

Rental Application

Application Overview

Building Address: 82-05/15 134TH STREET Apt #: _____

Monthly Rent: _____ Security Deposit: _____

Lease Term (1 or 2 years): _____

Lease Start Date: _____ Lease End Date: _____

Primary Applicant: _____ SS#: _____

Phone: _____ Cell: _____ Email: _____

Co-Applicant: _____ SS#: _____

Phone: _____ Cell: _____ Email: _____

Provide the Following Documentation

- ☐ 1. Employment & Salary / Income Verification Letter
MUST BE ON COMPANY LETTERHEAD AND INCLUDE SALARY, LENGTH OF EMPLOYMENT, AND SUPERVISOR/HR CONTACT DETAILS. IF SELF EMPLOYED PLEASE ENCLOSE A NOTARIZED LETTER FROM YOUR C.P.A.
- ☐ 2. Bank Statement(s) for ALL Accounts (previous two (2) months)
PROVIDE ALL PAGES OF EACH STATEMENT, INCLUDING BLANK PAGES AND COPIES OF CLEARED CHECKS.
- ☐ 3. Current Landlord / Managing Agent Reference Letter
MUST INCLUDE MONTHLY RENT, LENGTH OF OCCUPANCY, REFEREE'S CONTACT INFORMATION, AND BE SIGNED & DATED. IF YOU CURRENTLY OWN YOUR OWN HOME, PLEASE PROVIDE PROOF OF OWNERSHIP AND EXPLANATION OF PLANS FOR THAT RESIDENCE.
- ☐ 4. Latest Federal Income Tax Returns, W2 forms and/or 1099 forms.
MUST INCLUDE ALL SCHEDULES & PAGES, AND BE SIGNED. APPLICATIONS SUBMITTED AFTER APRIL 15TH MUST INCLUDE MOST RECENT TAX RETURN OR A COPY OF YOUR EXTENSION AND THE TAX RETURN FOR THE PREVIOUS

Checks Due Upon Submission

1. <u>\$50.00</u>	Credit Check Fee / per person (non-refundable)	Payable to: <u>ARGO REAL ESTATE, LLC</u>
2. _____	1 st Months Rent (MUST be Certified/Cashier's Check)	Payable to: <u>WINDSOR OXFORD COMPANY</u>
3. _____	Security Deposit (MUST be Certified/Cashier's Check)	Payable to: <u>WINDSOR OXFORD TENANT SECURITY ACCOUNT</u>
4. _____	Brokerage Fee (MUST be Certified/Cashier's Check)	Payable to: <u>ARGO REAL ESTATE, LLC</u>

Residence History

Applicant

Current Address: _____ City: _____ State: _____ Zip: _____

Length of Residency: _____ Monthly Rent / Mortgage Payment: _____

Landlord / Managing Agent: _____ Phone: _____ Fax: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Length of Residency: _____ Monthly Rent / Mortgage Payment: _____

Landlord / Managing Agent: _____ Phone: _____ Fax: _____

Co-Applicant

Current Address: _____ City: _____ State: _____ Zip: _____

Length of Residency: _____ Monthly Rent / Mortgage Payment: _____

Landlord / Managing Agent: _____ Phone: _____ Fax: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Length of Residency: _____ Monthly Rent / Mortgage Payment: _____

Landlord / Managing Agent: _____ Phone: _____ Fax: _____

Employment Information

Applicant

Employer: _____ Phone: _____ Fax: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Length of Employment: _____ Annual Income: _____

Co-Applicant

Employer: _____ Phone: _____ Fax: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Length of Employment: _____ Annual Income: _____

Business / Professional References

Applicant

1. Name: _____
Company: _____
Address: _____
Title / Position: _____
Phone: _____

2. Name: _____
Company: _____
Address: _____
Title / Position: _____
Phone: _____

Co-Applicant

1. Name: _____
Company: _____
Address: _____
Title / Position: _____
Phone: _____

2. Name: _____
Company: _____
Address: _____
Title / Position: _____
Phone: _____

Personal References

Applicant

1. Name: _____
Address: _____
Relationship to Applicant: _____
Phone: _____

2. Name: _____
Address: _____
Relationship to Applicant: _____
Phone: _____

Co-Applicant

1. Name: _____
Address: _____
Relationship to Applicant: _____
Phone: _____

2. Name: _____
Address: _____
Relationship to Applicant: _____
Phone: _____

Bank References

Applicant

Checking Account #: _____
Bank: _____ Branch: _____
Savings Account #: _____
Bank: _____ Branch: _____
Other Account #: _____
Bank: _____ Branch: _____

Co-Applicant

Checking Account #: _____
Bank: _____ Branch: _____
Savings Account #: _____
Bank: _____ Branch: _____
Other Account #: _____
Bank: _____ Branch: _____

Statement of Income

ANNUAL AMOUNT:	APPLICANT	CO-APPLICANT
Base Salary:		
Overtime:		
Bonuses:		
Commissions:		
Dividends & Interest:		
Real Estate Income (NET):		
Alimony / Child Support:		
Other Income:		
TOTAL INCOME:		
	TOTAL COMBINED ANNUAL INCOME:	

Additional Information

Please answer the following: (if any of these questions are answered "YES", please provide details in the space provided or attach additional pages if needed)

