

Apartment Application: Requirements and Checklist

Please read carefully, and provide all items listed below along with your completed application:

- \$20.00 Credit Check Fee (non-refundable) per applicant payable to LC LEMLE REAL ESTATE GROUP in the form of a cashier's check, money order or cash (*sorry, no personal checks*)
- \$500.00 Application Deposit* (separate from Application Fee) made payable to LC LEMLE REAL ESTATE GROUP in the form of a cashier's check, money order or cash (*sorry, no personal checks*)
- Income requirements (must meet one of the following):
 - One applicant must earn 40 times the monthly rent annually exclusive of any commission, bonus or investment gains; *or*
 - Have a domestic guarantor who earns at least 70 times the monthly rent; *or*
 - Use Insurent Lease Guaranty (insurent.com) or The Guarantors (thegarantors.com).
- Copy of a government-issued photo identification
- Copy of your most recent checking and savings bank statements (please cross out account numbers)
- Letter from your current employer stating salary, position, and employment start date (or a copy of a signed and dated offer letter on your employer's letterhead)
 - If you are self-employed, we require a notarized letter from your accountant on your accountant's letterhead stating yearly earnings for the last 2 years.
- Tax documents (must meet one of the following):
 - 2018 tax return, W2 and 1099's, *or*
 - 2017 tax return, W2, 1099's and 2018 W2 and 1099's
- Copies of your 2 most recent pay stubs
- Letter from your current landlord
- Copies of your 2 most recent rent or mortgage statements or cancelled rent checks

Please submit your application in person or by email (scanned documents only) to leasing@lcleml.com. The Application Fee(s) and Application Deposit must be paid in person at the office.

Only applications that are fully complete, containing all of the above including an Application Deposit and Application Fee, will be considered. Once considered and approved, our leasing department will contact you to schedule an interview, typically within 3 days of receiving a completed application.

Please note, all leases must be signed within 3 business days of final approval. Management will continue to market and show an apartment until a lease is signed.

*Application Deposit

- The Deposit does not hold the apartment or take the apartment off the market. The Deposit is a good faith deposit to show that an applicant is serious about leasing the apartment.
- If an application is approved, the Application Deposit shall be applied to the first month's rent.
- If an application is approved and the applicant declines the lease, the Application Deposit will not be refunded.
- If an application is not approved, the Application Deposit shall be returned in full.

Brokers

All broker applications must be completed in the broker's office prior to submitting to our office. Once an application is considered and approved, our leasing department will contact you to schedule an interview with the applicant, typically within 3 days of receiving a completed application. Lease signings take place in the broker's office. Brokers must submit a copy of the New York State Disclosure Form for Landlord and Tenant DOS-1735-a (revised 12/10 form) or the application will not be considered.

Updated 3/15/2019

Apartment Application

Name:		Date:
Building Address:	Apt:	Monthly Rent:
Lease Term	From: To:	Security Deposit:
Yearly Salary:	<input type="checkbox"/> I earn 40 times the monthly rent <input type="checkbox"/> I am using a guarantor who earns 70 times the monthly rent <input type="checkbox"/> I am using Insurent Lease Guaranty or The Guarantors	

Personal Information			
Social Security Number:		Driver's License No: State:	
Email:	Cell:	Date of Birth:	
Present Address:		City:	State: Zip:
Length of Tenancy		From: To:	Monthly Rent/Mortgage:
Landlord's Name:		Landlord's Address:	
Landlord's Telephone:		Reason For Leaving:	
Previous Address:		City:	State: Zip:
Length of Tenancy		From: To:	Monthly Rent/Mortgage:
Landlord's Name:		Landlord's Address:	
Landlord's Telephone:		Reason For Leaving:	

Employer Information			
Current Employer:		Address:	
Telephone:		Supervisor:	
Date of Employment From:		To:	Position/ Title:
Previous Employer:	Address:		Salary:
Telephone:		Supervisor:	
Date of Employment From:		To:	Position/ Title:

Education	
Name of School	Address:
Date of Graduation:	Degree:

Bank Information		
Bank Name:	Address:	Phone:
Bank Name:	Address:	Phone:

Additional Occupants (including children)			
Name:	Date of Birth:	Relationship:	Income:
Name:	Date of Birth:	Relationship:	Income:
Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No Description: _____ All pets subject to approval on a case-by-case basis. If approved, one additional month security deposit is required at lease signing.			

I hereby authorize LC LEMLE REAL ESTATE GROUP to contact reporting agencies, credit bureaus or other investigative agency in checking the information herein listed, or other data that I have provided pertaining to my employment history, prior tenancies, credit and general character.

NOTICE UNDER NYCAC §20-808

The application information provided by you may be used to obtain a tenant screening report; the name and address of the consumer reporting agency or agencies that will be used to obtain such report is/are:

Core Logic Safe Rent
Attn: Consumer Relations
7300 Westmore Road
Rockville, MD 20850-5223
Telephone-888-333-2413

Pursuant to federal, state and local law:

1. If we take adverse action against you on the basis of information contained in a tenant screening report, we must notify you that such action was taken and supply you with 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. If any adverse action is taken against you based on information contained in a tenant screening report, you have the right to inspect and receive a free copy of that 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; 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.

The above statements provided by me are true and correct.

Print

Signature

Date