



100 Maiden Lane, Suite 1010, New York, NY 10038  
T: 212.797.0100 F: 212.482.0100  
www.100maidenlane.com

## **LEASE APPLICATION PROCESS**

**Please keep this page (pg. 1) and return only pages 2-4**

**UNIT # \_\_\_\_\_ MONTHLY RENT \$ \_\_\_\_\_ INCOME REQUIREMENTS (Monthly Rent x 40) \$ \_\_\_\_\_ Term: \_\_\_\_\_**

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There is a non-refundable fee of \$75 per applicant/guarantor for the Application Process/Credit Review  
There is a non-refundable fee of \$25 per occupant for the Application Process/Background Report  
**ALL application fees must be submitted in order to secure an apartment off the market**

**ALL documents concerning your application can be sent to:  
Email: [info@100maidenlane.com](mailto:info@100maidenlane.com) Fax: 212.482.0100**

**Please be prepared to sign a lease within 2-3 DAYS of your APPROVED application. IF YOUR APPLICATION IS NOT COMPLETED WITHIN 2 DAYS, THE APARTMENT MAY BE PUT BACK ON THE MARKET**

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### **DOCUMENTS NEEDED**

#### **A – IF YOU WORK FOR A COMPANY:**

- Employment Letter on Employer's letterhead verifying length of employment and annual income for past 2 years (include any bonus, rental allowance or other extra income)
- Copy of your most recent pay stub
- If employed less than 2 years, prior W2, tax return or employment letter from your prior employer
- Three (3) most recent bank statements
- Letter of reference from your prior landlord or cancelled rent checks for past 2 months
- Clear Photo ID (Scanned copy only, Fax NOT accepted)

#### **B – IF YOU ARE SELF-EMPLOYED OR COMMISSION-BASED:**

- Letter from your accountant verifying length of employment, type of business and annual income for past 2 years
- Copy of your complete federal income tax return for the past 2 years (including all schedules, W2 & 1099 forms)
- Three (3) most recent bank statements
- Letter of reference from your landlord
- Clear Photo ID (Scanned copy only, Fax NOT accepted)

#### **C – GUARANTOR REQUIREMENTS (at least Monthly Rent X 80)**

- Income requirement \$ \_\_\_\_\_
- All items listed in A or B above

#### **D – CORPORATE LEASE WITH PERSONAL GUARANTOR:**

- Copy of an income statement and balance sheet or Annual Report
- Letter of reference from the prior landlord of the occupant or company if the company has previously rented an apartment
- A corporate resolution
- A personal applicant or guarantor (see items A or C above) \_\_\_\_\_

You will be required to deliver to the Leasing Office two (2) separate checks, bank checks or money orders – one for the first month rent(or more) and the other for the security deposit. You must bring these checks to the Leasing Office at your lease signing. Please make all checks payable to: \_\_\_\_\_

DATE \_\_\_\_\_

ON-SITE AGENT \_\_\_\_\_

- PROSPECTIVE TENANT
- GUARANTOR
- OCCUPANT

BROKER: \_\_\_\_\_



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**UNIT #** \_\_\_\_\_ **APT TYPE** \_\_\_\_\_ **TERM** \_\_\_\_\_ **LEASE START** \_\_\_\_\_ **RENT \$** \_\_\_\_\_

NAME \_\_\_\_\_ SSN # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 EMAIL \_\_\_\_\_ PHONE # \_\_\_\_\_ ALT # \_\_\_\_\_

**PRESENT ADDRESS**

STREET ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 MONTHLY RENT \_\_\_\_\_ LEASE TERM \_\_\_\_\_

**LANDLORD**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
 REASON FOR MOVE: \_\_\_\_\_

**PREVIOUS ADDRESS**

STREET ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 MONTHLY RENT \_\_\_\_\_ LEASE TERM \_\_\_\_\_

