

APARTMENT MANAGEMENT ASSOCIATES LLC

INSTRUCTIONS TO ALL APPLICANTS

THANK YOU FOR APPLYING FOR ONE OF OUR QUALITY RENTAL APARTMENTS. IT IS OUR POLICY TO PROVIDE EQUAL HOUSING OPPORTUNITY. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, FAMILIAL STATUS, DISABILITY, SEXUAL ORIENTATION, SOURCE OF INCOME, OR ANY OTHER CHARACTERISTICS PROTECTED BY LAW. IF YOU HAVE ANY QUESTIONS, DON'T HESITATE TO CONTACT THE REAL ESTATE AGENT THAT HAS BEEN WORKING WITH YOU.

AS PART OF THE APPLICATION PROCESS WE WILL:

- A. VERIFY INCOME AND RESOURCES;
- B. CHECK WITH YOUR CURRENT AND PAST LANDLORD AND EMPLOYER; AND
- C. OBTAIN A CREDIT REPORT, CRIMINAL RECORDS REPORT, AND PUBLIC RECORDS REPORT.

PLEASE NOTE THAT NEGATIVE REPORTS, INSUFFICIENT CREDIT SCORES, AND/OR INSUFFICIENT OR UNVERIFIABLE INCOME MAY RESULT IN DENIAL OF YOUR APPLICATION.

1) PLEASE COMPLETE APPLICATION IN ITS ENTIRETY. IF THERE ARE ANY QUESTIONS THAT DO NOT APPLY, PLEASE ENTER "N/A". A SEPARATE APPLICATION MUST BE COMPLETED AND SIGNED **FOR EACH ADULT OCCUPANT (18 YEARS & OLDER)**.

2) ATTACH ALL OF THE FOLLOWING:

- A. TWO (2) MOST RECENT PAY STUBS (MUST BE CONSECUTIVE)  
(ORIGINALS ONLY FOR AGENT TO MAKE COPIES)
- B. MOST RECENT U.S. FEDERAL TAX RETURN – AT LEAST FIRST TWO PAGES; IF SELF EMPLOYED, PROVIDE A COPY OF SCHEDULE C  
(Submit complete return if needed to prove additional income)
- C. MOST RECENT W2 (ORIGINAL EMPLOYEE'S COPY)
- D. IF YOU ARE NOT EMPLOYED, ATTACH ANY OTHER DOCUMENTS (1099, SS, SSI, PENSION, UNEMPLOYMENT, SUBSIDY VOUCHER, ETC.), WHICH INDICATES YOUR INCOME OR ABILITY TO PAY THE RENT.
- E. **PHOTO IDENTIFICATION: AN ORIGINAL PHOTO DRIVER'S LICENSE, PHOTO NON-DRIVER IDENTIFICATION CARD, OR PASSPORT IS REQUIRED FOR AGENT TO MAKE COPY.**

3) ATTACH TWO (2) **NON-REFUNDABLE** MONEY ORDERS OR CHECKS (NO CASH ACCEPTED) PAYABLE TO: **DSJ REALTY LLC** AS FOLLOWS:

- A) A CREDIT FEE OF: **\$25.00**, (per applicant/guarantor), and,
- B) AN ADMINISTRATIVE FEE OF: **\$125.00**, (per apartment)

APPLICATIONS WILL NOT BE ACCEPTED IF INCOMPLETE, IF NAME IS NOT SIGNED **BY YOU IN FULL** WHERE INDICATED (INITIALS NOT ACCEPTED), OR IF ALL ITEMS, AS INDICATED BY #2 AND #3, ARE NOT ATTACHED

**OUR AGENT WILL PHOTOCOPY ORIGINAL DOCUMENTS SUBMITTED BY YOU FOR OUR FILES  
PHOTOCOPIES WILL NOT BE RETURNED**

**WE WILL NOT BE RESPONSIBLE FOR ORIGINAL DOCUMENTS LEFT WITH AGENT**



**APARTMENT MANAGEMENT ASSOCIATES LLC**

**APPLICATION FOR APARTMENT**

APPLICANT MUST SUBMIT VERIFICATION OF INCOME AS PER ATTACHED

**NO PETS ALLOWED**

BLDG, /APT. #: \_\_\_\_\_ DATE: \_\_\_\_\_

NO. OF ROOMS: \_\_\_\_\_ RENT: \_\_\_\_\_

LEASE TERM:  1 Year  2 Years RENT STARTS: \_\_\_\_\_

**PLEASE PRINT NEATLY IN INK**

Applicant's Name: (Last, First, M.I.)		Tenant: YES / NO
Present Address: (Street, Apt. #, City, State, Zip)		Guarantor: YES / NO
Social Security #: _____ - _____ - _____	Date of Birth: ____/____/____	Telephone #: Home: (     ) _____ - _____ Cell: (     ) _____ - _____
Present Landlord / Managing Agent:	Telephone Number: (     ) _____ - _____	Rent / Mortgage: \$
Present Landlord's Address: (Street, City, State, Zip)		
Reason for Moving:		Length of Tenancy:
Previous Landlord / Managing Agent:	Telephone Number: (     ) _____ - _____	Rent / Mortgage: \$
Previous Landlord's Address: (Street, City, State, Zip)		
Reason for Moving:		Length of Tenancy:
Prior Previous Landlord / Managing Agent:	Telephone Number: (     ) _____ - _____	Rent / Mortgage: \$
Prior Previous Landlord's Address: (Street, City, State, Zip)		
Reason for Moving:		Length of Tenancy:

