

TENANT REQUIREMENTS

THE MONARCH - 200 EAST 89TH STREET

NEW YORK, NY 10128

- 1) **APPLICATION / TENANT DATA REPORT**
- 2) **EMPLOYMENT LETTER (Salary, Position, Length of Employment) OR ACCOUNTANT LETTER IF SELF EMPLOYED**
- 3) **LANDLORD REFERENCE LETTER**
- 4) **BANK STATEMENT & TAX RETURN or ACCOUNTANT LETTER STATING ASSETS AND FINANCIAL WORTH IF SELF-EMPLOYED**
- 5) **RENTAL CHECK LIST SIGNED AND BOXES CHECKED.**
- 6) **NYS DISCLOSURE FORM AND BEDBUG RIDER FORM ALL SIGNED AND RETURNED.**
- 8) **SEPARATE CERTIFIED CHECK FOR ONE MONTH'S RENT AND SEPARATE CERTIFIED CHECK FOR TWO MONTH'S SECURITY MINIMUM PAYABLE TO:**

Classic Realty, LLC
- 9) **CERTIFIED CHECK FOR MOVE-IN FEE OF \$1000 (NON-REFUNDABLE) AND PERSONAL CHECK FOR DAMAGE DEPOSIT OF \$1000 (REFUNDABLE) PAYABLE TO: (SAME REFUNDABLE DAMAGE DEPOSIT REQUIRED WHEN MOVING OUT)**

LaSala Management
- 10) **MOVERS INSURANCE CERTIFICATE HOLDER:**

Classic Realty, LLC
400 Park Avenue – 6th Floor
New York, NY 10022
Apt#
- 11) **MOVERS INSURANCE ADDITIONALLY INSURED NAMES ON CERTIFICATE:**

Beni Internazionali USA, Inc.
Monarch Condominium
LaSala Management

RENTERS INSURANCE WORTH \$300,000 IS REQUIRED BY ALL TENANTS

Lease Signing will take place at:

Classic Realty, LLC
400 Park Avenue – 6th Floor (between 54th & 55th Street) New York, NY 10022

RENTAL CHECK LIST

**You are renting a free market apartment through Classic Marketing.
Please initial, sign and return this form with the Tenant Data application.**

Please be advised of the following and initial where applicable:

The address of the apartment is 200 East 89th Street/Apt. #

Rent \$ _____ Term: One year or Two year (with an increase 2nd yr). _____

“Tenant Data Verification” Credit fee is \$55.00 per applicant. _____

Lease start date may depend on review of a package through the building Management, no assurances can be made as to the lease start date in this case. _____

If applicable – I have received a copy of the package. _____

The package and fees must be submitted at signing the lease. _____

The move-in fee is **\$1,000.00** (non-refundable) + **\$1,000.00** damage deposit (refundable) payable to “Monarch Condominium” (**1 Certified & 1 Personal Check**) to be brought to lease signing. _____

The move-out fee is **\$1,000.00** (PAID BY OWNER) + **\$1,000.00** damage deposit (refundable) payable to “Monarch Condominium.” Move-out fee to be paid when you move out. _____

Move in and move out fees are set by the Condominium & its management And are payable as they are set. The building fees may change without notice. _____

Note: The amount of security is minimum 2 months and can be more depending on results of credit report.

The date the tenant needs the apartment is _____.

Special conditions _____

PLEASE NOTE 1st MONTHS RENT & SECURITY CHECKS MUST BE CERTIFIED.

The above has been read and acknowledged by the under signed.

Tenant

Agent / Broker

Tenant

APPLICATION / TENANT DATA VERIFICATION FORM

CLASSIC MARKETING LLC - TEL: (212) 794-3500 FAX: (212) 734-0114

BUILDING ADDRESS: THE MONARCH 200 EAST 89TH STREET, NYC 10128 APARTMENT#: _____
NAME OF APPLICANT: _____ SOCIAL SECURITY#: _____
PRESENT ADDRESS: _____ DAYTIME TEL#: _____
CITY, STATE, ZIP: _____ CELL PHONE#: _____
EMAIL ADDRESS: _____ DATE OF BIRTH: _____

LEASE BEGINS _____ LEASE EXPIRES _____ MONTHLY RENT: _____

IF YOU CURRENTLY RENT, PLEASE COMPLETE THIS SECTION:

