



METROPOLITAN EQUITIES

APPLICANT REQUIREMENTS

All of the following documents must be submitted in order to process an application:

- Application for Lease and Authorization to Release Records:** Pages 2-4 must be signed and fully filled out by each applicant
- Pay Stubs:** Copies of two (2) most recent pay stubs
- Federal Income Tax Returns:** Copies of the first 2 pages of last year's tax return (U.S. Form 1040)
- Photo Identification:** Driver's License, Passport or Visa
- Bank or Broker Statement:** Copy of most recent statement
- Credit Check Fee:** \$85.00 per applicant payable to: Metropolitan Equities (Money Order, Personal check)
- Employer Letter:** On Company Letterhead stating position, annual salary and length of employment (If employed less than one year at present job)

IMPORTANT: Applicant's Adjusted Gross Annual Income, as shown on the last year's tax returns filed (combined incomes are allowed), must equal a minimum of 40 times the monthly rent; (i.e.: \$2,000.00 per month multiplied by 40=\$80,000.00. Each applicant must show a working history of at least one year, grossing the required income.

IF APPLICATIONS DO NOT MEET THE INCOME REQUIREMENTS, A GUARANTOR MUST BE USED TO CO-SIGN

GUARANTOR REQUIREMENTS

- Application for Lease and Authorization to Release Records:** Pages 2-4 must be signed and fully filled out for each guarantor
- Pay Stubs:** Copies of two (2) most recent pay stubs
- Federal Income Tax Returns:** Copies of the first 2 pages of last year's tax return (U.S. Form 1040)
- Bank or Broker Statements:** Copy of most recent statement
- Credit Check Fee:** \$85.00 per applicant payable to: Metropolitan Equities

IMPORTANT: Guarantor's Adjusted Gross Annual Income, as shown on the last year's tax returns filed (combined incomes are allowed), must equal a minimum of 80 times the monthly rent; (i.e.: \$2,000.00 per month multiplied by 80=\$160,000.00. Each guarantor must show a working history of at least one year, grossing the required income.

LEASE SIGNING

All Lease signing takes place in the leasing office. 745 Fifth Ave. Suite 1250

Prospective Tenant must bring:

- 2 separate checks to lease signing** (Bank Checks, Certified Checks, Money Order)
 - 1st check:** 1st month's rent
 - 2nd Check:** Security deposit



METROPOLITAN
EQUITIES
Licensed Real Estate Broker

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Application for Lease

Date _____

Application Type (please check one): _____ Applicant _____ Guarantor

Rental Amount: 1st Year \$ _____ 2nd Year \$ _____

Lease Term (please check one): _____ One (1) Year _____ Two (2) Years

Lease Commencement Date _____

Address _____ Apt. # _____

Applicant's/Guarantor's full name _____

Known by another name _____

S.S. # _____ Date of Birth _____

Telephone # _____

Email address _____

Present Address _____ Zip _____ Apt # _____

Present Landlord's Name _____ Day Tel # _____

Present Landlord's Address _____

How long at present address? _____ Rent Amount \$ _____

Previous address (if under 5 years at present) _____

Previous Landlord _____ Day Tel # _____

Previous Landlord's Address _____

Employer _____ Tel # _____

Address _____ Dept. Head/Supervisor _____

Salary \$ _____ Length of Employment _____

Position _____

If current employment is less than two years, please furnish information from prior employment.

Employer _____ Tel # _____

Address _____ Dept. Head/Supervisor _____

Salary \$ _____ Length of Employment _____

Position _____

Checking Account

Bank _____ Tel # _____

Acct # _____ Balance \$ _____

Checking Account

Bank _____ Tel # _____

Acct # _____ Balance \$ _____

Savings Account

Bank _____ Tel # _____

Acct # _____ Balance \$ _____

Business Reference _____ Work # _____

Address _____

This application is conditioned upon an Eighty-Five (\$85.00) Dollar, non-refundable application fee. Your payment of this application fee must be in the form of a check or money order and is to be made payable to: **Metropolitan Equities, LLC**.

The undersigned certifies that the foregoing is true and hereby authorizes Metropolitan Equities, LLC to obtain a consumer credit report and verify all references listed above. In addition, the undersigned releases all parties to provide such information as requested.

Signed _____

Date _____



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Tel 212-873-8290 / 866-873-8290 toll free
Fax 212-873-2769 / 917-441-6785

AUTHORIZATION TO RELEASE RECORDS

LANDLORD:

TO: _____
(Company Name) (Contact/Title)

(Phone Number) (Fax Number)

EMPLOYER:

TO: _____
(Company Name) (Contact/Title)

(Phone Number) (Fax Number)

BANK:

TO: _____
(Bank Name) (Contact/Title)

(Phone Number) (Fax Number)

ACCOUNTANT: (if self-employed or have income in addition to your salary, etc.)

TO: _____
(Name) (Phone)

ATTORNEY: (if applicable)

(Name) (Phone)

I authorize the above referenced individuals and/or institutions to verify any and all requested information and, when necessary, to provide written backup to the Credential Researchers, Ltd.

Applicant Name: _____
(Please Print)

Applicant Signature: _____

Please Note: To expedite your application process, please fill in the above information and advise these parties that The Credential Researchers, Ltd. will be contacting them. Please indicate the importance of a prompt response. Thank you.