

## APARTMENT APPLICATION COVER PAGE

**Please provide all information in the checklist below so we can process your application:**

- Completed Apartment Application. To qualify, you must earn more than 40 times the monthly rent, excluding commissions, bonus, and investment gains; have a qualified guarantor who earns more than 70 times the monthly rent; or use Insurent Lease Guaranty to guarantee your rent
- \$500 deposit in cash, bank check, or money order made payable to **The Building Entity**. This fee is refunded if your application is not approved.
- \$100 credit check fee per person made payable to **Copperwood Real Estate**. This fee is non-refundable.
- Copy of a government-issued photo ID
- Copy of your Social Security card
- Copy of your most recent checking and savings bank statements
- Letter or offer letter from your current employer stating your salary, position, and start date
- If self-employed, a notarized letter from your accountant on accountant's letterhead stating your yearly earnings for the last two years, and estimating your yearly earnings for the current year. You may also provide additional proof of yearly earnings.
- Copy of your tax returns for the last two years, including the first page and signature page
- Copies of your two most recent pay stubs
- Letter from the owner of your current apartment and your two most recent rent statements; canceled rent checks (front and back); or a copy of your most recent mortgage statement
- For all Broker Applications: one copy of New York State Disclosure Form for Landlord and Tenant DOS-1735-a (revised 12/10 form)

**Direct Applicants Please Note:** Once you submit your completed application and deposit, our Leasing Department will review your application. Once the application is approved, we will contact you to schedule an interview within 72 hours at our office. All leases must be signed within four business days of the interview.

**Brokers Please Note:** All Broker Applications must be completed in the broker's office prior to submission to our office. Once the broker submits the client's completed application and deposit, our Leasing Department will review the application. Once the application is approved, we will contact the broker to schedule an interview with the client within 72 hours at our office. All lease signings through brokers must take place at the broker's office within four business days of the interview.

### What Happens Next

1. If your application is approved, the \$500 deposit will be applied to your first month's rent.
2. If you do not execute the lease after your application is approved, you hereby waive any and all claims to the return of the \$500 deposit.
3. If your application is not approved, the \$500 deposit will be returned to you in full.

## APPLICATION FOR APARTMENT RENTAL

Date \_\_\_\_\_

Building Address \_\_\_\_\_ Apt \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Term of Lease \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Security \_\_\_\_\_

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**I am a (check one):**       Direct Applicant       Apply through a Broker

**I qualify with (check one):**       My Income       A Guarantor       Insurent

**I am applying (check one):**       Alone       With my Spouse       With a Roommate

Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ State \_\_\_\_\_ Driver's Licence No \_\_\_\_\_

Email \_\_\_\_\_ Cell \_\_\_\_\_

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Current Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment      From \_\_\_\_\_ To \_\_\_\_\_      Position/Title \_\_\_\_\_

Salary \_\_\_\_\_ Additional Income \_\_\_\_\_ Source \_\_\_\_\_

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Previous Employer \_\_\_\_\_ Address \_\_\_\_\_

Salary \_\_\_\_\_ Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment      From \_\_\_\_\_ To \_\_\_\_\_      Position/Title \_\_\_\_\_

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Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Length of Tenancy \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent/Mortgage \_\_\_\_\_

Owner's Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Length of Tenancy \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent/Mortgage \_\_\_\_\_

Owner's Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Reason for Moving \_\_\_\_\_

\_\_\_\_\_  
Last School Attended \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Degree \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Bank Telephone \_\_\_\_\_ Bank Telephone \_\_\_\_\_

Last 4 Digits of Account \_\_\_\_\_ Last 4 Digits of Account \_\_\_\_\_

\_\_\_\_\_  
Other Occupants – Name                      Date of Birth                      Relationship                      Income  
\_\_\_\_\_  
\_\_\_\_\_

Do you or any proposed occupants have pets that will reside in the apartment? Yes:  No:   
*One additional month's security deposit is required.*

I hereby authorize Copperwood Real Estate to contact reporting agencies, credit bureaus, or other investigative agencies to check the information listed herein, or other data that I have provided pertaining to my employment history, prior tenancies, credit, and general character.

<b>NOTICE UNDER NYCAC §20-808</b>
<p>The application information provided by you may be used to obtain a tenant screening report. The name and address of the consumer reporting agency that will be used to obtain such a report is</p> <p style="text-align: center;">Core Logic Safe Rent Attn: Consumer Relations 7300 Westmore Road Rockville, MD 20850-5223 Telephone (888) 333-2413</p>

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.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Tenant Name \_\_\_\_\_

Tenant Building Address \_\_\_\_\_ Apt \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Address \_\_\_\_\_

Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ Telephone (Evening) \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone \_\_\_\_\_