



TRYON ESTATES

110 TRYON ESTATES • ROCHESTER, NEW YORK 14609

PHONE (585) 482-2166 • FAX (585) 482-6924

EMAIL: OFFICE@TRYONESTATES.COM

Tryon Estates Application

With Application submission, the following documents are required:

- \$12.00 **per** Applicant (18 years or older), Non-Refundable application fee (Money Order or Check only). **PLEASE NOTE: We do NOT accept cash.**
- Proof of Household Income. (Six (6) Current Pay Stubs, Social Security Benefit letters, DSS Budget Sheet, Proof of Section 8, etc.)
- Copy of Driver's License or State ID for Household Members 17 and older.
- Copy of Birth Certificates for **ALL** Household Members.
- Copy of Social Security for **ALL** Household Members.

*****Note: Copies can be made at the Rental Office if needed.*****





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We are interested in knowing how you happened to apply for an apartment with us, and would appreciate your answering a few short questions.

In which of the following ways did you hear of Tryon Estates?

Please check any that apply.

Our Website/Internet

Referral

Apartmentguide.com

Relative

Friend

Zillow.com

Agency _____

(please specify)

Just Driving By

Facebook

NYHousingSearch.gov

Craigslist

Renters Lifestyle

Rent.com

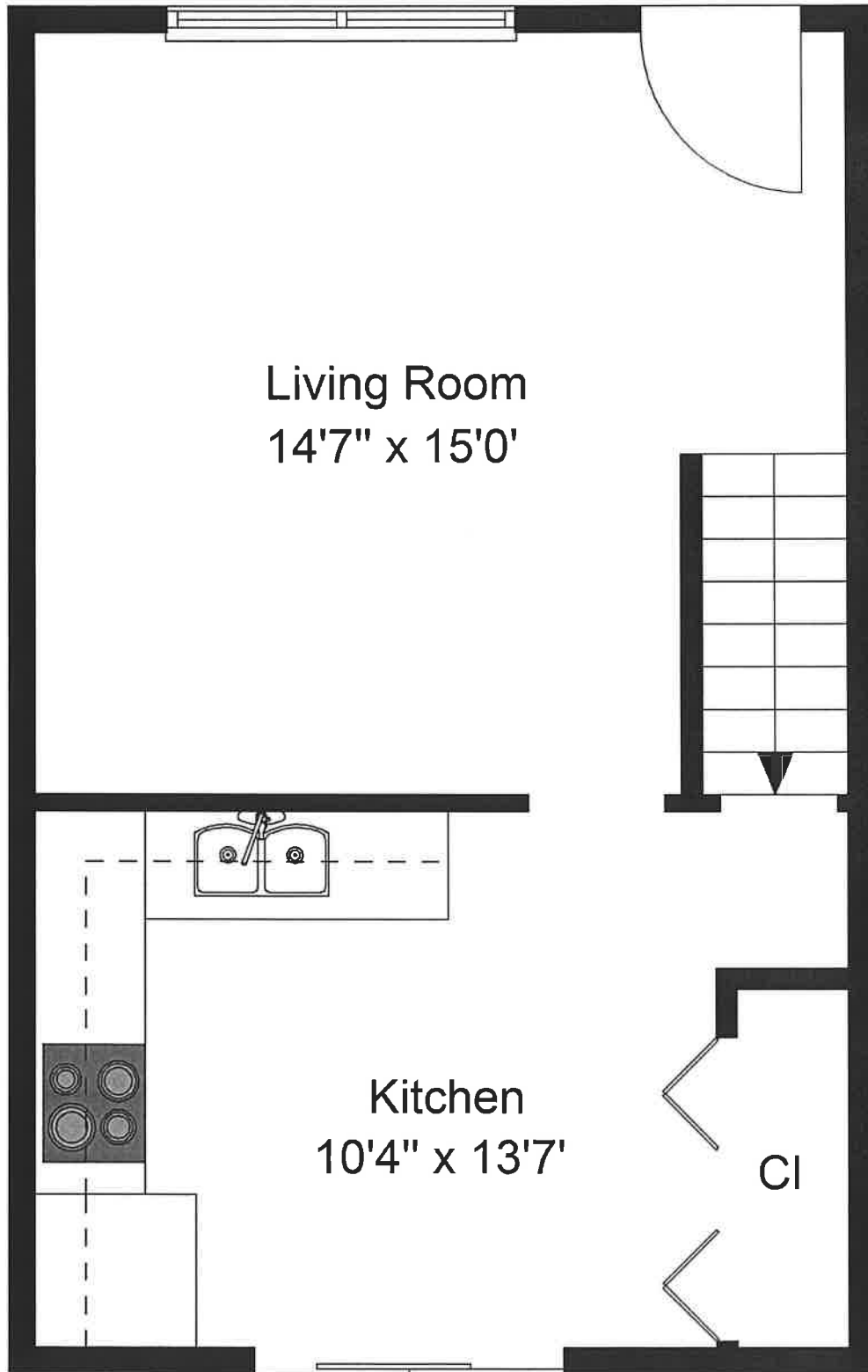
Rentals.com

Remarks: _____

Thank you for your assistance.

