

# FINKELSTEIN - MORGAN REAL ESTATE

111 BROOK STREET – 2<sup>ND</sup> FLOOR, SCARSDALE, NEW YORK 10583

TEL. NO. 914-472-4900 FAX NO. 914-472-2121

www.FinkelsteinMorgan.com

## Online Application

Thank you for your interest in renting an apartment with us. The following requirements are **MANDATORY** when submitting your application to the office or the superintendent:

### **PLEASE SUBMIT COPIES ONLY**

**ONLY APPLICANTS APPLYING FOR APARTMENT MAY RESIDE IN SAID APARTMENT. IF THIS APARTMENT IS NOT FOR YOU, PLEASE DO NOT APPLY. ALL NECESSARY LEGAL ACTION WILL BE TAKEN FOR FALSIFYING ANY INFORMATION.**

**No co-signers or guarantors**

**The application must be fully completed with all attachments or it WILL BE DENIED.**

1. **The \$75.00 application fee, which includes obtaining credit reports, background checks and court records is non-refundable.**
2. Include three current pay stubs from your employer.
3. We need an employer reference letter stating your salary, position and length of employment.
4. You may be asked to provide proof of your identification.
5. We WILL verify your employment.
6. We WILL check your credit. **(All late payments, legal proceedings and judgments are reported to the Credit Bureaus)**
7. We need a copy of your W-2 from last year
8. We WILL speak with your current landlord, or verify tenancy of the current leaseholder. (IF THE INFORMATION SUBMITTED PROVES TO BE FALSE. APPLICATION WILL BE AUTOMATICALLY DENIED.)
9. WE WILL CONDUCT A HOME INTERVIEW.
10. NO PETS ALLOWED, UNLESS OWNER/LANDLORD SPECIFIES OTHERWISE
11. BASIC INCOME REQUIREMENT OF OWNERS FOR - STUDIO APT. \$495.00 - \$500.00 P/WEEK AFTER TAXES ONE (1) BEDROOM \$550.00 - \$600.00 P/WEEK AFTER TAXES; TWO (2) BEDROOM \$650.00 - \$700.00 P/WEEK AFTER TAXES, AND THREE (3) OR FOUR (4) BEDROOMS \$725.00 OR MORE AFTER TAXES WEEKLY.
12. **ALL APPLICANTS WITH SECTION 8 VOUCHER OR OTHER PUBLIC ASSISTANCE MUST PROVIDE PROOF OF ASSISTANCE INCOME – i.e. COPY OF SECTION 8 VOUCHER. PLEASE NOTE THAT ALL APPLICANTS WITH THE SECTION 8 VOUCHER IS SUBJECT TO THE FULL CREDIT APPLICATION AND EVALUATION PROCESS AS ALL OTHER APPLICANTS.**

Once received in our office, it takes approximately 4-5 working days to complete the process

Once accepted as an occupant in this building, it should be noted that upon lease signing, one month's rent and one month's security deposit is due. This payment may be made in money order, certified check, or cash. Personal checks are not accepted for initial payment when signing lease prior to moving in.

**WASHING MACHINES ARE PROHIBITED \*\*\*\*\* RENT IS DUE ON THE 1<sup>ST</sup> DAY OF EACH MONTH**

**PLEASE NOTE THAT IF THE OWNERS AND MANAGERS FIND UPON PROCESSING THE APPLICATION THAT ANY OF THE INFORMATION PROVIDED SHOULD PROVE TO BE FALSE, THIS APPLICATION WILL BE AUTOMATICALLY DECLINED.**

Thank you  
The Management

# Online RENTAL APPLICATION

## FINKELSTEIN-MORGAN REAL ESTATE

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THERE IS A **\$75.00** NON-REFUNDABLE APPLICATION FEE FOR PROCESSING ALL APPLICATION  
ALL QUESTIONS **MUST** BE ANSWERED OR THIS APPLICATION **WILL BE DENIED**

**PLEASE MAKE SURE APPLICATION IS SIGNED BY ALL PARTIES APPLYING FOR AN APARTMENT**

HOW DID YOU HEAR ABOUT OUR AVAILABLE APARTMENT/S? (PLEASE CHECK ONE)

NY Post       Daily News       Internet       Rent Direct       Building Sign  
 FinkelsteinMorgan.com       OTHER

IF REALTY – NAME OF REAL ESTATE CO.: \_\_\_\_\_

ADDRESS OF BUILDING YOU ARE APPLYING FOR :- \_\_\_\_\_ APT No: \_\_\_\_\_

### PRIMARY APPLICANTS INFORMATION

APPLICANTS FULL NAME \_\_\_\_\_ WORK# \_\_\_\_\_

SOCIAL SECURITY No. \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ CELL # \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ HOME TEL. # \_\_\_\_\_

WHOSE NAME APPEARS ON THE LEASE? \_\_\_\_\_ WHAT IS YOUR RELATIONSHIP

TO THE LEASE-HOLDER? \_\_\_\_\_ WHO IS THE CURRENT LANDLORD/OWNER OF BUILDING

OR HOUSE? \_\_\_\_\_ LANDLORD/OWNERS TEL #. \_\_\_\_\_

WE MUST RECEIVE THE CORRECT NAME AND TELEPHONE NUMBER FOR OWNER OF THE PROPERTY WHERE  
YOU ARE RESIDING. WE WILL VERIFY THE INFORMATION. IF FALSE, APPLICATION IS AUTOMATICALLY DENIED.