HOW LONG AT ABOVE ADDRESS: _____ YEARS _____ MONTHS
PRESENT LANDLORD: _____ LANDLORD TEL#: _____
LANDLORD ADDRESS: _____ LEASE EXPIRES: _____
PLEASE LIST YOUR PREVIOUS ADDRESS, IF YOU LIVED LESS THAN 2 YEARS AT YOUR PRESENT ADDRESS:
PREVIOUS ADDRESS: _____ LANDLORD TEL#: _____
PREVIOUS LANDLORD: _____ DATE VACATED: _____

APPLICANT'S EMPLOYER: _____ POSITION / TITLE: _____
EMPLOYER'S ADDRESS: _____ TELEPHONE#: _____
HOW LONG: _____ YEARS _____ MONTHS CONTACT PERSON: _____
ANNUAL COMPENSATION: _____ CONTACT TEL#: _____
PLEASE LIST YOUR PREVIOUS EMPLOYER, IF YOU HAVE BEEN EMPLOYED LESS THAN 2 YEARS AT THE ABOVE EMPLOYER:
PREVIOUS EMPLOYER: _____ POSITION / TITLE: _____
EMPLOYER'S ADDRESS: _____ TELEPHONE#: _____
HOW LONG: _____ YEARS _____ MONTHS CONTACT PERSON: _____
ANNUAL COMPENSATION: _____ CONTACT TEL#: _____
OTHER SOURCES OF INCOME: _____
CONTACT PERSON: _____ CONTACT TEL#: _____

BANK REFERENCES:

NAME OF BANK: _____ TYPE OF ACCT. _____ ACCT#: _____

ACCOUNTANT'S FIRM NAME: _____ CONTACT PERSON: _____
FIRM ADDRESS: _____ CONTACT TEL#: _____

NAME OF PERSON NOT ON LEASE TO OCCUPY APARTMENT:

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____

IN CASE OF EMERGENCY NOTIFY: _____ TELEPHONE#: _____
ADDRESS: _____

In connection with my application for this apartment, I authorize all banks, corporations, companies, Credit agencies, accountants, persons and Employers, to release any information that they have shown me to Tenant Date Verification Co. Inc., or its agency and I release them from any and all liability or responsibility from doing so. Further I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand this notice will also apply to future update reports that may be requested. I understand that any misrepresentation by me may be the cause of rejection by the landlord.

APPLICANTS SIGNATURE: _____ DATE: _____

CLASSIC MARKETING LLC AGENT: ANITA ZADEH CO-BROKE AGENT: _____

azadeh@classicnyapts.com

TENANT DATA VERIFICATION CO. INC.
SERVICING THE REALTY INDUSTRY
344 PORTION ROAD
LAKE RONKONKOMA, NEW YORK 11779

TDV CREDIT CARD INFORMATION

I hereby authorize Tenant Data Verification, Co., Inc., to charge my credit card for the purpose of obtaining a credit background. I (we) release T.D.V. from any and all liability from doing so.

Apartment

THE MONARCH

200 East 89th Street

Building

PAYMENT: _____
\$55 per applicant (credit fee is non-refundable)

NAME OF CREDIT CARD HOLDER _____

BILLING ADDRESS OF CARD HOLDER _____

City, State, Zip Code

CREDIT CARD NUMBER _____

EXPIRATION DATE _____

INDICATE TYPE OF CARD _____
VISA – MASTERCARD – AMERICAN EXPRESS

***3 OR 4 DIGIT SECURITY CODE:** _____

SIGNATURE OF CARD HOLDER _____

***UNABLE TO PROCESS WITHOUT THIS CODE**

TENANT DATA VERIFICATION CO., INC.

AUTHORIZATION TO OBTAIN A CREDIT REPORT

**IN ORDER TO COMPLY WITH THE PROVISIONS OF SECTION 6.06 (A)
OF THE FEDERAL FAIR CREDIT REPORTING ACT, I AUTHORIZE
YOU TO RETAIN A CREDIT REPORTING AGENCY, WHICH AGENCY
MAY OBTAIN INFORMATION REGARDING EMPLOYMENT, INCOME,
CREDIT HISTORY, ACCOUNTANTS, BANKING INFORMATION,
FINANCIAL BROKER, AND LANDLORD.**

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Date: _____

THE MONARCH

WELCOME TO 200 EAST 89TH STREET!