Sincerely,
Gina Key
Leasing Operations Manager

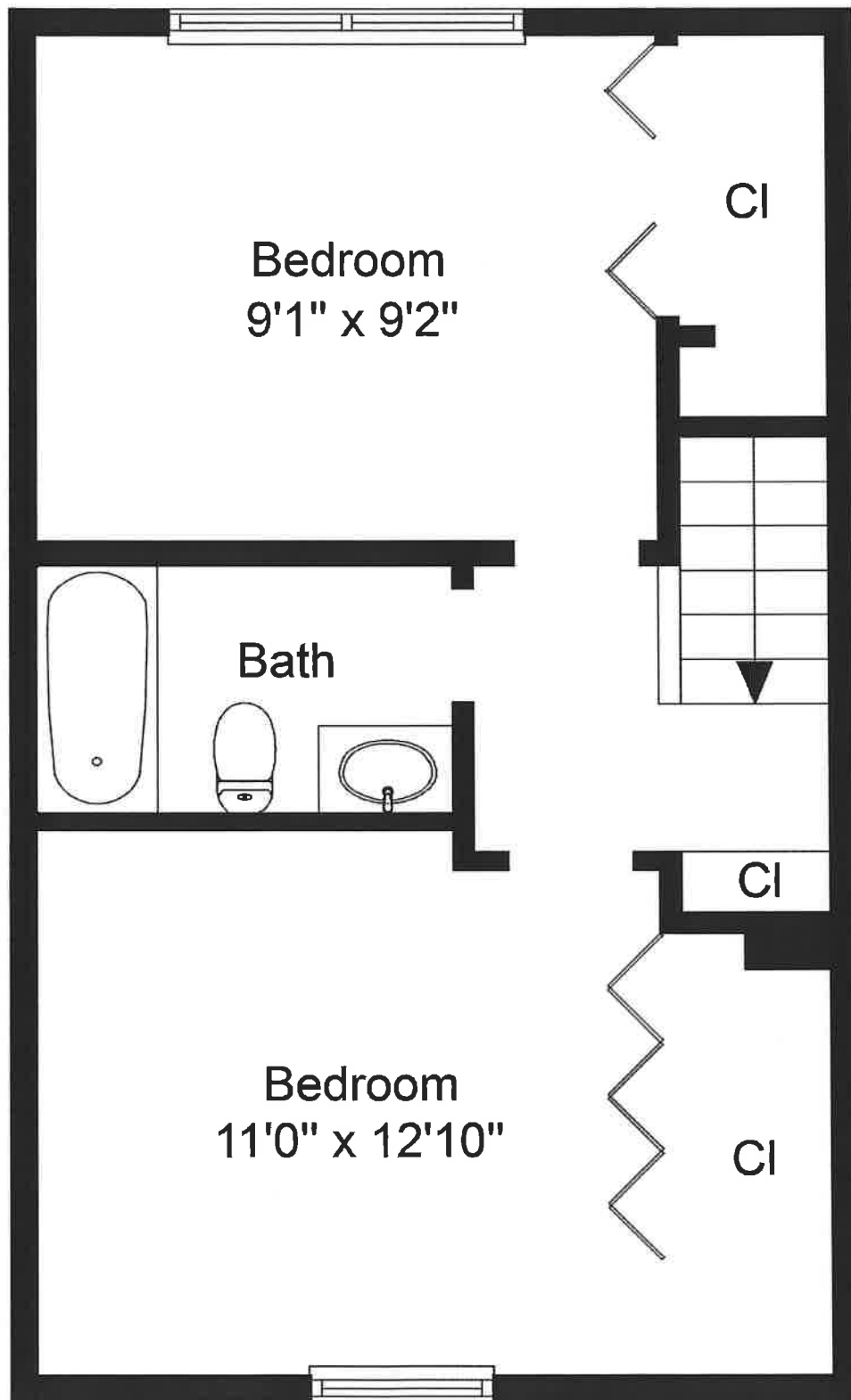
Entry



Living Room
14'7" x 15'0'

Kitchen
10'4" x 13'7'

CI





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TRYON ESTATES TENANT SELECTION CRITERIA

In order to be eligible for residency in this development, certain criteria must be met:

1. The applicant must have an annual gross income of at least \$33,588. Applicants below the minimum income will have their application fee refunded.
2. A waiting list is maintained (and apartments rented) in chronological order.
3. A personal interview may be requested at the discretion of Rochester Management, Inc.
4. Occupancy is limited to only those persons identified as applicants on the original application. No more than (2) two persons may occupy a bedroom.

Accepting Applications and Selecting from the Waiting List

Anyone wishing to be admitted into Tryon Estates or placed on the waiting list, must complete and submit to the office, an application which will include name, address, sex, age, sources of annual income and previous place of residence. Also to be submitted with the application is a copy of driver's license or state issued photo ID, copy of social security card, and New York State tax return (previous year) or income verification if no taxes were filed. Applications will be stamped with date and time when received in chronological order and placed on a waiting list.

Eligible applicants will be notified in writing that their application has been approved and they will be contacted when an appropriate unit becomes available. Ineligible applicants will also be notified in writing of the reason for rejection and of their right to appeal within 14 days. All applicants will be treated alike regardless of race, color, sex, religion, family status, national origin, age, or any other arbitrary reasons and reasonable accommodation will be made for the disabled.

