



**RENTAL INFORMATION**  
**THE REGENCY CLUB APARTMENTS**  
**1200 REGENCY COURT MIDDLETOWN, NEW YORK**  
**(845) 342-6115**  
[www.regency-club.com](http://www.regency-club.com)

**Apartments Shown:**

**Rate:**

**Price Good Until:**

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**Utilities:** Utilities not included in rent.

**Application Fee:** \$20.00 application fee per Applicant to process your application including the required credit and criminal background check. All applicants age 18 and over must fill out an application. **This fee is non-refundable.** The Application Fee check is payable to: Hekemian & Co., Inc. In addition to your application and the Application Fee, we require a \$200.00 deposit that will be credited to your first (1st) month's rent. If your application is declined due to unsatisfactory credit or criminal background check, this \$200.00 will be refunded.

**On-line Applications:** Applications can be submitted online at [www.Hekemian.com](http://www.Hekemian.com). Please select "Apartment Search" from the top menu, choose your desired property from the search results, and click on the "Availability and Online Application" button. You may then select the apartment you are applying for from that list (if you do not see your apartment, click on the "Choose Apartment Later" button at the bottom-left of that list.) Follow instructions until you receive the confirmation page. **You may pay your application fees online, however holding deposit checks must be received by the office within 72 hours of application in order to maintain the hold on your selected apartment.**

**If you decide *not* to take the apartment, this deposit will be forfeited. The check for \$200 is payable to the Landlord: FREIT REGENCY**

**Security Deposit:** Security is required at a rate of 1 month's rent. Your security will be placed in an interest-bearing account while you are a Resident, and will be returned to you in accordance with the Lease provisions. Security deposit and first month's rent must be secured funds, money order or certified check payable to the Landlord: FIRST REAL ESTATE INVESTMENT TRUST (FREIT) REGENCY. **No cash will be accepted.**

**Income:** Total monthly household Gross Income must be at least two and one half (2.5) times the amount of the monthly apartment rent. All applications must be submitted with income documentation. If there are two (2) applicants or co-applicants each applicant must submit income documentation. Any application submitted without the proper income information will be considered incomplete and will not be processed nor will the apartment be held for you. Co-Signers require separate application forms and must be accompanied by income documentation. Income documentation will only be accepted in the following forms:

- Two (2) most recent pay stubs
- W- 2 form
- 1040 form
- Bank statements
- Notarized letter of employment, or letter from bank or government institution confirming pension/social security payments

**Credit:** Your credit history will be verified by a third party verification company. Hekemian & Co., Inc. will receive a credit recommendation based on data such as payment history, number and type of accounts, outstanding debt, and age of accounts. The recommendations will be one of the following:

- **Accepted** - The application will be accepted with standard deposits and fees.
- **Accepted with conditions** - in lieu of a Co-signer, and provided the income requirement is met, you have the option to pay a \$50.00 administrative fee and an additional monthly premium to the rent payment based on our credit criteria.
- **Accepted with co-signer** - The Application may be accepted with a qualified co-signer\*.  
\* Please note: Co-signer's application must pass credit check and meet the same income requirements.
- **Declined** - Criteria not satisfied.

We do not discuss individual credit reports with applicants. You will be provided with the name, address and phone number of the consumer-reporting agency we use, and you must contact them directly if you choose to dispute anything they reported to us about your credit.

It is important to note that just because you are given an application for an apartment does not mean a particular apartment is being "held" for you. Apartments are rented to the first person who successfully submits all of the following: completed application with application fee, completed co-signer application if necessary & deposit.

For this reason, it is important that every applicant, who is seriously interested in an apartment, return these necessary documents to the Resident Manager as soon as possible so the Rental Department can run all verifications and checks to fulfill Company criteria.

- Changes to Lease:** Leases will be prepared with the date that is on the application. If you need to make changes to the lease, an administrative fee of \$250 will apply.
- Lease Signing:** Cash or personal checks will **not** be accepted. Funds must be certified check, bank check or money order made payable to: First Real Estate Investment Trust (FREIT).
- Apartment Occupancy:** The maximum number of persons in a one (1) bedroom is two (2). In a two (2) bedroom, four (4) persons are allowed. Exceptions include one (1) additional child under the age of three.
- Pet Policy:** We accept cats & dogs. Pet Cats require a \$350 one-time nonrefundable pet cat fee and \$35.00 monthly, per cat. Pet Dogs requires a \$500 one-time nonrefundable pet dog fee and \$50.00 monthly, per dog. No more than two (2) pets are allowed, and only 1 dog is allowed per apartment.
- Parking Policy:** Parking spaces are assigned.
- Resident Manager:** Mr. Sergio Luna  
101 Regency Court  
Middletown, NY 10940  
(845)-772-1368
- Property Manager:** Mr. Frank Rocco  
(201)-487-1500 X-1117 or [Frank@hekemian.com](mailto:Frank@hekemian.com)
- Community/  
Leasing Manager:** Ms. Evelyn Licari  
(845) 342-6115 or [EvelynL@hekemian.com](mailto:EvelynL@hekemian.com)
- Website:** [www.hekemian.com](http://www.hekemian.com)

By signing this form, I agree that I have read the rental policy and understand the qualifications.

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Prospective Resident/ Applicant 1

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Prospective Resident/ Applicant 2

## **The Regency Club RESIDENT INFORMATION**

We would like to take this opportunity to welcome you to The Regency Club Apartments, and we thank you for choosing our community for your home. The following is information that we feel will be helpful to you and will help us maintain a pleasant atmosphere for our residents.

**Utility Notification:** Upon commencement of your Lease, you need to notify Orange & Rockland for electric service and gas heat service for your apartment. Their telephone number is (877) 434-4100.

**Cable:** Spectrum: (845) 701-7116.

**Refuse Disposal:** Refuse disposal at The Regency Club requires newspaper, cardboard, aluminum and glass to be placed inside the Dumpsters. No garbage should be left on the sides of the dumpsters. Cardboard boxes must be broken down and folded flat.

**Parking:** All parking at The Regency Club is assigned.

**Snow Removal:** During snowstorms, the procedure will be to open up the main drive lanes of the complex first. The plows will attempt to clear as many of the assigned parking spaces as possible once the cars are removed. If you notice the plows working outside, please be available to move your car so that a thorough job can be done in and around your parking area.

**Heating and Air Conditioning:** Your apartment is centrally heated and air-conditioned. The thermostat is in the living room area. The fan switch should be left in the *automatic* position. The system switch should be on *heat* or *air conditioning*, depending on your desire. The air conditioning units should not be run when the outside temperature is below 60°.

The temperature selector can be set up so that you may have a day and night setting for the thermostat, and it will automatically change to a low setting at night while you are sleeping, and then raise up again in the morning prior to your awakening. Should you have any questions regarding the operation of the thermostat, please contact the Resident Manager.

The H.V.A.C. closet in the living room should not be used as storage, as it is necessary for access to the heating unit for service and to change the filters.

**Smoke Alarms:** Please note that your apartment is equipped with smoke alarms. Any malfunction to your apartment alarm unit should be reported to the building Resident Manager immediately. Alarm units should not be disconnected by any resident under any circumstances.

**Apartment Insurance:** All residents are required to have renter's insurance with a minimum amount of \$100,000 LIABILITY. Upon lease signing, the lease holder will receive an email from Assurant® with instructions on how to either submit proof of insurance, or to enroll with our provider for a nominal fee. For more information, please contact the Leasing Office.

**Maintenance:** For the most efficient and timely response to your **non-emergency** maintenance requests, please use the Tenant Portal: <https://hekemian.mriresidentconnect.com/> If you need assistance logging into the Portal, please contact the Leasing office.

### **Emergency Maintenance Phone Number: (201) 487-1500, press 8**

Emergency Maintenance is available 24 hours/ 7 days a week and includes, but is not limited to, the following types of emergencies:

- Fire
- No electricity (only after calling utility provider for local outages/billing issues)
- No hot water
- No plumbing or water throughout entire apartment
- Water flowing into the apartment
- No air conditioning or heating in extreme temperatures
- Smoke alarms
- No working toilets
- Refrigerator not working
- Issues with locks including lock-outs

**For all life-safety emergencies: CALL 911**