



Licensed Real Estate Broker

APPLICATION INFORMATION

In order for us to complete your application process, you must provide us with the following:

FROM EACH APPLICANT AND/OR GUARANTOR:

- A fully completed and signed Application
- A **non-refundable** \$75 application fee, for 1 person and \$95 for 2 people
- Photo ID/Driver's License/Passport
- Proof of income: last 3 pay stubs **OR** past year W-2 form
- Copies of last 2 months of bank statements (US based).

Application fees are due at time of application. We accept checks or money orders.
Application checks are made payable to: **ON-SITE Sales & Marketing, LLC**

All missing documentation must be forwarded to our office within 48 hours after you applied. You will be required to sign a lease within 3 business days after notification of approval.

**PLEASE PROVIDE SEPARATE CHECKS (BANK CHECKS OR MONEY ORDERS)
FOR EACH CATEGORY BELOW**

First Month's Rent

CERTIFIED CHECK MADE PAYABLE TO: **HH Realty**

AMOUNT \$ _____

Security Deposit

CERTIFIED CHECK MADE PAYABLE TO: **HH Realty**

AMOUNT \$ _____





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Notice to All Applicants:

We qualify our applicants very carefully. We verify all information provided to us on the completed rental application. In addition, we perform credit and background checks and we verify current employment and previous rental history. By submitting an application, you acknowledge that these aforementioned procedures will be followed and that you provide your expressed permission for us to do so.

The screening and verification process is used for every applicant the same way - fairly, consistently, uniformly. We are pledged to the letter and spirit of U.S policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, religion, sex, handicap, color, familial status or national origin.

Please complete your application fully. If you do not provide us with complete information, we will not be able to process your application. If there is an item on the application that you do not understand, please ask us for assistance. If there is additional information that you feel might be of assistance to us in processing your application, please let us know.

The completed application should be returned for every adult who will reside in the residence. Within three business days after notification of approval, we will ask you to sign a lease along with providing a **one month's rent and one month's security deposit in a bank check or money order and any other applicable fees as noted on the application.** We will reserve the residence for no more than three business days.

Please sign and date this notice below and give it to the Leasing Agent when returning your application. Thank you for taking the time to read this form.

CONSENT FORM

I hereby consent to have *ON-SITE Sales & Marketing, LLC, Licensed Real Estate Broker*, through its designated agent and/or its employees and/or The Landlord/Owner, obtain and verify my credit, criminal and related information for the purpose of determining whether or not to lease me a residence. I also hereby consent to allowing previous landlords to release information on my prior tenancy to *ON -SITE Sales & Marketing, LLC, Licensed Real Estate Broker* and its designated agent and/or its employees shall have a continuing right to review my credit information, rental application, criminal information, related information, payment history and previous rental history for account review purposes and for improving application methods.

APPLICANT: _____ DATE: _____

APPLICANT: _____ DATE: _____





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RENTAL APPLICATION

*** Notice: Co-Applicant must complete a separate Rental Application Form ***

The undersigned hereby makes application to lease a residence located at # ___ Summit Parc, 640 West 238th Street, Riverdale, NY 10463 beginning on ___/___/2018 & ending on ___/___/20___ at a monthly rent of \$___ for a term of ___ year(s).

PLEASE TELL US ABOUT YOURSELF

APPLICANT

FULL NAME ___ Phone: ___
Date of Birth ___/___/___ Social Security No. ___-___-___ email: ___
Driver's Lic. No. & State ___

CO-APPLICANT

FULL NAME ___ Phone: ___
Date of Birth ___/___/___ Social Security No. ___-___-___ email: ___
Driver's Lic. No. & State ___ Relationship to applicant: ___

Names of All Other Occupants (under 18 years of age): Total Number of Occupants ___

NAME: ___ Relationship to applicant: ___

NAME ___ Relationship to applicant: ___

Pets: Type ___ Weight: ___ Breed: ___

Auto Info:: # of Motor Vehicles: ___ Make ___ Model ___ License #'s: ___

PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)

CURRENT ADDRESS: ___

Month & Year Moved ___ Reason for Leaving ___
Owner or Agent ___ Phone () ___ Mo Payment \$ ___

PREVIOUS ADDRESS (if within 3 years)

Month & Year Moved ___ Reason for Leaving ___
Owner or Agent ___ Phone () ___ Mo Payment \$ ___

PREVIOUS ADDRESS (if within 3 years)

Month & Year Moved ___ Reason for Leaving ___
Owner or Agent ___ Phone () ___ Mo Payment \$ ___

EMPLOYMENT INFORMATION - MAKE ADDITIONAL PAGES FOR ADDITIONAL APPLICANTS

YOUR STATUS: Full-Time Part-Time Student Retired Not Employed

CURRENT EMPLOYER (Or Most Recent) _____

Address _____ Phone () _____

Date(s) Employed / From _____ To _____ Position _____

Supervisor _____ Your Gross Monthly Salary \$ _____

Household Gross Monthly Income \$ _____

FORMER EMPLOYER (Or Most Recent) _____

Address _____ Phone () _____

Date(s) Employed / From _____ To _____ Position _____

Supervisor _____ Your Gross Monthly Salary \$ _____

Household Gross Monthly Income \$ _____

Please give any additional information that might help management evaluate your application:

How did you hear about our property? _____

If management has any questions about your application, please give Phone Numbers where you can be located.

Day Phone () _____ Evening Phone () _____

Cell () _____ E-mail: _____

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rent is to be payable the 1st day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

When approved and accepted I agree to execute a lease for a minimum of 12 months before possession is given and to pay the first month's rent and ONE month's security deposit at lease signing within 3 business days after the application is approved.

I AUTHORIZE YOU TO CONTACT PREVIOUS LANDLORD (S) AND ANY OTHER REFERENCES THAT I HAVE GIVEN IN THIS APPLICATION. I ALSO AUTHORIZE MANAGEMENT TO OBTAIN MY CONSUMER CREDIT REPORT.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant _____ Date Signed ____/____/____

The above information, to the best of my knowledge, is true and correct.

Signature of Co-Applicant _____ Date Signed ____/____/____