

**REQUIRED DOCUMENTATION - MUST BE HAND DELIVERED NO FAX**

**CALL RAY 917 913 7368**

**ALL DEALS ARE 3 MONTHS RENT TO LANDLORD (1ST, LAST, SECURITY) AND BROKER FEE TO BE DISCUSSED BROKER.**

**ALL APPLICATION FEES & DEPOSITS ARE BY CASH DIRECTLY TO BROKER OR LANDLORD RECEIPTS WILL BE GIVEN TO YOU.**

**AFTER COMPLETELY FILLING OUT THE APPLICATION BY APPLICANT AND GUARANTOR;  
YOU MUST SCHEDULE A MEETING TO MEET THE LANDLORD - TELL ME WHEN YOU WANT TO MEET THE LANDLORD ( MON - FRI 10 AM-4:30 PM )**

**The following documentations required FROM EACH PROSPECTIVE OCCUPANT AND FROM EACH PROSPECTIVE GUARANTOR In connection with applying for an apartment BEFORE OR ON THE DAY OF THE MEETING WITH LANDLORD**

- 1) \$ NON REFUNDABLE application fee 50.00 (CASH) per application  
(Note each occupant and each guarantor is separate -  
one applicant and one guarantor = \$100, 2 applicants + 2 guarantors = \$200 etc**
  
- 2) \$250.00 CASH --WHICH IS HELD AS DEPOSIT TO LANDLORD AND GIVEN BACK TO YOU TO GIVE TO SUPER FOR PAINTING + CLEANING THE APARTMENT, WHICH IS REFUNDABLE IN EVENT OF NO-DEAL SITUATION**
  
- 3) Photo Identification**
  
- 4) Copy of Notarized Guarantor Rider (for guarantor only)  
May be faxed TO 212 966 2535 UNTIL ORIGINAL IS MAILED .**

**SEE YOU SOON !!!!**

## APARTMENT APPLICATION

Applicants Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Bldg Address \_\_\_\_\_ Apt # \_\_\_\_\_ Length of Lease \_\_\_\_\_  
Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_ Security \$ \_\_\_\_\_  
S.S. #: \_\_\_\_\_ Current Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_ Ext. # \_\_\_\_\_  
Monthly Rent \$ \_\_\_\_\_ Current Lease Started \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Lease Ends \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Name(s) on Lease \_\_\_\_\_ Current Landlords Name & Co. \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_ Ext. # \_\_\_\_\_ Fax # \_\_\_\_\_  
Previous Landlords Name & Co. \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Previous Address \_\_\_\_\_ Apt. # \_\_\_\_\_ Lease Started \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ended \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Prior Previous Landlords Name & Co. \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Prior Previous Address \_\_\_\_\_ Apt. # \_\_\_\_\_ Lease Started \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ended \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Business (or source of income) \_\_\_\_\_ Annual Income \$ \_\_\_\_\_  
Nature of Business: \_\_\_\_\_ Position Held: \_\_\_\_\_ Length: \_\_\_\_\_  
Department Head (if self employed, CPA): Name \_\_\_\_\_ Phone # \_\_\_\_\_ Ext. # \_\_\_\_\_  
Additional Source of Income: \_\_\_\_\_  
Bank (Checking): \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
Bank (Savings): \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
Credit Cards (if any): \_\_\_\_\_

**PERSONAL REFERENCE SHOULD BE LONG TIME FRIENDS, NOT BUSINESS OR FAMILY RELATED.**

(1) Personal Reference: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Ext. # \_\_\_\_\_  
(2) Personal Reference: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Ext. # \_\_\_\_\_  
(3) Personal Reference: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Ext. # \_\_\_\_\_  
Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_  
Number of occupants: \_\_\_\_\_ Any Children? : \_\_\_\_\_ Pets? : \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_

Applicant grants permission for **STANDARD REALTY ASSOCIATES** to secure a credit search and to release the information above to landlord's credit bureau. Applicant grants permission for **STANDARD REALTY ASSOCIATES** to verify all information above including but not limited to verification of applicants employment history, current and prior tenant history and personal references.

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Tenant Signature

## GUARANTOR APPLICATION

Guarantors Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Bldg Address \_\_\_\_\_ Apt # \_\_\_\_\_ Length of Lease \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_ Security \$ \_\_\_\_\_

S.S. # \_\_\_\_\_ Current Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_ Ext. # \_\_\_\_\_

Name of who you are Guarantying \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_ Current Lease Started \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Lease Ends \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name(s) on Lease \_\_\_\_\_ Current Landlords Name & Co. \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Ext. # \_\_\_\_\_ Fax # \_\_\_\_\_

Previous Landlords Name & Co. \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address \_\_\_\_\_ Apt. # \_\_\_\_\_ Lease Started \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ended \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prior Previous Landlords Name & Co. \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Prior Previous Address \_\_\_\_\_ Apt. # \_\_\_\_\_ Lease Started \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ended \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Business (or source of income) \_\_\_\_\_ Annual Income \$ \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Position Held: \_\_\_\_\_ Length: \_\_\_\_\_

Department Head (if self employed, CPA): Name \_\_\_\_\_ Phone # \_\_\_\_\_ Ext. # \_\_\_\_\_

Additional Source of Income: \_\_\_\_\_

Bank (Checking): \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Bank (Savings): \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Credit Cards (if any): \_\_\_\_\_

**PERSONAL REFERENCE SHOULD BE LONG TIME FRIENDS, NOT BUSINESS OR FAMILY RELATED.**

(1) Personal Reference: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Ext. # \_\_\_\_\_

(2) Personal Reference: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Ext. # \_\_\_\_\_

(3) Personal Reference: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Ext. # \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Applicant grants permission for **STANDARD REALTY ASSOCIATES** to secure a credit search and to release the information above to landlord's credit bureau. Applicant grants permission for **STANDARD REALTY ASSOCIATES** to verify all information above including but not limited to verification of applicants employment history, current and prior tenant history and personal references.

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Guarantor Signature

