

# Tor View Village Apartments

16A Kensington Circle, Garnerville, NY 10923

Phone: (845) 429-8222 Fax: (845) 429-7439

E-Mail: [torviewvillageapts@verizon.net](mailto:torviewvillageapts@verizon.net)

Thank you for choosing Tor View Village Apartments as your next home. We have prepared this information to help make the application process as easy as possible for you. In order to insure that the process goes smoothly and quickly, we ask that you read all of the requirements and provide all of the requested information. We are not able to accept any application that is not complete.

**Application -** Complete with all phone numbers, addresses and dates.  
Signed by all applicants

**Proof of Income -** Most recent two pay, pension, or disability checks stubs.  
If starting a new job or transferring, a letter from the employer stating salary and start date.  
If self employed, the previous years tax return.

**Identification -** Photo ID and Social Security Card.

**Fee -** \$50 non refundable credit application fee payable to Manhattan Management Company, by money order, cashiers check, Visa, Master Card or Discover card. We cannot accept cash or personal checks.

**Deposit -** A deposit of one months rent payable to Manhattan Management Company by money order, cashiers check, Visa, Master Card or Discover card is required to hold an apartment. We cannot accept cash or personal checks.

Please bring your completed application along with all required documents to our rental office. Our office hours are Monday to Friday from 9:00 am to 5:30 pm and Saturdays from 10:00am to 5:00 pm.

If it is more convenient, you may fax your application and documents to us at (845) 429-7439. Please be sure to include a copy of your credit card so we may process the application fee.

We will make every attempt to provide you with an answer as quickly as possible. Typical processing time is 1-3 days.

If you have any questions, please feel free to call us during the hours listed above at (845) 429-8222 or email at any time to [torviewvillageapts@verizon.net](mailto:torviewvillageapts@verizon.net).

# Tor View Village Residency Qualifications

## Qualifying Criteria

**Income qualification** is determined by multiplying the weekly base salary by 1.2. The total must equal or exceed the monthly rent for the apartment being applied for (weekly base salary x 1.2 = maximum rent qualified for). Overtime pay, tips, “under the table” or “off the books” income is not considered.

Credit worthiness is determined by credit check through national reporting agencies. Negative feedback, high credit balances, history of late payments, etc. are examples of reasons for our declining to accept an applicant.

Rental references are thoroughly verified. Negative history, including: late payments, failure to comply with leases, improper termination of residency, eviction etc. are examples of reasons for rejection of an application.

Criminal background checks through national agencies are done on all applicants. Felony convictions, misdemeanors for drugs, violence, harassment etc. are examples of but not the sole reason for rejection of an applicant.

**Employment/Income** must be in the form of:

Steady employment that can be verified by paycheck stub, income tax return, offer of employment letter or 1099 form. If employment is for less than six months, a cosigner or guarantor may be required.

If not employed, proof of income in the form of assets or income such as pension, trusts etc is required.

Child support or alimony payments are considered if signed agreement or court order and proof of regular payments is provided.

**Co-Signer** or **Guarantor** may be required if an applicant does not have established credit or employment background. Co-signers are not allowed in cases where the applicant has a negative credit history. A \$25 nonrefundable fee in addition to the application fee will be charged.

Co-Signers must be a homeowner, have excellent credit (subject to verification by credit report) and provide proof of sufficient income to pay the rent.

Only one Co-signer per lease will be allowed.

## Tor View Village Residency Qualifications

**Security Deposit** required is one and one half months (1 ½) rent. Payment should be made out to Manhattan Management Company by money order, cashiers check or Credit card. This payment is due at the lease signing.

**Deposit** of one months rent is required with the application to hold an apartment. This will be applied to your first months rent. If an application is not approved the deposit will be promptly returned. Once an application is approved, this deposit is not refundable. Payment should be made out to Manhattan Management Company by money order, cashiers check or credit card.

**Lease Term** is normally for one year. After the first year shorter term or month to month options are available.

**Short Term Leases** are available for a minimum of three months. These can be structured to include all utilities, cable and furnishings.

**Pets** are accepted under the following conditions:

Maximum weight limit is 75 Lbs. fully grown  
One pet per apartment  
Breed restrictions apply  
Pet lease rider must be signed  
\$500 security (\$250 is not refundable)  
\$25/month fee as added rent  
All shots and inoculations must be current  
Recent close up picture of pet must be provided  
Veterinarian statement must be provided

### Summary of move in costs

Application Fee	\$50 (non refundable)
Co-signer Fee	\$25 (non refundable)
Deposit	first months rent*
Security Deposit	one and one half months rent
Pet Deposit	\$500 (\$250 is non refundable)
Pet Fee	\$25/month

\* For applicants with excellent credit history. May be higher for those with lesser credit history.

