

## Reservation Procedure

Please complete this application and **fill out and sign a W-9 Form for each applicant** for your interest-bearing account. Mail them with your check for the reservation fee made

**payable to: Longview.**

A self-addressed envelope is included for your convenience.

- I (we) wish to apply for reservation list status at Longview.
- I (we) understand that at the time this application is received by Longview, my (our) name(s) will be added to the reservation list and given priority status by date of application.

Apartment preference:       Studio       1 Bedroom       2 Bedroom

Please check any of the following statements that are applicable.

- I am ready to move to Longview immediately.
- I will be ready to move to Longview in 3-6 months.
- I will be ready to move to Longview in 6 months - 1 year.
- Please do not call me regarding open apartments yet. I will call you and let you know when I am ready to consider accepting an apartment.

**Reservation Fee:** *This application is accompanied by a payment of a \$1000.00 fee. This fee, plus accrued interest, is refundable if you withdraw. When you move in, the reservation fee is applied to the entrance fee for independent apartments.*

Name of Applicant: \_\_\_\_\_ Name of Co-Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Signatures: \_\_\_\_\_

applicant

social security #

co-applicant

social security #

Application received: \_\_\_\_\_ Reservation Fee received: \_\_\_\_\_

Acknowledged by Longview: \_\_\_\_\_





\*Alternate Contact Information:

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*If you have any questions, please feel free to contact Longview's Resident Services Staff, during regular business hours (8:30 am – 5:00 pm) at 607-375-6320.*

*\*In the event you are unable to be reached for updates regarding the status of your reservation fee here at Longview, please provide the contact information for someone that will know your physical address at any given time. **Your alternate contact will only be notified after Longview has made several reasonable attempts to contact you.***

How did you hear about Longview?

- Friend/family
- Newspaper
- Radio
- Online
- Resident/Tenant at Longview
- Magazine advertisement
- Cornell
- Ithaca College
- Other \_\_\_\_\_