- Do the applicants own any Real Property? ☐ YES ☐ NO
 if yes, list address(es): _____
 Lender: _____ Balance of Loan: _____ Current Market Value: _____
- Do the applicants own any Co-operative Apartments? ☐ YES ☐ NO
 if yes, list address(es): _____
 Lender: _____ Balance of Loan: _____ Current Market Value: _____
- Do the applicants own any Stock or Bonds? ☐ YES ☐ NO
 Company Name: _____ Stock / Bond #: _____ Description: _____
 Company Name: _____ Stock / Bond #: _____ Description: _____
- Do the applicants own any other assets? ☐ YES ☐ NO
 please describe: _____
- Are there any outstanding judgments against either the Applicant or Co-Applicant? ☐ YES ☐ NO
 please describe: _____
- Has either the Applicant or Co-Applicant declared bankruptcy in the past 10 years? ☐ YES ☐ NO
 please describe: _____
- Has either the Applicant or Co-Applicant had property foreclosed upon or given title or deed in lieu thereof? ☐ YES ☐ NO
 please describe: _____
- Is either the Applicant or Co-Applicant obliged to pay Alimony, Child Support, or Separate Maintenance? ☐ YES ☐ NO
 please describe: _____
- Is either the Applicant or Co-Applicant party in a lawsuit? ☐ YES ☐ NO
 please describe: _____
- Is either the Applicant or Co-Applicant co-maker or endorser of a note? ☐ YES ☐ NO
 please describe: _____
- Do you plan to keep any pets in this apartment? ☐ YES ☐ NO
 please describe (species/breed/weight/age/etc): _____
- Do you plan to play any musical instruments in this apartment? ☐ YES ☐ NO
 please describe: _____

Additional Information [cont]

Please list the name, relationship, age, and Social Security Number of each person who will reside in the apartment besides the applicant and co-applicant.

Name	Relationship	Social Security No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Guarantor Information

Please complete this section if you will be having a third party guarantee your full performance of the Lease.

Guarantor: _____ SS#: _____

Phone: _____ Cell: _____ Email: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Employer: _____ Phone: _____ Fax: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Annual Income: _____ Length of Employment: _____

Relationship to Applicant(s): _____

Any individual acting as a guarantor will need to provide the following supporting documentation:

1. Employment & Salary / Income Verification Letter
2. Bank Statement(s) for ALL Accounts (previous two (2) months)
3. Latest Federal Income Tax Returns, W2 forms and/or 1099 forms
4. Credit Report Authorization (and applicable fee)

Representations / Authorizations**Credit Release in Compliance with Section 606 of the Fair Credit Reporting Act:**

The Undersigned authorize the Owner/Property Manager to retain credit reporting agencies to obtain, prepare and furnish credit reports concerning the Undersigned and to obtain information on our character, general reputation, personal characteristics and mode of living. This authorization automatically expires upon the termination of our tenancy.

Non-Military Representation:

The Undersigned represent that we are not members of any branch of the United States Military, and are not relying on the income of any member of the United States Military for financial support.

The foregoing application has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all information contained herein is complete, true and correct. Furthermore the applicant(s) acknowledge and authorize Argo Real Estate, LLC and/or its agents to verify any of the information provided.

Applicant's Signature

Date:

Co-Applicant's Signature

Date:

Credit Report Authorization (page 1 of 2)

I/We authorize Argo Real Estate LLC and or/its agents to obtain a tenant background search or consumer report through **CoreLogic Saferent c/o Consumer Relations Department** 7300 Westmore Road, Suite 3, Rockville, MD 20850-523 and any other information it deems necessary, for the purpose of evaluating my application. I/We understand that such information may include, but is not limited to credit history, housing court, sex offender search, criminal background check, employment/income verification, prior residency verification and/or any other necessary information. I/We understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection, with respect to or in connection with the rental of a residence for which application was made. I/We agree to hold the above named company and procurer or furnisher of information, free from any liability what-so-ever in the use, procurement, or furnishing of such information. I/We further consent and authorize Argo Real Estate LLC and/or its agents to furnish this information to the Board of Directors, and/or its agents of the cooperative building or condominium to which I/We have applied, or to the Landlord of the rental apartment and his/her agents.

Pursuant to federal and state law:

1. If the Landlord takes adverse action against you on the basis of information contained in a tenant screening report, the Landlord 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 consumer screening report, you have the right to inspect and receive a free copy of the 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 credit reporting agency (Equifax, Experian and TransUnion) annually, in addition to a credit report that should be obtained from [.annualcreditreport.](#); 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.

 Signature of Applicant

 Date

 Signature of Co-Applicant

 Date

 Signature of Guarantor

 Date

Credit Report Authorization Form (page 2 of 2)

Applicant's Name (print)

Applicant's Signature

Social Security #: _____ Date of Birth: _____ Phone: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Co-Applicant's Name (print)

Co-Applicant's Signature

Social Security #: _____ Date of Birth: _____ Phone: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Guarantor's Name (print)

Guarantor's Signature

Social Security #: _____ Date of Birth: _____ Phone: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Authorization for Electronic Debit:

You are hereby on notice that all checks submitted to this office can be processed electronically, at first presentment, and any re-presentments, by transmitting the amount of the check, routing number, account number and check serial number of your financial institution. By submitting a check for payment, you are authorizing us to initiate an electronic debit from your bank or asset account as early as the same day the check is received in our office. Please note that you will not receive a cancelled check with your bank or asset account statement with respect to any checks processed electronically, but such amounts will appear as debits on the statement issued by your bank or asset account.