

WARNING: Do **NOT** e-mail your completed application back to us, since it contains your social security number and other personal information and our e-mail system is not encrypted or secure.

Residential Rental Application

Instructions:

1. Each applicant age 18 or older must fill out a separate application.
2. Please complete all pages of this application, sign and date.
3. Attach a copy of a valid driver's license or other state issued identification.
4. Attach a copy of your 2 most recent pay-stubs, proof of pension or fixed income. If self-employed, attach a copy of your schedule C, plus 3 most recent bank statements.
5. Include \$45.00 (**cash or money order**) per applicant for the **non-refundable** application fee, payable to: **Cohen Agency SiM, LLC**.
6. Please mail or drop off your application to our office at: **Cohen Agency, 535 Main St, P.O. Box 1003, New Hartford, CT 06057**. If our office is closed, please leave in our secure mailbox, located directly to the left of our front door.

NOTE: For your security, all applications and supporting documentation will be shredded, as soon as the application is processed. Please be sure to retain copies for your records, as required.

Applicant Information

Name:		e-mail address:	
Current Address:			Phone #:
City:	State:	ZIP Code:	How Long?
Reason for leaving:			
Name of Landlord:		Rent \$:	Landlord's Phone #:

Previous Address

Address:			
City:	State:	ZIP Code:	How Long?
Reason for leaving:			
Name of Landlord:			Landlord's Phone #:

Employment Information

☐ Self-Employed ☐ Employed ☐ Unemployed ☐ Retired		Supervisor's Name:
Current Employer:		Phone #:
Address:		How Long?
City:	State:	ZIP Code:
Position:	☐ Hourly ☐ Salary	Monthly Income: \$
Are you required to pay alimony or child support?		How much?

Emergency Contact

Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone #:
Relationship:			

List of Additional Occupants (Under 18 Years Old)

Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:

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List of Pets to be Considered for Approval			☐ Check Here if No Pets	
Name:	☐ Cat ☐ Dog	Breed:	Size:	
Name:	☐ Cat ☐ Dog	Breed:	Size:	
List of Vehicles to be Parked at Property				
Year:	Make:	Model:	Plate #:	
Year:	Make:	Model:	Plate #:	
References				
Name:	Address:		Phone #:	
Relationship to you:				
Name:	Address:		Phone #:	
Relationship to you:				
Background Info				
Have you ever been convicted of a felony?			☐ Yes	☐ No
If yes, provide details:				
Are you now in the process of, or have you ever been evicted from any rental property?			☐ Yes	☐ No
If yes, provide details (list date and reason for each instance):				
Have you ever filed for bankruptcy?			☐ Yes	☐ No
If yes, provide details:				

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Credit & Background Check Authorization	
Print Name:	SSN #:
Applicant authorizes Cohen Agency SiM, LLC and/or their agent, to order and review applicant's credit and criminal history, as well as to contact any references, employers, banks or any other institutions in order to verify the information provided on this form. This authorization shall be valid both at the time of this application, as well as during the tenancy (if established) and after it is terminated, as part of any collection proceedings. All electronic versions of this agreement shall be as valid as the original (e-mail, scan, fax, copy, etc.). Applicant acknowledges that the application fee is <u>non-refundable</u> .	
I declare under penalty of perjury that the information listed in this application is true and correct. Signature of Applicant: _____	Date: _____
- Office Use Only - A D C I R Subject Property: _____	