**PREVIOUS LANDLORD**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

**EMPLOYMENT**

NAME OF COMPANY \_\_\_\_\_ TITLE/OCCUPATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 YEARS WITH COMPANY \_\_\_\_\_ SALARY \_\_\_\_\_ BONUS \_\_\_\_\_  
 SUPERVISOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**PREVIOUS EMPLOYMENT** (If PRESENT EMPLOYMENT is less than 2 years)

NAME OF COMPANY \_\_\_\_\_ TITLE/OCCUPATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 YEARS WITH COMPANY \_\_\_\_\_ SALARY \_\_\_\_\_ BONUS \_\_\_\_\_  
 SUPERVISOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**BANKING INFO**

SAVINGS BANK(S) \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ NAME ON ACCOUNT \_\_\_\_\_  
CHECKING(S) \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ NAME ON ACCOUNT \_\_\_\_\_

**OTHER INCOME**

SOURCE(S) \_\_\_\_\_ AMOUNT(S) \_\_\_\_\_

**OCCUPANT(S)**

NAME(S) / RELATIONSHIP(S) \_\_\_\_\_

**EMERGENCY CONTACT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

RELATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

If Guarantor Application, describe relationship to Applicant? \_\_\_\_\_

Names of others who will live in Apartment (but will not be on Lease): \_\_\_\_\_

Names and ages of visiting children: \_\_\_\_\_

Are you applying for consent to have a pet?  NO  YES Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

Have you ever been evicted?  NO  YES

Have you ever broken a lease?  NO  YES Describe: \_\_\_\_\_

Have you ever been in Landlord/Tenant court?  NO  YES Describe: \_\_\_\_\_

Have you ever declared bankruptcy?  NO  YES Describe: \_\_\_\_\_

Have you ever rented from Lalezarian Developers Inc.?  NO  YES

When? \_\_\_\_\_ Building: \_\_\_\_\_ Apt #: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

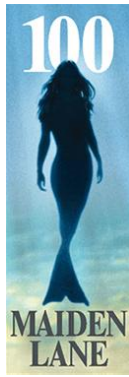
Citizen Status:  U.S. Citizen  Permanent Resident (Green Card)  Temporary Resident (NO Green Card)

I warrant that all statements above set forth are true. I further represent that I am not renting a room or an apartment under any other name, nor have I ever been dispossessed from any apartment, nor am I now being dispossessed. I hereby give my permission to conduct inquiries concerning my income, credit history, residence, banking relationships, character and reputation for the purpose of verifying information, provided by me, on any apartment rental/purchase application. If this application is approved, I further authorize the Owner, Credential Researchers or its agent(s) to conduct further credit inquiries. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, OFAC search and Landlord/Tenant court record search will be done in conjunction with my application. I hereby hold Lalezarian Developers Inc. and its agent(s) free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords, property managers, supervisors or employers. No representations or agreements by Salespersons, Brokers or others are to be binding on Lalezarian Developers Inc. and/or any party connected with its business organization unless included in the written lease proposed to be executed. By submitting this application, I represent that owner makes no guarantee regarding the status of this application or the availability of any apartment. If a lease is approved and executed, this completed application form becomes a part of that certain lease.

I understand that the \$75.00/\$25.00 credit checking fee is non-refundable.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE



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**Credit Card Authorization**

**\*PLEASE INCLUDE A COPY OF THE FRONT AND BACK OF THE CREDIT CARD USED\***

**Property Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Apt:#** \_\_\_\_\_

**Terms:** The name that will appear on your credit card statement is “Lalezarian Developers Inc.” The credit check fee is non-refundable. **Initial here:** \_\_\_\_\_

**PLEASE KEEP A COPY OF THIS AS YOUR RECEIPT**

**Check one:**       Visa       MasterCard       Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 Digit Security Code: \_\_\_\_\_ (From the back of the card)

Cardholder's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cardholder's phone: \_\_\_\_\_

**Cardholder Billing Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_

I hereby authorize **Lalezarian Developers Inc.** to charge my credit card as described above for tenant screening services to be rendered pursuant to an application for tenancy at the property described above.

\_\_\_\_\_  
CARDHOLDERS SIGNATURE

\_\_\_\_\_  
DATE