# Tor View Village Apartments

## \*APPLICATION FOR AN APARTMENT\*

**\*\*Please Print Clearly and Answer All Questions\*\***

-PLEASE CHECK BOX ON SIZE OF THE APARTMENT YOU ARE APPLYING FOR-

1-Bedroom   
  1-Bedroom/Den   
  2-Bedroom   
  2-Bedroom/1 1/2-Bath  
 Up Stairs   
  Down Stairs   
  Price Range \_\_\_\_\_

\*\*\* What Date Would You Like To Move-In By \*\*\* Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If a resident or a friend referred you, then please list their full name and address:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # : \_\_\_\_\_

LIST ALL PEOPLE THAT SHALL BE RESIDING IN YOUR APARTMENT - (Including Yourself)

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>	<u>BIRTH DATE</u>	<u>SOC/SEC #</u>

LIST ALL PETS: How Many # : \_\_\_\_\_

Type: \_\_\_\_\_ Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

Type: \_\_\_\_\_ Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

WHOM DO WE CONTACT IN CASE OF EMERGENCY (Not living w/ you)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*Special Needs: \_\_\_\_\_

APPLICANT or OCCUPANT #1	APPLICANT or OCCUPANT #2
--------------------------	--------------------------

Name: _____ S.S. #: _____ - -	Name: _____ S.S. #: _____ - -
Nick Name: _____ Birth Date: _____	Nick Name: _____ Birth Date: _____
Drivers Lic #: _____ State: _____	Drivers Lic #: _____ State: _____
Home Phone #: ( ) -	Home Phone #: ( ) -
Business Phone #: ( ) -	Business Phone #: ( ) -
Cell Phone #: ( ) -	Cell Phone #: ( ) -
E-Mail Address: _____	E-Mail Address: _____
Current Address: _____	Current Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Date Moved In: _____	Date Moved In: _____
Present Monthly Rent/MTG : \$ _____	Present Monthly Rent/MTG: \$ _____
Reason For Moving: _____	Reason For Moving: _____
Current Landlord/Mortgage Name: _____	Current Landlord/Mortgage Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone #: ( ) - Fax #: ( ) -	Phone #: ( ) - Fax # ( ) -
Prior Address: _____	Prior Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Date Moved In: _____ Date Moved Out: _____	Date Moved In: _____ Date Moved Out: _____
Prior Monthly Rent/MTG : \$ _____	Prior Monthly Rent/MTG: \$ _____
Prior Landlord/Mortgage Name: _____	Prior Landlord/Mortgage Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone #: ( ) - Fax #: ( ) -	Phone #: ( ) - Fax #: ( ) -
Current Employer: _____	Current Employer: _____
Supervisor: _____ Your Position: _____	Supervisor: _____ Your Position: _____
Gross Weeks Pay: \$ _____ Date Started: _____	Gross Weeks Pay: \$ _____ Date Started: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Employer #: ( ) - Fax #: ( ) -	Employer #: ( ) - Fax #: ( ) -

**NOTE: ALL THE INFORMATION REQUESTED MUST BE ANSWERED CORRECTLY. FAILURE TO ANSWER ALL QUESTIONS MAY RESULT IN YOUR APPLICATION NOT BEING PROCESSED, OR IT MAY CAUSE A DELAY IN PROCESSING!**

What is/was your reason for leaving your last home/apartment? \_\_\_\_\_  
 Are there any money judgements pending against any of the applicants? { }Yes { }No

Have any of the adult applicants ever declared bankruptcy? { }Yes { }No  
 Have any of the adult applicants ever been evicted or asked to move out? { }Yes { }No  
 Have any of the adult applicants ever been sued for non-payment of rent or damage to rental property? { }Yes { }No  
 Have any of the adult applicants ever broken a rental agreement or apartment lease? { }Yes { }No  
 Have any of the adult applicants ever received deferred adjudication for a crime? { }Yes { }No  
 Have any of the adult applicants ever been arrested, accused or convicted of any type of criminal offense? { }Yes { }No  
 (If Yes, Please Explain):

\_\_\_\_\_  
 \_\_\_\_\_

I/We do hereby deposit \$\_\_\_\_\_, on this date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, with the understanding that \$\_\_\_\_\_ is considered a Non-Refundable Credit Verification and Criminal Background Check charge.

**APPLICANTS VERIFICATION; INITIALS:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I/We do hereby deposit \$\_\_\_\_\_, on this date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, with the understanding that it is considered to be a Non-Refundable Reservation Deposit (if application is rejected deposit will be refunded) designed to hold a specific apartment (#\_\_\_\_\_) off the market until \_\_\_\_/\_\_\_\_/\_\_\_\_ unless I/we cancel the application, in writing, 72 hours after the deposit date. If I/we fail to take legal occupancy within the said time period, I understand and agree that I/we are obligated for any lost rent incurred from the foregoing date. This fee may be charged and/or forfeited by the Landlord for expenses incurred for holding an apartment and for office administration work.

**APPLICANTS VERIFICATION; INITIALS:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Any deposit(s) made is subject to being collectible, and if returned as uncollectible, regardless of the reason, Maker/Payor is subject to a \$50.00 charge for each item returned.

**AUTHORIZATION**

I/We authorize Manhattan Management, LLC to verify the above information by all available means. Manhattan Management, LLC is not required to re-verify or investigate preliminary findings. I/We declare that the statements made in the application are true and correct and that any information contained in the application which is false, misleading or inaccurate shall be cause for rejection of the application and, if a lease had been entered into, shall constitute a breach of the lease, entitling Manhattan Management, LLC to terminate my or our tenancy. I/We agree that I/we will not file any claim or lawsuit relating to Managements use of my/our criminal record, credit report and/or any other verification listed above.

\_\_\_\_\_  
 Applicant's Signature:

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

\_\_\_\_\_  
 Applicant's Signature:

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

\_\_\_\_\_  
 Applicant's Signature:

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

\_\_\_\_\_  
 Agent's Signature:

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