REASON FOR MOVE \_\_\_\_\_

### **LIST ALL PREVIOUS ADDRESSES FOR THE PAST 6 YEARS**

\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

YOUR POSITION \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_ WEEKLY SALARY \_\_\_\_\_

SUPERVISOR OR MANAGER'S NAME \_\_\_\_\_

SUPERVISOR OR MANAGER'S TELEPHONE : \_\_\_\_\_

### CO-APPLICANT'S INFORMATION

CO-APPLICANT'S FULL NAME \_\_\_\_\_

SOCIAL SECURITY No. \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ HOME TEL. NO. \_\_\_\_\_

**CO-APPLICANT'S INFORMATION CONTD.**

WHOSE NAME APPEARS ON THE LEASE? \_\_\_\_\_ WHAT IS YOUR  
RELATIONSHIP TO THE LEASE-HOLDER? \_\_\_\_\_ WHO IS THE CURRENT LANDLORD/OWNER  
OF BUILDING OR HOUSE? \_\_\_\_\_ LANDLORD/OWNERS TEL#. \_\_\_\_\_

**LIST ALL PREVIOUS ADDRESS FOR THE PAST 6 YEARS**

\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

**PRESENT EMPLOYER:**

ADDRESS: \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
YOUR POSITION \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_ WEEKLY SALARY \_\_\_\_\_  
SUPERVISOR OR MANAGER'S NAME \_\_\_\_\_  
SUPERVISOR OR MANAGER'S TELEPHONE # \_\_\_\_\_

APARTMENT IS FOR HOW MANY PEOPLE ? \_\_\_\_\_ No. OF ADULTS \_\_\_\_\_ No. OF CHILDREN \_\_\_\_\_

**\*\*\*\*LIST THE NAMES OF ALL OTHERS WHO WILL OCCUPY THE APARTMENT**

\_\_\_\_\_ RELATIONSHIP TO OCCUPANT \_\_\_\_\_  
\_\_\_\_\_ RELATIONSHIP TO OCCUPANT \_\_\_\_\_

**IF THERE ARE OTHER SOURCES OF INCOME, (NOT SUBSIDIZED) YOU WOULD LIKE US TO CONSIDER, PLEASE LIST:**

**BANKING AND CREDIT REFERENCES (THIS IS NOT MANDATORY,)**

BANK NAME & BRANCH \_\_\_\_\_ TEL. No. \_\_\_\_\_  
CHECKING ACCT. No. \_\_\_\_\_ SAVINGS ACCT. No. \_\_\_\_\_  
CREDIT REFERENCE \_\_\_\_\_ TEL. No. \_\_\_\_\_  
ADDRESS \_\_\_\_\_ ACCT.# \_\_\_\_\_  
CREDIT REFERENCE \_\_\_\_\_ TEL. No. \_\_\_\_\_  
ADDRESS \_\_\_\_\_ ACCT# \_\_\_\_\_

**HAVE YOU OR CO-APPLICANT EVER:**

BEEN SUED FOR NON-PAYMENT OF RENT? YES \_\_\_\_\_ NO \_\_\_\_\_  
BEEN EVICTED OR ASKED TO MOVE OUT? YES \_\_\_\_\_ NO \_\_\_\_\_  
BROKEN A RENTAL AGREEMENT OR LEASE? YES \_\_\_\_\_ NO \_\_\_\_\_  
HAD PREVIOUS CREDIT PROBLEMS? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, EXPLAIN \_\_\_\_\_

I hereby apply to lease an apartment with FINKELSTEIN-MORGAN and certify that the information given on this application is true. I further authorize FINKELSTEIN-MORGAN to contact any if not all references that I have listed. I also recognize that as part of the procedure for processing my application that a consumer credit report will be obtained from a credit reporting agency. I also fully understand that the \$75.00 fee for processing this application is NON-REFUNDABLE.

**OMISSION OF ANY INFORMATION REQUESTED WILL VOID THIS APPLICATION**

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
CO-APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**IF THIS APARTMENT IS NOT FOR YOU, PLEASE DO NOT APPLY. ALL NECESSARY LEGAL ACTION WILL BE TAKEN FOR FALSIFYING ANY INFORMATION.**