

230 East 79th Street
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 bank statements** including money market accounts.
Please provide all the pages of the statements
- 2 most recent **1040 Federal Tax Return signed** (the first 2 pages of each)
- 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.



THE BELMONT
Application
www.rentalapp.info

Michael A Rich LLC
Agent
70-04 Ingram Street
Forest Hills, NY 11375
718-520-1365

Building Address _____ 230 East 79th Street, NY, NY
Unit _____
Lease Term Yrs / Months _____
Security Months or Dollars _____

Application Date _____
Lease Commencement Date _____
Scheduled Occupancy Date _____

PERSONAL INFORMATION

Applicant

Name _____
Social Security No. _____
Birthdate _____
Gender _____

Co- Applicant

Current Address

Monthly Rent _____
Occupancy Yrs / Months _____
Landlord / Agent _____
Phone _____
Other Occupants:
Name _____ Age _____
Name _____ Age _____

Name _____ Age _____
Name _____ Age _____

Home Phone _____
Cell Phone _____
Work Phone _____
Email Address _____

Previous Address

Monthly Rent _____
Occupancy Yrs / Months _____
Landlord / Agent _____
Phone _____

EMPLOYMENT INFORMATION

Applicant

Profession _____
Present Employer _____
Address _____

Position Title _____
Tenure Yrs / Months _____
Annual Base Salary _____
Supervisor's Name _____
Supervisor's Phone _____

Co- Applicant

Previous Employer _____
Address _____

Position Title _____
Tenure Yrs / Months _____
Annual Base Salary _____
Supervisor's Name _____

Supervisor's Phone _____

Other Income _____

Describe Income Source _____

FINANCIAL INFORMATION

Applicant

Co- 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 _____

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