



**RENTAL INFORMATION**  
**THE REGENCY CLUB APARTMENTS**  
1200 Regency Ct. Middletown, NY  
[www.regency-club.com](http://www.regency-club.com)

**Apartments Shown:**

**Rate:**

**Price valid until:**

\_\_\_\_\_

**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, and 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. 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 are approved and decide *not* to take the apartment, this deposit will be forfeited.** If paying by check, the check for \$200.00 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 in secured funds, money order or certified check. No cash will be accepted.

**Income:** 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. **Please provide proof of income for the last 30-60 days.**

**Income Verification:** We use a third-party system for income and ID verification. The fastest and most secure option is often called bank or payroll "linking," which allows you to grant limited, view-only access to an account that shows your ability to pay rent. If you are unable to link your payroll or bank account, you may instead upload your income documents.

**Clear Income Details:** Ensure your name, pay period, and deposit amounts are clearly visible. Blurry or incomplete documents may delay your application.

**Employer Information (if applicable):** If you submit a pay stub or offer letter, it must include your employer's name and contact details. Offer letters should also list your start date, salary, and your employer's official email address, as property managers may reach out to verify the information provided.

**Original PDFs:** Always download documents directly from the source using your bank or payroll provider's download feature. Screenshots, cropped images, edited PDFs, or files created using the "Print to PDF" option won't be accepted, as they may be flagged for missing the security elements found in authentic documents.

**Your household's total monthly income must be at least 3 times the rent if using gross income, or 2.5 times the rent if using net income.**

**Credit:** Your credit history and criminal background check will also be verified by a third-party verification company. Hekemian & Co., Inc. will receive a credit recommendation based on statistical 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**- 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** - Hekemian & Co., Inc. does not accept co-signers when "declined" is the result of **unsatisfactory credit or background check**. However, if the Application when "declined" has no credit established in the United States or an applicant does not meet our income requirements a co-signer will be required.

We do not discuss individual credit reports & background checks with applicants. You will be provided with the name, address and phone number of the consumer-reporting agency we used, 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, it does not mean a particular apartment is being "held" for you. Apartments are rented to the first person that 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.

- Lease Changes:** Leases will be prepared with the date that is on the application. If you need to change the apartment unit or move-in date, an administrative fee of \$250 will apply.
- Occupancy Policy:** 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 and dogs in this community with a non-refundable, one-time pet deposit of \$500/dog and \$350/cat, and a monthly fee of \$35/cat and \$50/dog. Maximum 2 pets allowed per unit.
- Parking Policy:** Parking spaces are assigned.
- Maintenance Manager:** Mr. Sergio Luna (845)-772-1368
- Property Manager:** Mr. Frank Rocco (201)-487-1500 X-1117 or [propmgmt@hekemian.com](mailto:propmgmt@hekemian.com)
- Community Manager:** Ms. Evelyn Licari (845) 342-6115 or [EvelynL@hekemian.com](mailto:EvelynL@hekemian.com)
- Management Website:** [www.hekemian.com](http://www.hekemian.com)

## **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**