



## *Niederst Management*

### **PLEASE READ THE FOLLWING INFORMATION, IT IS IMPORTANT:**

**Thank you for downloading our application for occupancy!**

**You can ignore the gray boxes; these are for our staff to fill out.**

Please fill out all areas that apply to the best of your knowledge.

After you have filled out the required information, print out the application and bring it with you to the community you wish to apply at.

If you want to send in your application early, you can fax this application to the property you wish to apply at. Fax numbers can be found on the specific property information page next to the phone number.

If you wish to email this information, it is at your own discretion. There is a submit button on the very last page of this application. The submit button will allow you to e-mail with a desktop email application (Outlook, Thunderbird, etc). If you are using a web based e-mail (gmail, hotmail, yahoo, etc.) upload it as an attachment on your web based email service. Please save the file in this format before sending via ANY email service (LAST NAME, FIRST NAME).

**List of property e-mail addresses:**

Condor Garden: [condorgarden@niederstmanagement.com](mailto:condorgarden@niederstmanagement.com)

Erie Shore Landing: [erieshore@niederstmanagement.com](mailto:erieshore@niederstmanagement.com)

Evergreen Village: [evergreenvillage@niederstmanagement.com](mailto:evergreenvillage@niederstmanagement.com)

Forest Ridge: [forestridge@niederstmanagement.com](mailto:forestridge@niederstmanagement.com)

Henninger Apartments: [kkabasan@niederstmanagement.com](mailto:kkabasan@niederstmanagement.com)

Indian Hills Community: [jwatkins@niederstmanagement.com](mailto:jwatkins@niederstmanagement.com)

Lake Park Tower: [lakeparktower@niederstmanagement.com](mailto:lakeparktower@niederstmanagement.com)

Olmsted Falls Mobile Home Park: [jnatole@niederstmanagement.com](mailto:jnatole@niederstmanagement.com)

Parma Woods Apartments: [parmawoods@niederstmanagement.com](mailto:parmawoods@niederstmanagement.com)

Richmond Hills Apartments: [richmondhills@niederstmanagement.com](mailto:richmondhills@niederstmanagement.com)

Sunset Townhouses: [sunsettownhouses@niederstmanagement.com](mailto:sunsettownhouses@niederstmanagement.com)

The Westbury: [thewestbury@niederstmanagement.com](mailto:thewestbury@niederstmanagement.com)

University Studios: [universitystudios@niederstmanagement.com](mailto:universitystudios@niederstmanagement.com)

Valley York: [valleyyork@niederstmanagement.com](mailto:valleyyork@niederstmanagement.com)

Weeping Cherry Village: [weepingcherryvillage@niederstmanagement.com](mailto:weepingcherryvillage@niederstmanagement.com)

The Towers at Wyoga Lake Commons: [thetowers@niederstmanagement.com](mailto:thetowers@niederstmanagement.com)

The Village at Wyoga Lake Commons: [thevillage@niederstmanagement.com](mailto:thevillage@niederstmanagement.com)

# NIEDERST MANAGEMENT, LTD.

ANY GRAY BOXES ARE FOR STAFF USE ONLY:

Property:	ID #	Garage #	CSI <input type="checkbox"/>
Unit Address:	Unit:	BR/ BA:	
Start Date:	End Date:	Move-In:	

Applicant Name:		Work Phone:		Home Phone:	
E-mail Address:					
Co-Applicant:		Work Phone:		Home Phone:	
E-mail Address:					
Others Living With You:					
Current Address:		How Long?		Rent/Month: \$	
Present Landlord:		Telephone:			
Previous Address:		How Long?		Rent/Month: \$	
Do you have pets that will occupy the premises? <input type="checkbox"/> No pets <input type="checkbox"/> Yes, I have:					
How many vehicles will be kept at the property?			Are you interested in a garage? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Vehicle Owner	Vehicle Make	Vehicle Model	Year	Plate #	State
In case of emergency, whom may we contact? Name:					
Address:				Phone:	
<b>EMPLOYMENT</b>	<b>Current</b>		<b>Previous</b>		
Employer Name:					
Telephone/Supervisor:	/		/		
Employer Address:					
From-To Dates:	to Present		to		
Monthly Gross Wages:	\$		\$		
Social Security #	Birth Date:		Driver's License#		
Please provide two personal references (not related to you) that we may contact.					
Name:			Telephone:		
Name:			Telephone:		

FOR STAFF USE ONLY:

Payments Before Occupancy	Amount	Date Received	Check #	Monthly Occupancy Payments	Amount
Application Fee (non-refundable)	\$			Apartment Lease Rent (Monthly)	\$
Security Deposit	\$				
Pet Deposit (non-refundable)	\$				
Garage Security Deposit	\$			Garage #	Rent
Rent <input type="checkbox"/> Full <input type="checkbox"/> Prorated	\$			Other	\$
<b>Total Due Before Move-In</b>	\$			<b>Total Monthly Payment Due</b>	\$

Each co-applicant must complete a separate application & pay a non-refundable ☐ application & credit processing fee.

**PLEASE COMPLETE BOTH PAGES OF THE APPLICATION & READ THE ATTACHED GENERAL INFORMATION PAGE.**

Applicant Signature:	Date Signed:
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## NIEDERST MANAGEMENT, LTD.

How did you learn about this property? <input type="checkbox"/> Personal Reference <input type="checkbox"/> Advertisement <input type="checkbox"/> Driving In Neighborhood <input type="checkbox"/> Other
Please indicate your personal referral or advertisement source:
Have you or any person intending to occupy the premises, ever been evicted or asked to leave any rental property? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or any person intending to occupy the premises, ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No
COMMENTS: In the space below, please describe any additional information that you feel we should be aware of in considering your application. This may include other sources of income (however, you do not need to reveal alimony, child support, or spouse's annual income, unless you want it considered in this application). You may add any comment or explanation regarding the questions above or on the first page.

### PLEASE CAREFULLY READ BELOW BEFORE SIGNING THIS APPLICATION

The purpose of this application is to determine whether I, along with any co-applicants named hereon, qualify as a tenant. If this application is approved, the Landlord, my co-applicants and I shall sign a written rental agreement. There is no rental agreement until the time that a written rental agreement has been signed by Landlord and at least one tenant named herein.

I have paid the earnest money deposit and credit report fee indicated on this application. The earnest money deposit will be applied to my security deposit or my first month's rent if the Landlord enters into a rental agreement with me. If this application is approved, and I fail to enter into a rental agreement, the earnest money, and any subsequent payments made by me or my co-applicants, may be retained to compensate the Landlord's cost and damages, subject to the Landlord's duty to mitigate. The earnest money and any subsequent payment will be refunded to me by the end of the next business day if: (1) this application is rejected, or withdrawn before approval; or (2) if the Landlord takes no action on this application by the end of the 21<sup>st</sup> day following the Landlord's receipt of the earnest money. The application fee covers the credit report costs and is nonrefundable.

I hereby authorize the Landlord and its management agent to investigate my credit and financial responsibility, income, rental, and eviction history, and statements made in this application, and to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any rental agreement that I may enter into with the Landlord may be reported to such credit-reporting agency. I authorize all listed prior landlords to disclose terms, payments and conditions of my occupancy with them.

I acknowledge that the management agent and the agents and employees thereof represent the interests of the Landlord, but they also have a duty to treat all parties fairly and in accordance with the fair housing law, and to disclose material adverse facts about the property.

I was given the opportunity to review a sample rental agreement, the rules and regulations, and all other lease addenda. I warrant and represent that I am at least 18 years of age, and that all statements herein are true and correct, to the best of my knowledge.

Applicant Signature:	Date Signed:
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### THIS SPACE BELOW IS FOR STAFF USE ONLY:

CREDIT:	COMMENTS AND SPECIAL ISSUES:
HISTORY:	
REFERENCES:	
OTHER:	
DISPOSITION: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
NOTIFIED:	

# NIEDERST MANAGEMENT, LTD.

## GENERAL INFORMATION

**Please keep this page for future reference.**

The attached form is an application to lease a residence. **IT IS NOT A LEASE OR RENTAL AGREEMENT.** We have outlined below our process for rental and move-in. If this is your first leasing experience with us, you may find the information will answer many of your questions. If you have any additional questions, please feel free to contact your property manager.

### APPLICATION

The attached form is **not a lease or rental agreement**. The purpose of the application is to determine if you qualify as a tenant. If your application is approved, you will need to sign a rental agreement. You and the Landlord do not have a rental agreement until one is signed by all parties.

Your application will not be reviewed until it is complete, signed by you, the application fees and earnest money deposit is paid. **Upon approval, the application becomes an agreement by you to sign the lease, and take possession of the requested rental property on the indicated Move-In date.** If you requested any special conditions such as pets, painting, or specific repairs, they should be noted in the "comments" section on the application form. The earnest money you give us with the application will be applied to the security deposit. You will also give us a **non-refundable application fee of [ ]** per application that pays for your credit report.

### LEASE SIGNING

A sample rental agreement is available for your review at the rental office. Please ask to review it. **If your application is approved, the balance of the security deposit is due within 72 hours.** A rental agreement will be prepared under the terms specified in this application for your signature. You must make an appointment with your property manager for signing. **At the time you meet, you should be prepared to pay the first month's rent and security deposit.** All rent is calculated from the first of the month and is due on the first. If you are moving before the first, you will be asked to pay a daily rate (prorated rent) until the end of the month.

### JOINT RESPONSIBILITY

If other adults intend to live with you, they must all sign the rental agreement. Each adult occupant must fill out a separate application. Many residents with roommates agree between themselves on a method of splitting housing expenses. However, the rental agreement makes each individual responsible for the entire obligation under the rental agreement. If a roommate does not pay, you are still liable for the entire amount. We recommend that one person takes responsibility for getting the rent paid to us on time.

### RULES & REGULATIONS

A copy of the Rules of Occupancy is available for your review at the office. You should thoroughly understand them before making an application to rent from us. You will receive copies of your rental agreement and rules at signing.

### KEYS & MOVE-IN

Occupancy is permitted at a specified time on the first day of your rental agreement. Your occupancy ends at 11:59 p.m. on the last day of your rental agreement. Keys will be provided on or before that day you are scheduled to move in. If you are given the keys early, you do not have any right to enter the unit prior to the day agreed upon in your rental agreement. Moving in early is a violation of the rental agreement and hinders the maintenance crews trying to prepare the unit for you. Before you move your belongings in, please make a thorough inspection. Walk through the unit and note any damages that may have been done by the previous resident that have not been fixed by us.

### UTILITIES

If you are responsible for payment of utilities, **you must arrange with the utility companies to put service in your name prior to the day you move in.** If this is not done you may find the utilities are not on when you move in or they may be disconnected while you are there. We cannot be responsible for these occurrences and advise you to communicate with the utility companies as early as possible.