Applicants will be screened for credit history through a recognized screening service/data base such as RentGrow. Applicants must have a satisfactory credit report/rental history. Any applicant who provides:

1. Evidence of having made full payment of their rent on a timely basis or for prior 12 months, or
2. receives full rent subsidy from Section 8 Voucher, HUD/Wash, Public Assistance/FIPS, HOPWA/HASA, Rual Rental Assistance, Non-Profit Rental Assistance or other subsidy will be approved for the credit portion of the application process.

Applicant may be denied for credit due to "applicable debt". Applicable Debt may include debt that is over 120 days delinquent as of the date of the credit report or debt that has been transferred to a

collection agency and is being pursued for collection. Individualized credit worksheets will be used to consider credit history. Screening will also be done for drug related or criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety or welfare of other tenants. Applicants with criminal convictions will have a personal interview with the housing complex to complete the "worksheet for applying New York State Anti Discrimination Policies when assessing applicants for State funded housing who have criminal convictions". (Tryon Estates may obtain a previous and current landlord written records of rent payment and history of major lease violations e.g. nonpayment of rent or use of premises for illegal purposes).

A minimum of one person and a maximum of two persons may occupy a studio or one-bedroom apartment and a minimum of two person and maximum of four persons may occupy a two bedroom apartment.

Applicants are advised that they will be entitled to one apartment refusal without affecting their position on the waiting list. A failure to respond within ten (10) business days from the apartment notification shall be considered a refusal.