We trust that you will enjoy your new residence for many years to come.
Your new address is: 200 East 89TH STREET, NEW YORK, NEW YORK 10128

YOUR NEW POST OFFICE IS: YORKVILLE AT 1619 THIRD AVENUE or GRACIE 229 EAST 85TH STREET
NEW YORK, NEW YORK 10128

THE FOLLOWING NUMBERS WILL BE OF IMPORTANCE TO YOU:

SUPERINTENDENT: MARION BOGOSEL –212 410-3570 Fax: 212 410-3243

MOVING FEES: A **\$1,000.00 move-in fee** (non-refundable) in the form of a certified check payable to “Monarch Condominium”. There is a move-out fee of **\$1,000.00 (PAID BY OWNER)** payable to “Monarch Condominium” when you move out end of lease.
A **\$1,000.00 move-in damage deposit** (refundable) in the form of a personal check payable to “Monarch Condominium”.

MOVE-IN TIMES: Move in times are Monday through Friday 10:00AM and 4:30PM, no exceptions. Move-ins or move-outs are **not** permitted on weekends or holidays. This includes the delivery of furniture, boxes and/or other items.

To schedule a move call the super immediately after signing leases. You must deliver your move-in deposit to the building in order to secure your move-in date.
A certificate of insurance must be submitted by moving company naming Classic Realty LLC, Monarch Condominium and Beni Internazionali, Inc.

TELEPHONE: To arrange for telephone service and installation of phone jacks, Contact **Verizon 212 890-2350**. IT IS RECCOMENDED THAT YOUR ORDER BE PLACED TEN (10) BUSINESS DAYS PRIOR TO OCCUPANCY IF POSSIBLE.

ELECTRICITY: TO ORDER YOUR ELECTRIC SERVICE CONTACT **CON EDISON AT 1-800-752-6633**. (Gas is included in your rent.)

RENTER’S INSURANCE: Please contact your insurance agent to obtain renter’s insurance for **\$300,000** for your protection.

CABLE TV: Basic Cable is provided by RCN. Call **RCN at 1-800-746-4726** for installation of Box. The cost for cable is a separate line on your rent bill of **\$73.18**. RCN will bill you separately for any premium channels or hi speed internet access.

GARAGE: **Royal Park – 24hr. – 646-672-0080.**

HEALTH CLUB: To use the gym, you must sign in first. Gym is open until 10:30pm
Guests: the tenant must accompany any and all guests at all times.

THERE IS A NO PET POLICY IN THE BUILING



New York State
DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Customer Service: (518) 474-4429
www.dos.state.ny.us

New York State Disclosure Form for Landlord and Tenant

THIS IS NOT A CONTRACT

New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.

Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.

If you need legal, tax or other advice, consult with a professional in that field.

Disclosure Regarding Real Estate Agency Relationships

Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the buyer.

Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord can not provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their informed consent in writing. In such a dual agency situa-

tion, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency by indicating the same on this form.

Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate

a sales agent to represent the tenant and another sales agent to represent the landlord. A sales agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

This form was provided to me by ANITA ZADEH (print name of licensee) of CLASSIC MARKETING, LLC (print name of company, firm or brokerage), a licensed real estate broker acting in the interest of the:

Landlord as a (check relationship below)

Tenant as a (check relationship below)

Landlord's agent

Tenant's agent

Broker's agent

Broker's agent

Dual agent

Dual agent with designated sales agent

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

Advance informed consent dual agency

Advance informed consent to dual agency with designated sales agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the seller in this transaction.

(I) (We) _____ acknowledge receipt of a copy of this disclosure

form: signature of { } Landlord(s) and/or { } Tenant(s):

Date: _____

Date: _____



State of New York
Division of Housing and Community Renewal
Office of Rent Administration
Web Site: www.nysdhcr.gov

**NOTICE TO TENANT
DISCLOSURE OF BEDBUG INFESTATION HISTORY**

Pursuant to the NYC Housing Maintenance Code, an owner/managing agent of residential rental property shall furnish to each tenant signing a vacancy lease a notice that sets forth the property's bedbug infestation history.

Name of tenant(s):

Subject Premises: 200 East 89th St - N.Y. City 10128

Apt. #:

Date of vacancy lease:

BEDBUG INFESTATION HISTORY
(Only boxes checked apply)

- There is no history of any bedbug infestation within the past year in the building or in any apartment. *to the best of my knowledge & belief.*
- During the past year the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the _____ floor(s).
- During the past year the building had a bedbug infestation history on the _____ floor(s) and it has not been the subject of eradication measures.
- During the past year the apartment had a bedbug infestation history and eradication measures were employed.
- During the past year the apartment had a bedbug infestation history and eradication measures were not employed.
- Other: _____

Signature of Tenant(s): _____ Dated: _____

Signature of Owner/Managing Agent: _____ Dated: 10/24/11