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## Leasing Process & Application Checklist

Thank you for your interest in one of our apartments. The following is a list of required items and fees that must be submitted when applying for tenancy.

### **Documents**

- \_\_\_ Completed Rental Application (separate applications must be completed for each applicant)
- \_\_\_ Driver's License or State Issued Photo Identification
- \_\_\_ Current Bank Statement and/or Income Tax Return
- \_\_\_ Two (2) consecutive pay stubs confirming income
- \_\_\_ Guarantor Application (if required)

\*Guarantors must reside in NY, NJ, or CT, and must be a homeowner who can confirm property ownership

### **Lease Application Fees**

- \_\_\_ Credit Report & Landlord/Tenant Report Fee  
\$20 for each credit report

(**Must be cash**; Additional fee is required for credit checks of Guarantor applicants)

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**If your application is approved, the following fees are required at lease signing:**

- \_\_\_ First Month's Rent (must be **Bank Check** or **Money Order**)
- \_\_\_ Security Deposit (amount equal to one month's rent; must be **Bank Check** or **Money Order**)

-At lease signing, tenant(s) must call Con Edison and/or National Grid to put utility accounts into their name as of the lease start date.

-Tenant(s) will receive a copy of the lease approximately 3-4 weeks after it has been countersigned by the landlord.

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# Marin Management Corp

♦ 157 East 25<sup>th</sup> Street, New York, NY 10010 ♦ (Tel) 212-213-0123 (Fax) 212-213-0899 ♦

## RENTAL APPLICATION

- All Fields must be completed
- Separate Applications must be completed for each applicant.
- False or misleading information may be grounds for application denial and/or termination of tenancy

Apartment Being Applied For			
ADDRESS:	UNIT:	RENT:	DATE:
Occupancy Date	TERM:	Lease From	To:
How did you hear about this apartment?			

Applicant Information		
First Name	M.I.	Last Name
Date of birth:	SSN:	Single/Married
Home Phone:	Work Phone:	Cell Phone:
E-Mail Address:		

Current Address		
Current Address:		
City:	State:	ZIP Code:
Owned <input type="checkbox"/> Rented <input type="checkbox"/>	Monthly payment or rent:	How long?
Current Landlord:	Telephone #.:	
Current Landlord Address:		
City:	State:	ZIP Code:
Reason for Leaving		

Previous Address		
Previous Address:		
City:	State:	ZIP Code:
Owned <input type="checkbox"/> Rented <input type="checkbox"/>	Monthly payment or rent:	How long?
Previous Landlord:	Telephone #.:	
Previous Landlord Address:		
City:	State:	ZIP Code:
Reason for Leaving		



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## Employment & Income Information

Current employer:		
Employer address:		How long?
City:	State:	ZIP Code:
Phone	Fax:	E-mail:
Position:	Hourly <input type="checkbox"/> Salary <input type="checkbox"/>	Annual income:

## Spouse or Co-applicant Information

Name:		
Date of birth:	SSN:	Phone:
Current address:		
City:	State:	ZIP Code:
Owned <input type="checkbox"/> Rented <input type="checkbox"/>	Monthly payment or rent:	How long?
Previous address:		
City:	State:	ZIP Code:
Owned <input type="checkbox"/> Rented <input type="checkbox"/>	Monthly payment or rent:	How long?

## Spouse or Co-applicant Employment & Income Information

Current employer:		
Employer address:		How long?
City:	State:	ZIP Code:
Phone:	Fax:	E-mail:
Position:	Hourly <input type="checkbox"/> Salary <input type="checkbox"/>	Annual income:

## Emergency Contact

Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			



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## CREDIT INFORMATION

BANK NAME:

Address:

CHECKING ACCOUNT #

SAVINGS ACCOUNT #

## Nearest Relative

Name of Nearest Relative:

Address:

City:

State:

ZIP Code:

Phone:

Relationship:

## Business/Personal References

Name

Address:

Phone:

Relationship:

Name

Address:

Phone:

Relationship:

## PERSONAL HISTORY

Have you ever been convicted of a Felony?

YES  NO

Have you ever been evicted?

YES  NO

Have you ever been sued for non-payment of rent or damage to an apartment?

YES  NO

If you have answered YES to any of the above questions, please explain:

## CHILDREN

CHILDREN: YES  NO

How Many:

Ages:

## PETS

**\*PLEASE NOTE\*** Depending on the building for which you are applying, a \$30 rent charge per dog may be required.

PETS: YES  NO

Description:

# Marin Management

Agent	Anda Salgau
Tel #	212-213-0123

PLEASE COMPLETE CHECKED BOXES ONLY

Creditfacts.com: When complete e-mail to orders@creditfacts.com or fax to 800-796-5610

Applying for Address  Apartment #

Proposed Rent\$  Annual Salary\$  Monthly Take Home Pay\$

First Name  Middle  Last  Date of Birth

Social Security #  (Home) E-Mail

Current Address  City  State  Zip

Length at Current Address

Previous Address  City  State  Zip

Length at Previous Address  Do You Have Credit or Charge Cards in Your Name?  YES  NO

→ Report Choice ?

Credit Profile + Fico Score, National Eviction Search  Credit Profile + Fico Score ,

### NEW YORK CITY TENANT FAIR CHANCE ACT.....PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I authorize the procurement of a tenant screening report or consumer report and its use by the owner and/or its agents in reviewing my application. I authorize verification of all information in the application, agree to provide additional information if requested, warrant all information I provide is true and understand false or incomplete information may be grounds for rejection.

NOTICE UNDER NYCACS 208-808 The application information provided by you may be used to obtain a tenant screening report. The name & address of the consumer reporting agency that will be used to obtain such reports is Creditfacts Inc. 469 7th Ave. New York, NY 10018 Tel: 212-481-6502

Pursuant to federal, state and local law:

1. If the owner takes adverse action against you on the basis of this information contained in a tenant screening report, the owner 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 the information contained in a tenant screening report, you have the right to inspect and receive a free copy of the report by contacting the consumer reporting agency;
3. Every tenant or prospective tenant is entitled to one free screening report from each national consumer reporting agency annually, in addition to a credit report that should be obtained from www.annualcreditreport.com
4. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in the tenant screening report directly with the consumer reporting agency.

→ Signature:  PRINT NAME  DATE: