

Application Documents Required

1. Letter from employer clearly stating length of employment and total annual compensation.
2. Front page of financial statement with largest balance
3. Front page copy of previous year's tax return
4. Clear and enlarged copy of driver's license.
5. \$65 application fee. This is not a deposit nor refundable.

Please do not leave anything on the application blank. If you are not sure what to write, please call me. It is very important to print answers in large block print. Must be easy to read.

Guarantor Application

Personal Information

Name: _____ Date of Birth: ___ / ___ / ____

Phone number: _____ Social Security #: _____

Email address: _____

Driver's license #: _____ State: _____

Present Address

Location

Street: _____ City: _____ State: _____ Zip: _____

Length of occupancy: _____ Rent/own: _____

Property (if own)

Value of property: _____ Monthly mortgage amount: _____

Landlord (if renting)

Name: _____ Phone: _____

Street: _____ City: _____ State: _____ Zip: _____

Previous Address

Location

Street: _____ City: _____ State: _____ Zip: _____

(continued on next page)

(917) 669-6677

Other Properties Owned

Address: _____ Value: _____

Address: _____ Value: _____

Address: _____ Value: _____

Are there any liens/judgments against the Applicant? _____

Employer

Name: _____

Phone number: _____ Fax number: _____

Street: _____ City: _____ State: _____ Zip: _____

Position: _____ Total yearly income: _____

Supervisor: _____ Length of Employment: _____

Banking Information

Name: _____ Phone: _____

Street: _____ City: _____ State: _____ Zip: _____

Account number(s): _____ Balance(s): _____

Approximate value of ALL savings and investments combined: _____

Other Income and Assets

Additional sources of income: _____

_____ Additional income amount per year: _____

Approx value of total liquid assets: _____

(continued on next page)

Guarantor Application

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JOHN O'KELLY

New York apartments and housing

(917) 669-6677

Personal Reference

Name: _____ Phone: _____
Street: _____ City: _____ State: _____ Zip: _____

PLEASE INITIAL THE FOLLOWING

_____ I understand that, as guarantor, I agree to accept complete responsibility for all parts of the lease and any renewals thereafter, until apartment is delivered to the landlord vacant.

ONLY FULLY COMPLETED APPLICATIONS WILL BE ACCEPTED

References and Applicant must be satisfactory to the owner. This application does not constitute an offer of any kind by the Landlord, and the Landlord shall not be bound until and unless a fully executed lease is delivered to the applicant; and Landlord may refuse to rent or sell to the applicant for any reason, if not contrary to law. I warrant that any and all information and statements made on this application are true. I understand that the Landlord is relying on this application and its contents to reach a decision on this application. Apartment is rented for use as private residence. No representation or agreement by salesman, broker, or others are to be binding on Landlord unless included in the written lease or contract proposed to be executed. I authorize Agent to do a full credit check based on the above information.

Signature

Date

For office use

Building: _____ Apt: _____ Rental/Sale: _____ Lease start: _____ End: _____

Guarantor Application

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Section 1. Chapter 5 of title 20 of the administrative code of the city of New York is amended by adding a new subchapter 16, to read as follows:

Subchapter 16

Tenant Screening Report Disclosure

§20-808 Disclosure.

- (a) Any person who requests application information directly from a prospective tenant or tenants or such tenant(s)' agent or agents shall disclose to the prospective tenant or tenants the following:
 - (i) either:
 - (1) that the application information provided by the prospective tenant or tenants may be used to obtain a tenant screening report and the name and address of the consumer reporting agency or agencies which will be used to obtain such report, or
 - (2) that the application information provided will not be used to obtain a tenant screening report and that the person requesting such information, and his or her agent(s), do not use tenant screening reports to determine a prospective tenant or tenants' suitability for housing; and
 - (ii) that pursuant to federal and state law:
 - (1) if the person requesting the information takes adverse action against a prospective tenant or tenants on the basis of information contained in a tenant screening report, such person must notify the tenant that such action was taken and supply 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) any prospective tenant against whom adverse action was taken based on information contained in a tenant screening report has the right to inspect and receive a free copy of such report by contacting the consumer reporting agency;
 - (3) every tenant or prospective tenant is entitled to one free tenant screening report from each national consumer reporting agency annually, in addition to a credit report that should be obtained from www.annualcreditreport.com <<http://www.annualcreditreport.com>>; and
 - (4) every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.
- (b) If application information is requested in writing, the statements required by subdivision a of this section shall be in writing, located immediately adjacent to where personal information is requested, and set off in a box and printed in a color that sharply contrasts with the print surrounding it. If application information is requested orally, the person requesting such information shall provide written copies of the statements required by subdivision a of this section.

Receipt acknowledge by Applicant / Co-Applicant / Guarantor

Signed

Date

Print Name