

**J.B. REALTY ENTERPRISE CORP.**

108 High Rock Avenue – Saratoga Springs, NY 12866  
Email: leasing@springvalleysaratoga.com  
Phone: (518) 888-2885

*This application and the contents thereof are considered as part of my lease, and are represented to be accurate and complete.*

\$100 payment to be applied to security deposit due with application; balance of security deposit due upon execution of lease. RETURN APPLICATION TO: leasing@springvalleysaratoga.com

**SPRING VALLEY APARTMENTS**

108 High Rock Avenue  
Saratoga Springs, NY 12866

Desired Date of Occupancy \_\_\_\_\_

**PERSONAL INFORMATION**

APPLICANT'S FULL NAME \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_ Marital Status \_\_\_\_\_

Social Security No. \_\_\_\_\_ Email Address \_\_\_\_\_

CO-APPLICANT'S FULL NAME \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_ Marital Status \_\_\_\_\_

Social Security No. \_\_\_\_\_ Email Address \_\_\_\_\_

**RESIDENCE HISTORY**

PRESENT ADDRESS \_\_\_\_\_

Landlord's phone \_\_\_\_\_ Length of time at Present Address \_\_\_\_\_

Present Landlord or Mortgage Holder \_\_\_\_\_

Amount of Rent \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ HOW LONG \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Amount of Rent \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**RESIDENT QUESTIONS**

Is anyone a smoker? \_\_\_\_\_

Do you have any pets and if so please describe: \_\_\_\_\_

Spring Valley is a community where neighbors respect each other ie: loud and late noise would not be a good fit. Is a quiet community good for you? Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT INFORMATION**

EMPLOYED BY \_\_\_\_\_ How Long? \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

CO-RESIDENT EMPLOYER \_\_\_\_\_ How Long? \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

**INCOME INFORMATION**

Gross Income:                      From Employers:                      Other Sources:                      Name of other source

APPLICANT      \$ \_\_\_\_\_                      \$ \_\_\_\_\_                      \_\_\_\_\_

CO-APPLICANT \$ \_\_\_\_\_                      \$ \_\_\_\_\_                      \_\_\_\_\_

\*\* Credit check by Trans Union is used to verify credit information.

**OTHER INFORMATION**

Automobile Information:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate No. \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate No. \_\_\_\_\_ State \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Applicant \_\_\_\_\_ Co-Applicant \_\_\_\_\_

In Case of Personal Emergency, Notify: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

CO-APPLICANT \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

**\*\* PLEASE RETURN APPLICATION TO: [leasing@springvalleysaratoga.com](mailto:leasing@springvalleysaratoga.com)\*\***

*The deposit of \$100.00 made herewith will be held by J.B. Realty Enterprise with the clear understanding that this application is subject to approval and acceptance by J.B. Realty Enterprise. If accepted and approved, the applicant agrees to execute a written lease within three (3) days and will be required to pay the balance of the security deposit equal to one month's rent. This application will become part of your lease. If this application is not accepted for any reason, the deposit less the credit check fee will be refunded. The applicant(s) make the foregoing representations knowing that the Owner will rely on the accuracy thereof in acting on this application. Occupancy limited to 4 adults per apartment.*

**IMPORTANT: SPRING VALLEY IS A NON- SMOKING PROPERTY**



**Credit Retriever**

APPLICANT/TENANT CONSENT

I hereby consent to allow *J.B. Realty Enterprise Corp.*, through its designated agent and its employees, to obtain and verify my credit information, criminal information, and/or eviction information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, *J.B. Realty Enterprise Corp.*, and its agents shall have the continuing right to review my credit information, criminal information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

**Please attach a copy of the front of your Driver's license. It is required to run your credit report.**

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Applicants Name	Signature	Date
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Co-Applicants Name	Signature	Date
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# REQUEST FOR VERIFICATION OF EMPLOYMENT

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INSTRUCTIONS: *APPLICANT – Please complete Part I **OR** alternatively please provide a current pay stub **OR** provide a current offer letter.*

EMPLOYER: *Please complete Part II*

## PART I - REQUEST

TO: (Name and address of Employer)

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

FROM:

J.B. REALTY ENTERPRISE CORP.  
108 HIGH ROCK AVE - Office  
SARATOGA SPRINGS, NY 12866

\_\_\_\_\_  
Signature of Landlord                      Date

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**I have applied for an apartment and stated that I am or was formerly employed by you. My signature below authorizes verification of this information.**

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NAME AND ADDRESS OF APPLICANT:

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

\_\_\_\_\_  
Signature of Applicant                      Date

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## PART II - VERIFICATION OF PRESENT EMPLOYMENT

### **EMPLOYMENT DATA:**

Applicants Date of Employment: \_\_\_\_\_

Present Position: \_\_\_\_\_

### **PAY DATA:**

Current Base Pay \$ \_\_\_\_\_ Annual    Monthly    Weekly (Circle one)

### **EARNINGS:**

Year-to-Date

Past Year

Base Pay                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

Signature & Title of person submitting Information:

\_\_\_\_\_ Date \_\_\_\_\_