARTMENTS
5133 N. Catherine Street
Plattsburgh, NY 12901
(518) 324-4626
TDD Relay 711

OFFICE USE ONLY: DATE RECEIVED _____ TIME RECEIVED _____
 MANAGER INITIALS _____

THIS FORM SHOULD BE COMPLETED IN YOUR OWN HANDWRITING. YOU MUST USE THE CORRECT LEGAL NAME FOR EACH MEMBER OF YOUR HOUSEHOLD AS IT APPEARS ON THE SOCIAL SECURITY CARD. LIST APPLICANT FIRST, CO-APPLICANT SECOND, OTHER MEMBERS OF HOUSEHOLD THIRD, ETC. ALL INFORMATION IS KEPT CONFIDENTIAL.

(If you are unable to fill out this application, someone will fill it out for you or you may choose someone to fill it out. That person must sign the last page as the person whose hand-writing appears on the form.)

(ALL BLANKS MUST BE FILLED IN OR THIS FORM WILL BE RETURNED TO YOU)

APPLICANT'S NAME _____ PHONE NO. _____
 PRESENT ADDRESS _____ RENT: \$ _____
 _____ UTILITIES INCLUDED? _____

A. LIST ALL PERSONS WHO WILL BE LIVING IN YOUR HOME.

NAME	DATE OF BIRTH	RELATION TO HEAD OF HOUSE	SOCIAL SECURITY # (FOR ALL)	FULL TIME STUDENT? (Y/N)
		HEAD OF HOUSEHOLD		
		CO-TENANT		

B. Do you have any unusual expenses related to employment, such as a care attendant or auxiliary apparatus for a disabled family member? Yes _____ No _____ If yes, please explain:

Will any alterations to the apartment be necessary for you or a member of your family? Yes ___ No ___ If yes, please explain: _____

What apartment size are you applying for? _____ Bedroom(s)

Do you require an accessible unit or reasonable accommodation due to disability? ___Yes ___No

C. INCOME: LIST ALL SOURCES OF INCOME AS REQUESTED BELOW. ENTER ZERO (\$0) FOR ANYTHING THAT DOES NOT APPLY:

NAME OF FAMILY MEMBER

SOURCE OF INCOME

_____ a.	Social Security Gross monthly amount	\$ _____
_____	Social Security Gross monthly amount	\$ _____
_____ b.	Pension monthly amount	\$ _____
_____	Pension monthly amount	\$ _____
	Source of Pension(s) _____	
_____ c.	SSI Benefits monthly amount	\$ _____
_____	SSI Benefits monthly amount	\$ _____
_____ d.	Wages Gross monthly amount	\$ _____

Employer's Name _____
 Employer's Address _____

Wages Gross monthly amount \$ _____

Employer's Name _____
 Employer's Address _____

_____ e.	Unemployment Comp. monthly amt.	\$ _____
_____	Unemployment Comp. monthly amt.	\$ _____
_____ f.	Social Services monthly amount	\$ _____
_____	Social Services monthly amount	\$ _____
_____ g.	Full Time Student over 18	\$ _____
_____	Full Time Student over 18	\$ _____
_____ h.	Alimony monthly amount	\$ _____
_____ i.	Child Support monthly amount	\$ _____
_____ j.	Earned Income	
	Tax Credit ANNUAL amount	\$ _____
_____ k.	Other Income monthly amount	\$ _____
	Source _____	
_____	Other Income monthly amount	\$ _____
	Source _____	
_____ l.	Income from investments monthly	\$ _____
_____	Income from investments monthly	\$ _____
_____ m.	Interest income monthly amount	\$ _____
_____	Interest income monthly amount	\$ _____

Do you anticipate any changes in this income during the next 12 months? Yes _____ No _____

Does anyone in the household receive any regular contributions or gifts from non-household members?
 Yes _____ No _____ If yes, explain _____

Does anyone in the household receive any income from property? Yes _____ No _____ Explain _____

Do you expect anyone not listed on this application to be moving in with you in the future?
 Yes _____ No _____

Do you have a Section 8 voucher? Yes _____ No _____

Is either the Head of Household or Co-head a full-time student or expected to be in the next 12 months?
 Yes _____ No _____

D. PLEASE LIST ALL ASSETS FOR ALL HOUSEHOLD MEMBERS (Bank checking, savings accounts, credit union accounts, C.D.'s, stock)

	ACCOUNT NUMBER	BANK	BALANCE	INTEREST RATE
Checking Account	# _____	_____	_____	_____
	# _____	_____	_____	_____
Cash on Hand	_____	_____	_____	_____
Savings Account	# _____	_____	_____	_____
	# _____	_____	_____	_____
Credit Union	# _____	_____	_____	_____
	# _____	_____	_____	_____
C.D.'s	# _____	_____	_____	_____
	# _____	_____	_____	_____
Savings Bonds	# _____	_____	_____	_____
	# _____	_____	_____	_____
Other (property held as an investment or life insurance cash value)	# _____	_____	_____	_____
	# _____	_____	_____	_____

Real Property: Do you own any property? Yes _____ No _____
 If yes, type of property _____
 Where is property located _____
 Appraised Market Value \$ _____

