

# 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
- 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
- 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 two years.
- Copies of your two most recent pay stubs
- Tax documents (must submit one of the following):
  - 2020 tax return, W2 and 1099's, *or*
  - 2019 tax return, W2 and 1099's *AND* 2020 W2 and 1099's
- Letter from your current landlord
- Copies of your two most recent rent or mortgage statements or cancelled rent checks

Submit your application in person or by email (scanned documents only, **NO PHOTOS**) to [leasing@lclcmle.com](mailto:leasing@lclcmle.com). Please send all documents as a PDF and clearly label each one. We cannot accept Zip Files.

Only applications that are complete, containing all of the above documentation and the Credit Check Fee(s), will be considered. Please allow up to three (3) business days for applications to be processed. Once considered and approved, all leases must be signed within three (3) business days. Management will continue to market and show an apartment until a lease is signed.

## Options to Pay

- Cashier's checks or money orders made payable to LC LEMLE REAL ESTATE GROUP (must pay in office)
- Zelle or QuickPay (paid directly through your bank online account)
  - Recipient Email: [accounts@lclcmle.com](mailto:accounts@lclcmle.com)
  - In the memo, please include: Applicant name(s) and apartment address and unit number

## Brokers

All broker applications must be completed in the broker's office prior to submitting to our office (please submit all paperwork in order and only when complete). Once an application is considered and approved, our leasing department will contact you to schedule an interview with the applicant, typically within three 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 6/2/2021*

# Apartment Application

Name:		Date:
Building Address:	Apt:	Monthly Rent:
Lease Term	From: To:	Security Deposit: <b>ONE MONTH</b>
Annual 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:		
Current 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? ☐ Yes ☐ No

Description (breed, weight, age) : \_\_\_\_\_

*All pets subject to approval on a case-by-case basis. 40 lb weight limit.  
Please submit a photo of your pet with your application.*

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, credit history 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:

RP On-Site LLC  
2201 Lakeside Blvd.  
Richardson, TX 75082  
877-222-0384

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](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.

The above statements provided by me are true and correct.

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date