

**88-28 (44) Sutphin Blvd.
Rental Application Instructions**

Please provide all information for the entire application. PLEASE PRINT LEGIBLY or fill the form out on your computer and print it.** Illegible applications may be returned. Tenants and their guarantors (from the **Tri-State area only**) must complete applications individually and provide the required documentation and application fee.

Please include an **application fee** of \$20 per applicant and/or guarantor. Personal checks are permitted and should be made payable to Michael A Rich LLC. Application fees are non-refundable.

Required application documentation for each applicant and guarantor:

- 2 most recent pay stubs/statements of earnings for each applicant
- 2 most **recent COMPLETE personal bank statements** including money market accounts
- 2 most recent COMPLETE **business** bank statements, if applicable

Please provide all the pages of the statements

- 2 most recent **1040 Federal Tax Return signed** (the first 2 pages of each)
- 2 most recent **business** Federal Tax Return signed, if applicable
- Employer verification letter, on letterhead with a contact person, indicating position, length of employment and annual income/compensation

Notes:

Ensure application is signed by all relevant parties.

All supporting documentation must be submitted in English.

Financial figures must be in USD.

** This application was created using Adobe Acrobat. The forms can be opened (available at www.rentalapp.info), filled out and printed using Adobe Acrobat or Adobe Acrobat Reader (versions 5.0 and above). If you do not have Adobe Acrobat Reader on your computer, you can download it for free from www.adobe.com. Where a signature is required, please sign after printing the application. Electronic signatures are not permitted.



Application Date _____

Lease Commencement Date _____

Scheduled Occupancy Date _____

Supervisor's Phone	_____	_____
Other Income	_____	_____
Describe Income Source	_____	_____
	_____	_____

FINANCIAL INFORMATION

Applicant

1. Bank Name	_____
Address	_____
Account Number	_____
Account Type	_____ Checking _____ Savings
2. Bank Name	_____
Address	_____
Account Number	_____
Account Type	_____ Checking _____ Savings
1. Loan Amount	_____
Monthly Payment	_____
Lender Name	_____
Address	_____
2. Loan Amount	_____
Monthly Payment	_____
Lender Name	_____
Address	_____
Alimony / Child Support	_____

Co- Applicant

_____ Checking _____ Savings

_____ Checking _____ Savings

PERSONAL REFERENCES

1. Name	_____
Address	_____
Phone	_____
Email Address	_____
2. Name	_____
Address	_____
Phone	_____
Email Address	_____

EMERGENCY CONTACT

Name	_____
Address	_____
Phone	_____
Email Address	_____

It is agreed that upon execution of the lease by applicant(s), said applicant(s) shall deposit with the landlord or its agents a sum representing rent in advance and security. It is further understood and agreed that no pets may be kept in this building. Applicant herewith makes payment of a non-refundable \$20.00 application fee.

I hereby certify that all the information is true and correct and that all financial information submitted is a true and accurate statement. By submitting the foregoing application, the applicant(s) hereby authorize verification of the above information by the Landlord and/or its agents, including employment, credit rental and check writing history.

It is agreed that this application is subject to acceptance or rejection at any time by the Landlord at her discretion.

Applicant's Signature

Date

Co-Applicant's Signature

Date