Have you sold/dispensed of any property in the last 2 years? Yes _____ No _____
 If yes, type of property _____
 Market Value when sold/dispensed \$ _____
 Date of transaction _____

Have you disposed of any other assets in the last 2 years (Example: Given away money to relatives, set up irrevocable trust accounts)? Yes _____ No _____ If yes, describe asset _____
 Date of Disposition _____
 Amount disposed \$ _____

Do you have any other assets not listed above (excluding personal property)? Yes _____ No _____
 If yes, list _____

E. REFERENCES:

- Current Landlord: Name _____
 Address _____
 Phone Number _____
- Prior Landlord: Name _____
 Address _____
 Phone Number _____
- Are you currently under eviction or have you ever been evicted ore refused to pay rent? Yes _____ No _____.
 If so, why _____
- Are you a current illegal user of controlled substance or have you ever been convicted of using a controlled substance? ____Yes ____No
- Are you a drug dealer or have you ever been a drug dealer? Yes _____ No _____

6. If you answered yes to either question E4 or E5 above, have you successfully completed a controlled substance abuse recovery program or are you presently enrolled in such a program? ___Yes ___No

CRIMINAL HISTORY: Have you or any household member:

1. Ever been convicted or pleaded "no contest" to a crime (whether or not resulting in a conviction)? ___Yes ___No If yes, what State/County? _____
When? _____

2. Ever been convicted of or pleaded guilty or "no contest" to a crime involving sexual misconduct (whether or not resulting in a conviction)? ___Yes ___No

If yes, what State/County? _____ When? _____

3. Are you or any member of your household a Registered or Unregistered Sex Offender? ___Yes ___No

4. Please list all States you have lived in: _____

CREDIT REFERENCES:

1. Name _____ Address _____ Phone _____

2. Name _____ Address _____ Phone _____

3. Name _____ Address _____ Phone _____

PERSONAL REFERENCES (NO RELATIVES)

1. Name _____ Address _____ Phone _____

2. Name _____ Address _____ Phone _____

3. Name _____ Address _____ Phone _____

IN CASE OF EMERGENCY NOTIFY: _____

Address _____ Phone Number _____

LIST YEAR, MAKE, COLOR AND LICENSE PLATE # FOR ALL VEHICLES IN YOUR HOUSEHOLD

YEAR/MAKE COLOR LICENSE PLATE #

_____ _____ _____

_____ _____ _____

Do you own any pets: Yes ___ No ___ If yes, describe _____

Acceptance of this application does not guarantee rental of an apartment. All applicants must meet screening criteria, including landlord and credit checks. Changes in family income, size and address and phone number must be reported promptly to management in order to properly process your application.

A security deposit and a one year lease are required. Copies of birth certificates will be required for all household members.

***RACE/ETHNICITY ORIGIN OF HEAD AND CO-TENANT:** *The information regarding race, national origin, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the U.S. Department of Housing and Urban Development, that Federal Laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age, handicap, sexual orientation or gender identity are complied with. It will not be used in evaluating your application or to discriminate against you in any way.

APPLICANT #1

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Mark one or more)

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Gender:

- Male Female

APPLICANT #3

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Mark one or more)

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Gender:

- Male Female

APPLICANT #5

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Mark one or more)

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Gender:

- Male Female

APPLICANT #2

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Mark one or more)

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Gender:

- Male Female

APPLICANT #4

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Mark one or more)

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Gender:

- Male Female

APPLICANT #6

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Mark one or more)

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Gender:

- Male Female

I/We certify that all information in this application is true to the best of my/our knowledge and that I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. I/We certify that if accepted for tenancy, this unit will be my/our permanent residence and I/we will not maintain a separate subsidized rental unit in a different location.

SIGNATURES:

Applicant

Co-Applicant

Date Signed

Date Signed

AUTHORIZATION

I/WE DO HEREBY AUTHORIZE BELMONT MANAGEMENT CO., INC. AND ITS STAFF OR AUTHORIZED REPRESENTATIVES TO CONTACT ANY AGENCIES, OFFICES, GROUPS OR ORGANIZATIONS TO OBTAIN AND VERIFY ANY INFORMATION OR MATERIALS WHICH ARE DEEMED NECESSARY TO COMPLETE MY/OUR APPLICATION FOR HOUSING IN THIS PROPERTY MANAGED BY BELMONT MANAGEMENT CO., INC.

SIGNATURES:

Applicant

Co-Applicant

Date Signed

Date Signed

Signature of Person Filling Out
Form for Tenant

Do we have your current e-mail address?

We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, family status, national origin, age, sexual orientation, marital status or military status. Additionally, we respect and adhere to any municipal statutes that may exist.

Non-Smoking Application Addendum

Property: _____

In order to protect the health of our residents and employees, this facility has been designated a **non-smoking** facility. That means that there is no smoking in the building (including the apartments) or within fifty feet of the building by anyone, including tenants, guests, employees, vendors or contractors.

Do you understand our smoking policy and agree to adhere to it should your application be approved and you are accepted for residency?

____ Yes ____ No

(If no, please understand that you cannot be accepted for occupancy since you are not willing to abide by the terms and conditions of the Lease Agreement.)

I understand the smoking policy and agree to abide by it if my application is approved.

Applicant Signature

Date