

HERKIMER CC APARTMENTS
100 EAST MAIN STREET
MOHAWK, NY 13407
315-866-1209

APPLICATION CHECKLIST

Dear prospective Student-Resident:

Enclosed please find all the necessary Forms needed to apply for residency at Herkimer CCC Apts. A returned application must include: a signed Lease Agreement, a signed Student Questionnaire-Parking Permit, and \$300. Security Deposit. A Partial Payment of \$250/\$500 is DUE before you move in if you are on Financial Aid. Please follow the steps below thoroughly since an application will not be considered for acceptance until it is complete.

_____ Choose your Term (#1 on Leases)- First Semester, Second Semester, Two Semester .

_____ Chose your Occupancy (#3 on Lease).

_____ Choose your Housing Cost (#4 on Lease) Per Student/Resident determined by your Term (#1) & Occupancy (#3).

_____ Read and Sign Pages 1 & 2 of the Lease Agreement - Student & Parent(s)/Guardian(s).

_____ Read and Sign Page 3 of Rules and Regulations - Student & Parent(s)/Guardian(s).

_____ Choose your Payment Plan (#5 on Lease).

_____ Financial Aid Students - Fill Out & Sign The Financial Aid Instructions - Attachment 2

_____ Financial Aid Students - Fill Out & Sign the Financial Aid Promissory Note., and a copy of your College Bill.

_____ Fill Out & Sign Student Questionnaire - Attachment 3

_____ Fill Out & Sign Parking Permit - Attachment 4

_____ Send \$300. Security Deposit - Make check or money order out to Herkimer CCC Apts.
And mail everything to: Herkimer CCC Apts. 100 E. Main St., Mohawk, NY 13407
We do except most Major Credit Cards.

_____ Colored copy of Identification (College ID and Drivers License)

_____ Purchase Renters Insurance

The Main Office will then process your Application and notify you accordingly of your acceptance status. You should receive copies of the Signed Lease and Rules, verification of parking space and statements. Please notify the Office if you do not hear from us. Roommate letters will be sent out as soon as we assign them. Thank you for visiting and considering Herkimer CCC Apartments, for your Student Housing next year. May we remind you to secure a space early.