



LEASE APPLICATION

APT/OFFICE ADDRESS _____ DATE _____

START DATE OF LEASE _____

BROKER (IF APPLICABLE) _____

APPLICANT NAMES: _____

GUARANTOR NAMES: _____

DEAL TERMS:

TOTAL MONTHLY RENT: _____

SECURITY DEPOSIT: _____

PRE-PAID RENT (IF OTHER THAN FIRST MONTH): _____

Applicant Requirement List

In order for our office to process your application, the following information is required. If the item is in **BOLD**, and is not submitted we will not review your application:

- **Completed Application Form for each applicant to be named on lease.**
- Completed and notarized Lease Guarantee (if applicable).
- **Photo ID from tenant and guarantor**
- **Current Bank Statement for all relevant accounts**
- **Two (2) consecutive paystubs for all applicants and guarantor or similar income substantiation (Most Recent W-2 form, etc).**
- **Guarantors must provide 2 most recent Federal Tax Returns**
- Current Employment Letter **(If employment pending, this is required with first application submission)**
- For any other source of income, please provide substantial evidence.
- \$100.00 non-refundable check PER APPLICANT AND/OR GUARANTOR, made payable to "Interactive Realty LLC."
- **If Self Employed or have primarily commission based salary: two (2) consecutive Federal Tax Returns**
- If Foreign Citizen: Proof of Employment, Work Visa and/or Green Card. -
Students: Guarantor Required
- If available, please submit a Landlord's reference letter.

The following are our criteria for normal applicant acceptance:

- Income requirement:
 - For Applicants (in sum): 40X monthly rent amount on application.
 - For Guarantors (one per apartment): 80X monthly rent amount.
- Credit Requirement: Above average credit with no or de minimis delinquencies.
- We will consider all others on a case by case basis.
 - Do not submit applications for applicants that have below average credit.
 - If income does not meet requirements but applicant is employed with reasonably adequate income and the application is otherwise acceptable, we will ask for additional security deposit to be escrowed.

SUBSTANTIALLY INCOMPLETE APPLICATIONS WILL NOT BE PROCESED



LEASE APPLICATION

| | | | |
|----------|-------|-------|-------|
| ADDRESS: | UNIT: | RENT: | DATE: |
|----------|-------|-------|-------|

| |
|---|
| APPLICANT INFORMATION (each applicant for apartment must fill out separate form) |
|---|

| | | | | | |
|------------|------|-----------|--------|---------------|-----|
| FIRST NAME | M.I. | LAST NAME | JR/SR. | DATE OF BIRTH | SSN |
|------------|------|-----------|--------|---------------|-----|

| | | | |
|---------------------------|---------------------------|---------------------------|-------|
| HOME PHONE () () () | WORK PHONE () () () | CELL PHONE () () () | EMAIL |
|---------------------------|---------------------------|---------------------------|-------|

| |
|------------------------|
| CURRENT ADDRESS |
|------------------------|

| | | | |
|----------------|------|-------|-----|
| STREET ADDRESS | CITY | STATE | ZIP |
|----------------|------|-------|-----|

| | |
|------------------------------|--------------------------------------|
| LANDLORD/MANAGING AGENT NAME | LANDLORD/MANAGING AGENT PHONE () |
|------------------------------|--------------------------------------|

| | | | |
|--------------|---------|----------|--------------------|
| MONTHLY RENT | DATE IN | DATE OUT | REASON FOR LEAVING |
|--------------|---------|----------|--------------------|

| |
|---|
| PREVIOUS ADDRESS (if less than 2 years at current) |
|---|

| | | | |
|----------------|------|-------|-----|
| STREET ADDRESS | CITY | STATE | ZIP |
|----------------|------|-------|-----|

| | |
|------------------------------|--------------------------------------|
| LANDLORD/MANAGING AGENT NAME | LANDLORD/MANAGING AGENT PHONE () |
|------------------------------|--------------------------------------|

| | | | |
|--------------|---------|----------|--------------------|
| MONTHLY RENT | DATE IN | DATE OUT | REASON FOR LEAVING |
|--------------|---------|----------|--------------------|

| |
|-------------------------|
| BANK INFORMATION |
|-------------------------|

| | | |
|----------------------------|----------------|---------------------|
| CHECKING ACCOUNT BANK NAME | ACCOUNT NUMBER | PHONE NUMBER () |
|----------------------------|----------------|---------------------|

| | | |
|---------------------------|----------------|---------------------|
| SAVINGS ACCOUNT BANK NAME | ACCOUNT NUMBER | PHONE NUMBER () |
|---------------------------|----------------|---------------------|

| | | |
|-------------------------|----------------|---------------------|
| OTHER ACCOUNT BANK NAME | ACCOUNT NUMBER | PHONE NUMBER () |
|-------------------------|----------------|---------------------|

| |
|--|
| EMPLOYMENT & INCOME INFORMATION |
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| | | |
|--------------------------|------------|---------------|
| PRESENT EMPLOYER/COMPANY | OCCUPATION | ANNUAL SALARY |
|--------------------------|------------|---------------|

| | | |
|-----------------|-------------------------|------------|
| SUPERVISOR NAME | SUPERVISOR PHONE () | START DATE |
|-----------------|-------------------------|------------|

| | | |
|---------------------------|------------|---------------|
| PREVIOUS EMPLOYER/COMPANY | OCCUPATION | ANNUAL SALARY |
|---------------------------|------------|---------------|

| | | |
|-----------------|-------------------------|------------|
| SUPERVISOR NAME | SUPERVISOR PHONE () | START DATE |
|-----------------|-------------------------|------------|

| | |
|--------------------------|---------------|
| OTHER INCOME DESCRIPTION | ANNUAL INCOME |
|--------------------------|---------------|

| BUSINESS/PERSONAL REFERENCES | | | |
|--|--------------|--------------|--------------|
| NAME | ADDRESS | PHONE () | RELATIONSHIP |
| NAME | ADDRESS | PHONE () | RELATIONSHIP |
| OTHERS WHO WILL OCCUPY APARTMENT (each applicant for apartment must fill out separate application) | | | |
| NAME | RELATIONSHIP | AGE | |
| NAME | RELATIONSHIP | AGE | |
| EMERGENCY CONTACT | | | |
| NAME | ADDRESS | PHONE () | RELATIONSHIP |

| PETS | |
|---|---------------|
| PETS? <input type="checkbox"/> YES <input type="checkbox"/> NO | DESCRIPTION |
| <p>I warrant that all statements above set forth are true. I hereby give my permission to communicate with my current and former landlord for the purpose of discussing any facts and circumstances of my current or former tenancy, as well as the other information listed above. I give my permission to communicate with my current employer(s) for the purpose of verifying the information listed above. I understand that there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, OFAC search, and landlord/tenant court record search will be done in conjunction with my application. I hereby give my consent to the Landlord to obtain my consumer credit report for the purposes of tenant screening through ATS Inc. through alwayscreen.com. I understand that I may have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.</p> | |
| _____ (Signed/ Applicant) | _____ Date |

NEW YORK CITY FAIR CHANCE ACT

Pursuant to Federal and State law Admin. Code § 20-807 et seq.:

- 1) If your application is denied or other adverse action is taken against you due to a screening report conducted directly by the landlord, the landlord must tell you so and how to contact the screening company to obtain a free copy of the report.
- 2) You may dispute inaccurate or incorrect information on the report directly with the screening company.
- 3) Annually, you may order a free screening report from www.annualcreditreport.com (in addition to a free report from each national consumer reporting agency if adverse action was taken against you).

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