

City and Suburban

Leasing LLC 511 E.78th St, N.Y, NY 10075 Ph. 212 517 3000 Fax. 212-517-3686 csleasing@cityandsuburban.nyc

OFFICE USE ONLY

ADDRESS _____ APT # _____ DATE _____

RENT \$ _____ SECURITY \$ _____ **Move In Date** ____/____/____

LEASE BEGINS ____/____/____ LEASE EXPIRES ____/____/____ LEASE TERM: ____ YEAR(S)

SOURCE: _____ **OR** **BROKER'S FIRM:** _____

AGENT NAME / PHONE # / EMAIL: _____

PLEASE CHECK ONE - I AM A: TENANT **I AM AN OCCUPANT** **I AM A: GUARANTOR**

FULL LEGAL NAME: _____ S.S.N: _____ - _____ - _____ Date of Birth ____/____/____

PHONE # (____) _____ - _____ E-MAIL ADDRESS _____

PRESENT ADDRESS: _____ APT #: _____

CITY, STATE: _____ ZIP: _____

PRESENT LANDLORD - NAME _____ **MANAGEMENT CO.** **PRIVATE** **OTHER** _____

LANDLORD'S ADDRESS _____ PHONE # (____) _____

MONTHLY RENT \$ _____ LEASE START DATE _____ END DATE _____ **REASON FOR MOVING** _____

YOUR PREVIOUS ADDRESS _____ APT # _____

LANDLORD _____ **MANAGEMENT CO.** **PRIVATE** **OTHER** _____

MONTHLY RENT _____ LEASE START DATE _____ END DATE _____ **REASON FOR MOVING** _____

LANDLORD NAME & ADDRESS _____ PHONE # (____) _____

EMPLOYER/SCHOOL _____ POSITION _____

ADDRESS _____ PHONE # (____) _____

SUPERVISOR _____ ANNUAL SALARY **(BASE)** \$ _____ START DATE _____

OTHER SOURCE OF INCOME _____

BANK REF: CHECKING _____ BRANCH _____ SAVINGS _____ BRANCH _____

Do you wish to keep an animal in the apt? YES NO Cat # _____ Dog # _____ **Other (please list)** _____ # _____

HAVE YOU EVER OR ARE YOU CURRENTLY SERVING IN THE MILITARY ? YES NO

PLEASE LIST ALL PERSONS RESIDING IN UNIT THIS INCLUDES CHILDREN

1. Name _____ AGE _____ RELATIONSHIP TO YOU _____ 2. Name _____ AGE _____

Relationship to you _____ 3. Name _____ AGE _____ RELATIONSHIP TO YOU _____

The application information provided by you may be used to obtain a tenant screening report; the name and address of the consumer reporting agency or agencies that will be used to obtain such reports is:

TENANT SAFE-APPLICANT SAFE .112 CLIFTON AVENUE # 116, LAKEWOOD, NJ 08701.

Pursuant to federal, state and local law:

1. If we take adverse action against you on the basis of information contained in a tenant screening report, we must notify you that such action was taken and supply you with the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken;
2. If any adverse action is taken against you based on information contained in a tenant screening report, you have the right to inspect and receive a free copy of that report by contacting the consumer reporting agency;
3. Every tenant or prospective tenant is entitled to one free tenant screening report from each national consumer reporting agency annually, in addition to a credit report that should be obtained from www.annualcreditreport.com; and
4. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

RELEASE AUTHORIZATION: I hereby, give City and Suburban Leasing LLC, full authorization for an investigative report whereby third parties may be contacted to report on my character, general reputation, personal characteristics, mode of living, salary-income, consumer credit, housing, criminal and banking-financial practices. I agree to hold the above named company and any affiliates harmless for any claims that may arise as a result of this investigation. I authorize Banks, Financial Institutions, Landlords, Business Associates, Credit Bureaus, Attorneys, Accountants and other persons or institutions with whom I am acquainted to furnish any and all information regarding me for the purpose of residency. This authorization also applies to any update reports which may be ordered as needed. I am willing that a photocopy or fax of this authorization be accepted with the same authority as this original.

We will require you to be available to sign a lease within 24 hours of approval.

Failure to comply will result in denial of application. Please speak to a member of staff for additional information

2 SEPARATE MONEY ORDERS, CERTIFIED OR CASHIER'S checks to be submitted by listed tenant 1. First month's rent, 2. Security Deposit .

APPLICANT'S TENANT /GUARANTOR **WET** SIGNATURE

DATE

Please Note - The documents listed below must be submitted with your application form. You must be available to sign a lease within 24 hours of approval. Please see a member of staff for more information. Failure to comply will result in denial of application.

Tenant Applicant: Base income requirement of 40x the monthly rent. Applicant must be employed for a minimum of one year by their current employer.

