



APPLICATION FROM: SOUVENIR REALTY ; RENATO BARDINI 917-913-RENT (7368)

Address of prospective Apartment: \_\_\_\_\_ Apt. #: \_\_\_\_\_ Floor \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Security: \$ \_\_\_\_\_ Lease Term: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_

How did you hear about our available listings? \_\_\_\_\_

PERSONAL INFORMATION

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail: \_\_\_\_\_

Number of people to occupy Apartment: Adults \_\_\_\_\_ Children \_\_\_\_\_ Pets \_\_\_\_\_ Type of Pet: \_\_\_\_\_

How did you hear about this apartment? \_\_\_ SOUVENIR REALTY ; RENATO BARDINI 917-913-RENT (7368) \_\_\_\_\_

Name of prospective: Roommate(s) \_\_\_\_\_ Guarantor(s) \_\_\_\_\_
(Each prospective Guarantor and/or Roommate must complete a separate application.)

RESIDENCE HISTORY

Present Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Rent or Mortgage: \$ \_\_\_\_\_ Length of time at current residence \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Landlord/Manager (lender if owned): \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Rent or Mortgage: \$ \_\_\_\_\_ Length of Time \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for moving: \_\_\_\_\_

EMPLOYMENT HISTORY

Employer: \_\_\_\_\_ Position \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Length of Employment \_\_\_\_\_ Annual Income: \$ \_\_\_\_\_

Supervisor's Name & Phone: \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Length of Employment \_\_\_\_\_

Supervisor's Name & Phone \_\_\_\_\_ Annual Income: \$ \_\_\_\_\_

ADDITIONAL INFORMATION

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

Bank Name / Address \_\_\_\_\_ Phone \_\_\_\_\_

Checking Acct. # \_\_\_\_\_ Savings Acct. # \_\_\_\_\_

Credit Cards (s): 1. \_\_\_\_\_ Account # \_\_\_\_\_ 2. \_\_\_\_\_ Account # \_\_\_\_\_

Other Income \_\_\_\_\_ Annual Income \_\_\_\_\_

References 1. \_\_\_\_\_ Phone \_\_\_\_\_ 2. \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact Name. \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

THE UNDERSIGNED APPLICANT ACKNOWLEDGES AND AGREES THAT THE PROSPECTIVE LANDLORD OR SUBLESSOR OF APPLICANT, its agents, attorney and/real estate broker has the right (but not the obligation) to conduct one or more credit checks on the Applicant at any time, for any reason and without notice to the Applicant to verify all information contained herein. A \$100.00 non-refundable processing fee will be charged to the Applicant. THIS APPLICATION IS SUBJECT TO ACCEPTANCE OR REJECTION AT ANY TIME BY THE LANDLORD OR SUBLESSOR AT ITS SOLE DISCRETION. Applicant represents and warrants that all of the information contained herein is true in all respects.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Apartment Application Process

We do not "hold" apartments. Please keep in mind that Management will continue to accept other applications on the same available apartments an application has been approved *and* all funds (first, last and security) have been have been collected.

Following is the necessary information you will need to submit a complete application: \_\_\_\_\_

### STEP ONE - Application \_\_\_\_\_

1. Complete the application (attached) and return it to the management office along with all supporting documents and a \$100 non-refundable processing charge (per applicant). You may either send this application in via fax, via mail, or walk it to the broker.
2. Please include as many of the following documents as you can in support of your application:
  - Employment Verification Letter
  - Tax Returns from the last two years
  - Bank Statement
  - Copy of Paycheck Stub (for the last 3 months)
  - \$100 Non-refundable application processing fee (per applicant)
3. If you need a Guarantor, he/she must also submit an application as well as supporting credentials.
4. Once we have received a **complete** application package the Property Manager will review all information and make a decision within 24 hours.

### STEP TWO – Approval \_\_\_\_\_

1. Once a perspective resident has been approved they must submit payment of first months rent, last months rent and a one month security deposit. These funds will secure the residents placement in the apartment and take the available apartment off the rental market.
2. At this time we will schedule a lease signing immediately. \_\_\_\_\_

### STEP TWO – Lease Signing

1. Magnum Management uses leases provided by REBNY (Real Estate Board of New York). Lease signing will take place in the management office. Below are the documents that will be included in the lease package.
  - A. REBNY Lease
  - B. Rider to Lease
  - C. Guarantor Rider (if needed)
  - D. Out-of-State Guarantor Rider (if needed)
  - E. Pet Rider (if needed)
  - F. Construction Rider (if needed)
  - G. Lead Based Paint Rider
  - H. Window Guard Form
  - I. W-9 Form
2. **If there is a Guarantor on the lease, the Guarantor must sign and notarize the indicated documents. These documents should then be faxed to (212) 941-1989 and mail all originals mailed to our office.**

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**Magnum Management, P.O. Box 1073 · New York, NY 10276 · Call Ray for Assistance 917 913 7368**