



Rental Requirements Form

Apartment Number: _____

Date: _____

Address: _____

Requirements of a Prospective Tenant:

- _____ Fully completed application
- _____ Letter of employment on a company letterhead stating salary, position & length of employment
- _____ Three most recent consecutive pay stubs
- _____ Two recent bank statements.
- _____ 2010 & 2011 Tax returns (first two pages)
- _____ Additional proof of income (i.e. trust funds, stocks, bonds, accountant's letter, etc.)
- _____ Letter of reference from previous landlord
- _____ Photo I.D.

Requirements of a Prospective Guarantor:

- _____ Fully completed application
- _____ Letter of employment on a company letterhead stating salary, position & length of employment
- _____ 2010 & 2011 Tax returns (first two pages, including signature page)
- _____ Two recent bank statements
- _____ Additional proof of income (i.e. mutual funds, stocks, bonds, accountant's letter, etc.)
- _____ Photo I.D.

In addition to the aforementioned requirements please bring the following payments

- | | | |
|-------------------------|----------|--|
| APPLICATION PROCESS FEE | \$ _____ | PAYABLE TO: _____ |
| FIRST MONTHS RENT | \$ _____ | PAYABLE TO: _____ |
| SECURITY DEPOSIT | \$ _____ | PAYABLE TO: _____ |
| BROKERAGE COMMISSION | \$ _____ | PAYABLE TO: <u>(depends on the brokerage companies involved)</u> |



Lease Application

Building: _____	Apt # _____	Rent: \$ _____	Security \$ _____
Lease Start Date: _____	Lease Term: _____	Landlord: _____	
Agent Name: _____			

Applicant Information:

Name: _____	Social Security Number: _____
Date of Birth: _____	Home Telephone: _____
Cellular Telephone: _____	Business Telephone: _____
E-Mail Address: _____	

Residency:

Present Address: _____	Landlord's Address: _____
City/State/Zip _____	City/State/Zip : _____
Landlord's Name: _____	Landlord's Telephone Number: _____
How long have you been at this address? _____	Monthly Rent: \$ _____
Previous Address: (If current is less than 2 years) _____	
Landlord's Name: _____	Landlord's Address: _____
Landlord's Telephone: _____	How long have you been at this address? _____

Employment:

Company Name: _____	Company Address: _____
Job Description: _____	
Supervisor's Name: _____	Telephone Number: _____
Annual Salary: \$ _____	Length of Employment: _____
Additional Income: (Source) _____	Annual Compensation: _____

Financial Information:

Name of Bank: _____	Branch Location: _____
Contact: _____	
Account Type: <input type="checkbox"/> Savings <input type="checkbox"/> Checking	Account Number: _____



Business References

Accountant Name: _____

Telephone Number: _____

Attorney Name: _____

Telephone Number: _____

In Case of an Emergency Please Notify:

Name: _____

Address: _____

Telephone Number: _____

Relationship to you: _____

Authorization to Release Information:

I hereby authorize XL Real Property Management and/or their assigned credit bureau to obtain any and all information regarding my employment, checking and/or savings accounts, credit obligation, rental information and all other credit matters which they may require in connection to lease an apartment. This consent is effective for a period of six months from this application is signed. This form may be reproduced or photocopied and that shall be as effective as the original document I have signed.

Signed: _____

Date: _____

Disclosure Format for Target Housing Rentals and Leases
Disclosure of information on Lead-Based Paint and Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

_____ (a) Presence of lead-based paint or lead-based paint hazards (check one below)

Known lead-based paint and/or lead-based paint hazards are present in the housing (explain)

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

_____ (b) Records and reports available to the lessor (check one below):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below)

Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

_____ (c) Lessee has received copies of all information listed above

_____ (d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

_____ (e) Agent has informed the lessor of the lessor's obligation under 42 U.S.C. 4582(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessor Date

Lessor Date

Lessee Date

Lessee Date

Agent Date

Agent Date

WINDOW GUARDS REQUIRED

LEASE NOTICE TO TENANT

You are required by law to have window guards installed if a child 10 years of age or younger lives in your apartment.

Your Landlord is required by law to install window guards in your apartment:

- if you ask him to put in window guards at any time (you need not give a reason)

OR

- if a child 10 years of age or younger lives in your apartment.

It is a violation of law to refuse, interfere with installation, or remove window guards where required.

CHECK ONE

- CHILDREN 10 YEARS OF AGE
OR YOUNGER LIVE IN MY APARTMENT
- NO CHILDREN 10 YEARS OF AGE OR
YOUNGER LIVE IN MY APARTMENT
- I WANT WINDOW GUARDS EVEN
THOUGH I HAVE NO CHILDREN
10 YEARS OF AGE OR YOUNGER

TENANT (PRINT)

TENANT SIGNATURE

FOR FURTHER INFORMATION CALL:

**WINDOW FALLS PREVENTION PROGRAM
NEW YORK CITY DEPARTMENT OF HEALTH
253 BROADWAY 6TH FLOOR
NEW YORK, NY 10007**

(212) 676-2158



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: _____

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.
- 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: _____