



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 2-5 must be signed and fully filled out for 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)
- Employer Letter:** On Company Letterhead stating position, annual salary and length of employment (If employed less than one year at present job)
- Photo Identification:** Driver's License, Passport or Visa
- Bank or Broker Statement:** Copy of most recent statement

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 2-5 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

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

The information provided by the prospective tenant(s) in this application will be used to obtain a tenant screening report from The Credential Researchers, 140 West End Ave, Suite 17J, New York, NY 10023, 212-873-8290. 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.



METROPOLITAN
EQUITIES
Licensed Real Estate Broker

745 Fifth Avenue
New York, New York 10151
T 212.583.0101
F 212.759.1220
metropolitanequities.com

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 _____

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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 _____

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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140 West End Ave - Suite 17J - NYC, NY 10023
www.credentialresearchers.com

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.

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ADDITIONAL INFORMATION	
Interest, Dividends, Real Estate, Portfolio value, etc.:	
REFERENCES	
Accountant (If applicable):	Telephone:
Attorney (If Applicable):	Telephone:
<p>I warrant that all statements above set forth are true. I further represent that I am not renting a room or an apartment under any other name, nor have I ever been dispossessed from any apartment, nor am I now being dispossessed. I hereby give my permission to conduct inquiries concerning my income, credit history, residence, banking relationships, character and reputation for the purpose of verifying information, provided by me, on any apartment rental/purchase application. If this application is approved, I further authorize the owner, landlord; management firms its agent(s), Credential Researchers and any other parties hereto to conduct further credit inquiries. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, OFAC search, and landlord/tenant court record search will be done in conjunction with my application. I hereby hold the owner, landlord; management firms its agent(s), Credential Researchers and any other parties hereto free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords, property managers, supervisors, or employers. If a lease is approved and executed, this completed application form may become a part of that certain lease.</p> <p>Information about your rights as an apartment Applicant, under Fair Credit Reporting legislation: You have the right to obtain one free credit report annually from each major credit reporting agency. The credit reporting agencies used by Credential Researchers, the firm which does tenant screening are Experian (www.experian.com, or by phone at 888-397-3742) and Trans Union (www.transunion.com or by phone at 800-888-4213). Contact information for Credential Researchers is provided at the top of the next pages of this application. You have the right to dispute incomplete or inaccurate credit information to the consumer reporting agencies who must remove inaccurate or unverifiable information from your credit report.</p> <p>I understand that the credit check fee is non-refundable.</p> <p>Processing Fee: _____ Date: _____ Signature: _____</p>	

***Please note: If your company's policy is to verify salary only through one of the automated systems (such as TheWorkNumber.com which charges \$17.00) please obtain the verification yourself and fax it to us.**

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