

SAXONY

COOPERATIVE APARTMENTS

1801 Clydesdale Pl. NW, Washington, DC 20009
 Phone: (202) 332-8116 Fax: (202) 332-8119

Application for Tenancy in the Saxony Cooperative Apartments

Please read carefully and complete by printing in ink or typing. Please provide all information requested.

Date of application: _____

Application is hereby made to lease Unit # _____ of Premises known as the Saxony Cooperative Apartments, Inc. for a term of _____ months beginning on the first day of _____, _____ at a monthly rent of \$ _____, payable in advance on the first day of each month. The premises are not subject to the rent control laws of the District of Columbia.

Applicant #1

Applicant #2

Name	Name
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Applicant(s) must provide housing history for the last 3 years. If more space is needed, please continue on a separate sheet.

Current address (street)	Current address (street)
City, State, ZIP	City, State, ZIP
Present landlord	Present landlord
Landlord's address (street)	Landlord's address (street)
City, State, ZIP	City, State, ZIP
Landlord's telephone	Landlord's telephone
How long at this address? Monthly payment	How long at this address? Monthly payment
Lease ends Notice given? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lease ends Notice given? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for moving	Reason for moving
Previous address (street)	Previous address (street)
City, State, ZIP	City, State, ZIP
Previous landlord	Previous landlord
Previous landlord's address (street)	Previous landlord's address (street)
City, State, ZIP	City, State, ZIP
Previous landlord's telephone	Previous landlord's telephone
How long at this address? Monthly payment	How long at this address? Monthly payment
Reason for moving	Reason for moving

Instructions: To the person submitting this application

The checklist below is for your convenience. Please check to make sure that all items listed are submitted with this application. No application will be reviewed, nor will an orientation be scheduled, until all items have been submitted. If you are unable to provide this information, please explain on a separate piece of paper. ALL SIGNATURES MUST BE ORIGINALS. A complete application for prospective renters must include:

- Saxony application for tenancy (this form)
- Valid credit report
- Written verification of employment and income (a letter that states position, length of employment, and salary)
- Letter of reference from most recent landlord
- Three (3) completed and signed copies of the approved Saxony Lease Agreement
- Notarized addendum to the lease agreement entitled Agreement to be Mutually Responsible for Rent Payments (if applicable)

Indicate forms submitted by checking the above list. For further information on completing the forms, inquire of Management.

Occupancy is subject to the approval of the Saxony Cooperative’s Board of Directors. Once a completed application package is delivered to the Cooperative for consideration, the application will take approximately one (1) week to be processed and an orientation lecture to be scheduled.

Lease Information

Total number of persons to occupy the premises: _____

The rental price includes all utilities: Yes

No; tenant is responsible for Electricity Telephone Cable TV

Small pets ARE ARE NOT permitted. (Dogs ARE NOT permitted.)

How were you referred to the Saxony? Advertisement Rental Agency Friend Saxony resident

Occupant Information

All adult occupants must complete the application, have their names appear on the lease, and be approved.

Last name	First	MI	Social Security number	Home telephone	Work telephone

List any children that may be residing with you.

Last name	First	MI	Age	Sex	Relationship

Employment Record

Starting with present or most recent, list your last three jobs. Include self-employment, summer, and part-time jobs.

Applicant #1		Applicant #2	
Present employer or company name		Present employer or company name	
Address (street)		Address (street)	
City, State, ZIP		City, State, ZIP	
Phone number	Annual Salary	Phone number	Annual Salary

Position	Position
Supervisor's name	Supervisor's name
Dates worked From To	Dates worked From To

Previous employer or company name	Previous employer or company name
Address (street)	Address (street)
City, State, ZIP	City, State, ZIP
Phone number	Annual Salary
Position	Position
Supervisor's name	Supervisor's name
Dates worked From To	Dates worked From To

Previous employer or company name	Previous employer or company name
Address (street)	Address (street)
City, State, ZIP	City, State, ZIP
Phone number	Annual Salary
Position	Position
Supervisor's name	Supervisor's name
Dates worked From To	Dates worked From To

Financial Information

If more space is required, continue on a separate sheet.

Applicant #1

Gross annual income

Base Pay _____
 Commision _____
 Overtime _____
 Bonuses _____
 Dividends _____
 Other (specify) _____
 Total _____ (Total gross annual income)

<i>Cash resources</i>	Bank & Branch	Account #	Balance
Checking	_____	_____	_____
Savings	_____	_____	_____
Other	_____	_____	_____

Assets

Car: Make/model/year: _____ Debt: _____ Value: _____

Real estate: Type: _____
 Address: _____
 Debt: _____ Value: _____
 Stocks & Bonds: Description: _____ Value: _____

<i>Financial Obligations</i>	Creditor or Description	Outstanding balance	Monthly payments
Auto loan	_____	_____	_____
Personal loan(s)	_____	_____	_____
Alimony, Child support	_____	_____	_____
Other	_____	_____	_____
Credit card(s)	_____	_____	_____
	_____	_____	_____

Applicant #2

Gross annual income

Base Pay _____
 Commision _____
 Overtime _____
 Bonuses _____
 Dividends _____
 Other (specify) _____
 Total _____ (Total gross annual income)

<i>Cash resources</i>	Bank & Branch	Account #	Balance
Checking	_____	_____	_____
Savings	_____	_____	_____
Other	_____	_____	_____

Assets

Car: Make/model/year: _____ Debt: _____ Value: _____
 Real estate: Type: _____
 Address: _____
 Debt: _____ Value: _____
 Stocks & Bonds: Description: _____ Value: _____

<i>Financial Obligations</i>	Creditor or Description	Outstanding balance	Monthly payments
Auto loan	_____	_____	_____
Personal loan(s)	_____	_____	_____
Alimony, Child support	_____	_____	_____
Other	_____	_____	_____
Credit card(s)	_____	_____	_____
	_____	_____	_____

Applicant #1

Applicant #2

Citizen of (country)	Passport #	Citizen of (country)	Passport #
Diplomat? <input type="checkbox"/> Yes <input type="checkbox"/> No	Length of stay	Diplomat? <input type="checkbox"/> Yes <input type="checkbox"/> No	Length of stay