***Employed**

1. Current letter of employment generated in the last two weeks (dated, signed with contact info, on letterhead, stating your date of hire, position held and current salary.)
2. 3 most recent pay stubs.
3. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
4. Landlord reference letter stating the term of your lease & payment history. This must be on company letterhead with contact information and signature. (No digital signatures accepted)
5. Cancelled rent checks for the last six (6) months of your lease (Your bank keeps a copy of the front and back of checks you write. You can retrieve this from your online banking service or a local branch at no cost to you).
6. Legible copy of valid state photo ID, driver's license and/or passport.

***Self employed**

1. Tax Transcripts from IRS.GOV for 2017 & 2018. If you have an extension for 2018, also provide transcripts for 2016. Tel 1800.829.0582 – please note you will be required to ring from a land line. OR <https://irs.gov/individuals/get-transcript>
2. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
3. Landlord reference letter stating the term of your lease & payment history. This must be on company letterhead with contact information and signature. (No digital signatures accepted)
4. Cancelled rent checks for the last six (6) months of your lease (Your bank keeps a copy of the front and back of checks you write. You can retrieve this from your online banking service or a local branch at no cost to you).
5. Legible copy of valid state photo ID, driver's license and/or passport.

***Students Guarantor required**

1. School letter stating enrollment & graduation date. This must be on school letterhead.
2. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
3. Landlord reference letter stating the term of your lease & payment history.
4. Cancelled rent checks for the last six (6) months of your lease (Your bank keeps a copy of the front & back of checks you write. You can retrieve this from your online banking service or a local branch at no cost to you).
5. Legible copy of valid state photo ID, driver's license and/or passport.

***International Students Guarantor required**

1. School letter stating enrollment & graduation date. This must be on school letterhead. (No digital signatures accepted)
2. U.S. bank statements – current checking & savings.
3. Legible copy of valid state photo ID, driver's license, passport, visa and I-20 form.

Guarantor: Income requirement of 80-100x monthly rent. Max 2 people can act as guarantor.

*Restrictions do apply please ask front desk.

***Employed**

1. Current letter of employment (dated, signed with contact info, on letterhead, stating your date of hire, position held and current salary. No digital signatures accepted.)
2. 3 most recent pay stubs.
3. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
4. Legible copy of valid state photo ID, driver's license and/or passport.

***Self employed**

1. Tax Transcripts from IRS.GOV for 2017 & 2018. If you have an extension for 2018 please provide that along with transcripts for 2016. Tel 1800.829.0582 – please note you will be required to ring from a land line OR <https://irs.gov/individuals/get-transcript>
2. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
3. Legible copy of valid state photo ID, driver's license and/or passport.

***If deemed necessary additional documents maybe requested.**

511 East 78th Street between York & East End Avenue.

Tel #212.517.3000 Fax #212.517.3686 Email: csleasing@cityandsuburban.nyc

CITY & SUBURBAN LEASING LLC

511 EAST 78 STREET
NEW YORK, NY 10075
Tel. 212.517.3000.
Fax 212.517.3686

E-mail: Paperwork@cityandsuburban.nyc

Disclosure form Instruction: Dear Applicant, please complete only the areas in **RED** Below.

I, _____, authorize the following information to be disclosed to City and Suburban Leasing LLC

→ Signature: _____ Date: _____

Verification of Employment for City and Suburban Leasing LLC

We have received an application for occupancy or guarantor from the individual named above whom we understand is currently employed or has been employed by you in the past. In addition to the information requested below please furnish us with any information you might feel will assist us in processing the application. Thank you for your assistance.

Name of Company / Division: _____

Original Hire Date: ___/___/___ **Currently Employed:** Yes ___ No _____

If hire date is anticipated, has the offer of employment been accepted: Yes _____ No _____

Position Held: _____

Annual Base Salary: _____

Additional Income Information if applicable: _____

Signature of Verifying party

Title

Name Printed

Date

Phone Number

Comments:

CITY & SUBURBAN LEASING LLC

511 EAST 78 STREET
NEW YORK, NY 10075
Tel. 212.517.3000.
Fax 212.517.3686

E-mail: Paperwork@cityandsuburban.nyc

Disclosure form Instruction: Dear Applicant, please complete only the areas in **RED** Below

I, _____, authorize the following information to be disclosed to City and Suburban Leasing LLC

→ Signature: _____ **Date:** _____

Tenant applicant, please insert your address on the **RED** lines below.

→ _____
→ _____
→ _____

Verification of Rent for City and Suburban Leasing LLC

We have received an application for occupancy from the individual named above whom we understand is currently renting an apartment or has rented an apartment from you in the past. In addition to the information requested below please furnish us with any information you might feel will assist us in processing the application. Thank you for your assistance.

Name of Company/ Institution if applicable: _____

Tenant rented from: ___/___/___ **to:** ___/___/___

Amount of rent: \$ _____ per _____

Number of late payments in the past 12 months: ____

Is account satisfactory? Yes ____ No ____

Signature of Verifying party **Title**

Name Printed **Date** **Phone Number**

Comments:

