

# Barskaya Group Real Estate

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Date \_\_\_\_\_

Agent \_\_\_\_\_

## LEASE APPLICATION

Building \_\_\_\_\_ Apt # \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Lease dates \_\_\_\_\_ Desired move in date \_\_\_\_\_

### APPLICANT INFORMATION:

Applicant Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_

Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

Driver's license # \_\_\_\_\_ State of \_\_\_\_\_ Expiration \_\_\_\_\_

Present address \_\_\_\_\_

Present Landlord's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

### EMPLOYMENT.

Company \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Length of employment \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_ Salary \$ \_\_\_\_\_

Checking Account Bank \_\_\_\_\_ Address \_\_\_\_\_

Account # \_\_\_\_\_

Other Income. \_\_\_\_\_

Assets (savings) \$ \_\_\_\_\_

Emergency name & phone # \_\_\_\_\_

**CO – APPLICANT INFORMATION:**

Co-applicant Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_

Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

Driver's license # \_\_\_\_\_ State of \_\_\_\_\_ Expiration \_\_\_\_\_

Present address \_\_\_\_\_

Present Landlord's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**EMPLOYMENT.**

Company \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Length of employment \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_ Salary \$ \_\_\_\_\_

Checking Account Bank \_\_\_\_\_ Address \_\_\_\_\_

Account # \_\_\_\_\_

Other Income. \_\_\_\_\_

Assets (savings) \$ \_\_\_\_\_

Emergency name & phone # \_\_\_\_\_

Emergency Address \_\_\_\_\_

**OTHER INFORMATION:**

Names & relationship of others that will occupy the apartment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PETS:**

\_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

APPLICANT's NAME: \_\_\_\_\_ CO-APPLICANT NAME: \_\_\_\_\_

**LEAD PAINT DISCLOSURE CONTINGENCY:**

This agreement obligates the parties to rent the unit described herein if as and when the tenant has received the Lead Paint Hazard Disclosures required by the Residential Lead Based Hazard Reduction Act of 1992 (property that was built before 1978) and the tenant and landlord have agreed to perform under the terms hereof or any other terms and conditions subsequently negotiated.

**AGENCY RELATIONSHIP:**

(X ) The Landlord's Agent      ( ) A Dual Agent      ( ) The Broker's Agent

( ) The Tenant's Agent      ( ) A Dual Agent with Designated Associates

Please see NY State Disclosure Form for Landlord and Tenant. <https://www.dos.ny.gov/forms/licensing/1735-a.pdf>

I (We) acknowledge this disclosure:

Applicant \_\_\_\_\_ Co-applicant \_\_\_\_\_

The decision to accept or reject any application by a prospective tenant is made solely by the landlord. Barskaya Group Real Estate has NO authority to accept or reject any tenants.

Applicant \_\_\_\_\_ Co-applicant \_\_\_\_\_

**CREDIT AUTHORIZATION:**

I /We give our consent to obtain any & all information regarding our employment, depository accounts & other assets needed in consideration with this application & any tenancy resulting therefore, credit obligations & all other credit matters which may be required in connection with our application for a rental.

This form may be reproduced & that copy shall be as effective as the original consent I /we have signed.

Applicant \_\_\_\_\_ Co-applicant \_\_\_\_\_

**FEES:**

I hereby agree, in the event that I rent or accept any apartment procured by Barskaya Group Real Estate, to pay at the time of lease signing a **Broker's fee** in the amount equal to \_\_\_\_\_ to Barskaya Group Real Estate. No personal checks are accepted.

I understand that **application fee** - \$100 per application and **credit check fee** of \$40 per person is non-refundable.

I understand that the \_\_\_\_\_ binder deposit I have submitted will **NOT** be refunded if I withdraw my application or don't show up for signing, and only refunded if my application is denied by the owner of the property.

Applicant \_\_\_\_\_ Co-applicant \_\_\_\_\_

## REQUIRED DOCUMENTS

- Completed and signed application by each applicant and/or guarantor (3 pages)
- CLEAR copy of valid driver license, passport or state issued photo ID for each applicant/guarantor
- Employment Verification (for working applicants/guarantors )  
You must present:
  - Copy of 2-3 recent Pay Stubs (or bank statement that reflects Direct Deposit)
  - Copy of Federal Tax return for the past year  
(submit first two pages of tax return AND separate schedules, W2, and 1099 Forms).
  - Copy of 2 most recent bank statements
- Supplemental Employment Verification – these are recommended but maybe required in cases of new employment.
  - Employment Letter on employer’s letterhead verifying: a) Length of employment, b) Position, and c) Annual Income (including any bonus, rental allowance or other extra income).OR
  - Copy of Offer Letter if you have yet to begin a new position with a company.
- Verification of Enrollment Status (for students)
  - Copy of School Schedule on school’s letterhead or electronic copy verifying current enrollment.

If approved, you must pay by CERTIFIED CHECK, BANK CHEQUE, OR MONEY ORDER prior to or at lease signing.

-1<sup>st</sup> MONTH RENT

-1 MONTH SECURITY DEPOSIT (Must be separate payment from Rent.)

PLEASE NOTE THAT THE APPROVAL PROCESSING TIME OF A COMPLETED APPLICATION MAY TAKE BETWEEN 1-5 BUSINESS DAYS.

ALL SUPPORTING DOCUMENTATION MUST BE PROVIDED WITHIN 24 HOURS OF OWNER RECEIVING DEPOSIT AND APPLICATION. FAILURE TO DO SO MAY RESULT IN FORFEITURE OF BINDING DEPOSIT