Occupancy is limited to only those persons identified as applicants on the original application.

Admission will be denied if:

Any household member has an unacceptable landlord history, including inability to appropriately maintain housing in a decent safe and sanitary condition, history of unjustified and chronic nonpayment of rent, history of disturbing the quiet enjoyment of others, history of violence and harassment of others, history of violations of the terms of previous rental agreements such as destruction of the unit or surrounding premises.

If credit shows bankruptcy in certain cases, delinquencies, collections, money judgements and liens, in certain instances ("applicable debt").

Any household member with convictions of manufacturing and distribution of controlled substances - narcotics.

There are two circumstances in which an Applicant's criminal history will automatically make them ineligible for housing:

1. Conviction for producing methamphetamine.
2. Lifetime registrant on a State or Federal Sex Offender Registry.

Other convictions or pending arrests that may be considered involve physical danger or violence to persons or property or that adversely affected the health, safety and welfare of other people. However, an individual assessment must be done prior to a decision.

The worksheet for applying New York State Discrimination Policies when assessing applicants for State funded housing who have criminal convictions will provide you with the opportunity to answer questions regarding the conviction(s).

Convictions that have been excused by pardon, overturned on appeal or otherwise vacated will not be considered ineligible.

You may appeal an ineligible criminal decision within 14 business days.

Veteran's Preference

Preference for admission will be given to veterans as described in Section 85 of the Civil Service Law. This will encompass **all veterans who served on active duty in time of war, or their surviving spouses as defined in Section 85 of the Civil Service Law, and reside in New York State.**

Veterans eligible for the preference are those who meet one of the following:

- a. were members of the Armed Forces of the United States;
- b. served on active duty for other than training purposes in **time of war**;
- c. were discharged honorably or released under honorable circumstances;
- d. are residents of New York State;
- e. have documented their eligibility by submitted Form DD214 (NAVPERS-553/NAVMC-78PD/WDAG-53,98) and for service in Lebanon, Grenada or Panama, the award of an appropriate expeditionary medal.

Pets

One cat is allowed (within certain guidelines) at an additional pet fee of three hundred dollars (\$300), refundable upon move-out or no longer having the cat, pending any damage charge accrued.

VAWA Protections

Violence Against Women Act (VAWA) provides Rights and Obligations to all Applicants under the Violence Against Women Act (VAWA) Compliant with all VAWA Final Rules and Emergency Transfer. Tryon Estates does not discriminate against victims of domestic violence, dating violence, sexual assault or stalking or protected victims as well as members of their family. Victims will not be denied housing or from losing their HUD assisted housing as a consequence of domestic violence, dating violence or stalking.

5. Release of information:

_____ ,
Print Name(s)

is (are) applying for an apartment, and authorize you to release information to Rochester Management, Inc. for purposes of verification.

The undersigned hereby acknowledges receipt of this document, that I have understood it, and that I am paying a \$12.00 per applicant 18 years of age and older non-refundable application fee to cover the time and expense to process my application for residency.

Signature

Date

Signature

Date



Return to:
Tryon Estates
110 Tryon Estates
Rochester, New York 14609

For office use only:	
Ant. Lease Date:	_____
RHA:	_____
DSS:	_____

**APPLICATION FOR APARTMENT AT:
 TRYON ESTATES**

Date _____

*Applications are placed in order of date and time received. An Applicant may be interviewed only after the receipt of this application.

Applicant Name(s): _____

Address: _____
 Street Apt.# City State Zip

Please list all states in which any household member has resided:

Name: _____ States(s): _____

Email: _____

Daytime Phone: _____ Evening Phone: _____

of Bedrooms in current unit: _____ Do you RENT or OWN (check one)

Amount of current monthly rental or mortgage payment: \$ _____

If owned, do you receive monthly rental income from property? Yes No (check one)

Check utilities paid by you: Heat Electricity Gas Other (specify: _____)

Approximate monthly cost of utilities paid by you (excluding phone and cable TV): \$ _____

I. HOUSEHOLD COMPOSITION			
<i>Unless assistance is required, this form must be completed by the applicant/tenant. List each person who will reside in the unit along with the relationship to the head of household, date of birth, and social security number.</i>			
HOUSEHOLD MEMBER NAME (First MI Last)	RELATIONSHIP	DOB	SSN
1.	HEAD		
2.			
3.			
4.			

INCOME INSTRUCTIONS:

List gross amounts anticipated to be received in the 12 month period following move in.
 Answer each YES-NO question. For each YES include the gross amount and frequency.
 Do NOT leave any unanswered questions.

II. HOUSEHOLD INCOME						
Use an extra copy of page 2 as needed if more than 2 adult members are included in the household. All adults must sign the form.						
Type of Income	Head of Household			Co-Head and/or Other Member		
	Check One	Amount	Frequency	Check One	Amount	Frequency
1. Salary or pay from job	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
2. Do you have a 2 nd job?	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
3. Seasonal/sporadic work	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
4. Self-employment income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
5. Periodic gift income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
6. Child support	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
7. Spousal support	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
8. Social Security	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
9. SSI	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
10. SSP	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
11. TANF, AFDC, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
12. Unemployment benefits	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
13. Worker's compensation	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
14. Severance pay	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
15. Pension income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
16. Retirement acct payments	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
17. Investment acct payments	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
18. Annuity acct payments	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
19. Trust acct payments	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
20. Disability/death benefits	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
21. Real estate rent income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
22. Student financial aid	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
23. Military pay	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
24. Veterans/VA income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
25. Other income:	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
26. Other income:	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	

For each source of income checked YES above, please complete the following:

Income #	HH Member	Name of Source	Address/Phone/Email

III. ADDITIONAL INFORMATION

Are you or any member of your family currently using an illegal substance? Yes No

Have you or any member of your family ever been convicted of a felony or classified as a sex predator? Yes No
If yes, please describe:

Have you or any member of your family ever been evicted from any housing? Yes No
If yes, please describe:

Have you or any member of your family ever resided at a Rochester Management Community? Yes No
If yes, when and where:

Have you ever filed for bankruptcy? Yes No
If yes, please describe:

Will you take an apartment when one is available? Yes No

Briefly describe your reason for applying:

IV. VEHICLE AND PET INFORMATION (if applicable)

List any cars, trucks, or other vehicles owned. Parking will be provided for one vehicle. Arrangements with Management will be necessary for more than one vehicle

Make/Model of Vehicle:	License Plate #:
Year:	Color:
Make/Model of Vehicle:	License Plate #:
Year:	Color:

Do you have any pets? Yes No
If yes, please describe:

V. REFERENCE INFORMATION

Current Landlord	Name:	
	Address:	
	Home Phone:	
	Business Phone:	
	How long?	
Previous Landlord	Name:	
	Address:	
	Home Phone:	
	Business Phone:	
	How long?	
Credit Reference	Company Name:	
	Account #:	
	Phone #:	
Personal Reference	Name:	
	Address:	
	Phone #:	Relationship:
Emergency Contact	Name:	
	Address:	
	Phone #:	Relationship:

VETERANS ADMISSION PREFERENCE: If head-or-co-head of household is an honorably discharged veteran of the US Armed Services, or such veteran's surviving spouse, who served on active duty in time of war and resides in New York State, check box and attach DD-214 to qualify for admission preference.

CERTIFICATION

I/We hereby certify that I/We Do/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We certify that all information in this application is true to the best of my/our knowledge and 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.

All questions must be answered in order to process the application.

The above information is correct to the best of my knowledge. I have no objection to inquiries for the purpose of verifying the facts herein stated.

I (we) understand that a credit inquiry and a Criminal Background check may be made in the course of processing this application.

All adult applicants, 18 or older, must sign application.

SIGNATURE(S):

_____	_____
(Signature of Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date

Title 18 Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief as may be appropriate against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6) (7) and (8).** Violation of these provisions are cited as violations of 42 U.S.C. Section **408 (a) (6) (7) and (8).**