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**PERSONAL REFERENCES, AND IF SELF EMPLOYED BUSINESS REFERENCES**

Name:	Telephone Number: (     ) _____	Relationship:
Address: (Street, City, State, Zip)		Email Address:
Name:	Telephone Number: (     ) _____	Relationship:
Address: (Street, City, State, Zip)		Email Address:

**BANK INFORMATION**

Bank Name and Address:

Checking Account #:	Savings Account #:
Account in Name of:	Local Branch Telephone #: (     ) _____

**VEHICLE INFORMATION**

Drivers License #:	State:	Drive your own car? YES / NO			
If yes, Year:	Make:	Model:	Color:	Plate #:	State:
Do you desire parking? If Yes, please contact Apartment Management Associates directly at (718) 743-8030. YES / NO					

**INTENDED OCCUPANTS OF APARTMENT**

Adults:	Relationship:	Date of Birth:
Name:		
Name:	Relationship:	Date of Birth:
Children:	Relationship:	Date of Birth:
Name:		
Name:	Relationship:	Date of Birth:
Name:		
Name:	Relationship:	Date of Birth:
Name:		

**APARTMENT MANAGEMENT ASSOCIATES LLC**

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EMERGENCY NOTIFICATION		
In case of emergency please notify, Name:	Relationship:	Telephone #: Home: (    ) _____ - _____ Cell: (    ) _____ - _____
Address: (Street, City, State, Zip)		Email Address:
Name:	Relationship:	Telephone #: Home: (    ) _____ - _____ Cell: (    ) _____ - _____
Address: (Street, City, State, Zip)		Email Address:

EMPLOYMENT INFORMATION		
Business or Employer: (firm name) If not employed, how do you intend to pay rent?	Annual Gross Income: \$	
Address: (Street, City, State, Zip)	Supervisor's Name:	
Position:	Position held since:	Telephone #: (    ) _____ - _____

OTHER SOURCES OF INCOME OR SUBSIDIES AVAILABLE TO PAY RENT OTHER THAN EMPLOYMENT	
Type:	Annual Amount: \$
Type:	Annual Amount: \$
Type:	Annual Amount: \$

PERSONAL INFORMATION	
Have you ever been convicted and / or arrested for a crime, other than a minor traffic violation? YES / NO	If so, please list and explain the nature of the crime:
Have you ever been evicted by a landlord? YES / NO	If so, please list and explain the nature of the eviction:

**IF SUBSIDY PLEASE ATTACH VOUCHER AND / OR PROGRAM INFORMATION**

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**RENTAL INFORMATION**

Recommended by:

Relationship:

I AUTHORIZE YOU TO CONTACT ANY REFERENCES THAT I HAVE LISTED

A non-refundable credit fee of **\$25.00** for **each** applicant and guarantor, payable to **DSJ REALTY LLC** is required. This fee will be used to pay for the costs of obtaining credit, housing litigation and / or criminal records reports for each applicant and guarantor. **One** non-refundable fee of **\$125.00**, payable to **DSJ REALTY LLC** is required for the application. This fee will be used to cover the costs associated with verifying the information set forth above, processing the lease application and preparing the required paperwork, including, but not limited to, the lease and applicable riders.

**No employee of the Landlord** is permitted to receive any fee or commission for the renting or reservation of apartments. I (the "Applicant") represent that the only payments I have made, or will make, in connection with this application are: the credit fee, the application fee, and upon signing the lease, the commission payment to the Real Estate Broker.

I hereby warrant that all of my representations set forth above are true. I further represent that: (1) I am not renting a room or an apartment under any other name; (2) I have never been dispossessed from any apartment, and (3) I am currently not a defendant in any landlord-tenant proceeding. By signing this application I declare that all of my responses are true and complete. I authorize the agent of the Lessor to verify this information, references, credit records and criminal background. Any false statement on this application can lead to rejection of your application or immediate termination of your lease.

The lease for the apartment shall not become binding on the Landlord until it is signed by both the Tenant and the Landlord and then only after the mailing or delivery of signed lease by the Landlord's agent to the Tenant at either the business or residential address of the Tenant shown above, or at the Agent's office.

**NOTICE ABOUT TENANT SCREENING REPORTS**

**We may use information you provide to us in your application to obtain a tenant screening report. We will contact the following consumer reporting agency to obtain the report: CoreLogic Safe Rent, 7300 Westmore Road, Rockville, MD 20850 [www.fadvsafere.com](http://www.fadvsafere.com).**

**State and Federal law requires us to notify you if we do not lease or rent to you based on information in that report, you also have the right to dispute the accuracy of the information in the report directly with the consumer reporting agency.**

**You are also entitled to receive one free credit report every 12 months from each of the nationwide consumer credit reporting companies: Equifax, Experian and TransUnion. You can request this free credit report through the website [www.annualcreditreport.com](http://www.annualcreditreport.com) You may dispute the accuracy of any information about you that is contained in such report directly with the credit reporting agency.**

Application & Signature Reviewed and Submitted:

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(SALES AGENT)

I understand that without written permission from the Landlord, I may not have any pets in my apartment during the term of the lease. (Initial Here) \_\_\_\_\_