

## **Application Documents Required**

1. Letter from employer clearly stating length of employment and total annual compensation.
2. Front page of financial statement with largest balance
3. Front page copy of previous year's tax return
4. Clear and enlarged copy of driver's license.
5. \$75 application fee. This is not a deposit nor refundable.

Please do not leave anything on the application blank. If you are not sure what to write, please call me. It is very important to print answers in large block print. Must be easy to read.

(917) 669-6677

## Apartment Application

### Personal Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_

Phone number: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email address: \_\_\_\_\_

Driver's license #: \_\_\_\_\_ State: \_\_\_\_\_

### Present Address

#### Location

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

#### Landlord

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Length of occupancy: \_\_\_\_\_ Current rent: \_\_\_\_\_

Are there any liens/judgments against the Applicant? \_\_\_\_\_

### Previous Address

#### Location

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

*(continued on next page)*

**Apartment Application**

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# JOHN O'KELLY

New York apartments and housing

(917) 669-6677

## Employer

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

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

Position: \_\_\_\_\_ Current salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

## Banking Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Account number(s): \_\_\_\_\_ Balance(s): \_\_\_\_\_

Approximate value of ALL savings and investments combined: \_\_\_\_\_

## Other Income and Assets

Additional sources of income: \_\_\_\_\_

\_\_\_\_\_ Additional income amount per year: \_\_\_\_\_

Additional assets: \_\_\_\_\_

## Personal Reference

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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**Apartment Application**

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# JOHN O'KELLY

New York apartments and housing

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## Emergency Contact

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Additional Information

Does the Applicant have any pets? If yes, please list: \_\_\_\_\_

Number of Occupants applying: \_\_\_\_\_ Names: \_\_\_\_\_

### Nearest Relative

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## ONLY FULLY COMPLETED APPLICATIONS WILL BE ACCEPTED

References and Applicant must be satisfactory to the owner. This application does not constitute an offer of any kind by the Owner, and the Owner shall not be bound until and unless a fully executed lease or contract is delivered to the applicant; and Owner may refuse to rent or sell to the applicant for any reason, if not contrary to law. I warrant that any and all information and statements made on this application are true. I understand that the Owner is relying on this application and its contents to reach a decision on this application. Apartment is rented (or sold) for use as private residence. No representation or agreement by salesman, broker, or others are to be binding on Owner unless included in the written lease or contract proposed to be executed. I authorize a full background and credit check using this information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For office use

Building: \_\_\_\_\_ Apt: \_\_\_\_\_ Rental/Sale: \_\_\_\_\_ Lease start: \_\_\_\_\_ End: \_\_\_\_\_

## Apartment Application

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# JOHN O'KELLY REAL ESTATE

676A Ninth Avenue, New York, NY 10036  
Licensed RealEstate Broker  
917.669.6677

## Authorization to Obtain a Consumer Credit Report

### Tenant Screening Report Disclosure - New York City Fair Tenant Chance Act.

Pursuant to Federal and state law NYC Admin Code 20-807 et seq

1. If your application is denied or adverse action is taken against you due to screening report the landlord uses, the landlord must tell you so and how to contact the screening company to obtain a free copy of report.
2. You may dispute inaccurate or incorrect information on report directly with the screening company.
3. Our screening company is ATS American Tenant Screen, INC 525 W Chester Pike Havertown, PA 19083 Phone 800-888- 1287/ 610-924-0801 Fax 800-881-9699/610-924-0510 and TransUnion 2 Baldwin Place, P.O. Box 1000Chester PA 19022 Phone 800-888-4213.

I hereby authorize John O'Kelly Real Estate, LLC. 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 the date of this consent. This form may be reproduced or photocopied and that shall be as effective as the original which I have signed. Application Fees are Non-Refundable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### Pursuant to federal and state law:

- (1) if the person requesting the information takes adverse action against a prospective tenant or tenants on the basis of information contained in a tenant screening report, such person must notify the tenant that such action was taken and supply 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) any prospective tenant against whom adverse action was taken based on information contained in a tenant screening report has the right to inspect and receive a free copy of such 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) <<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.

### Please supply the following information for purposes of requesting a Credit Report

Legal Name: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Current Address: \_\_\_\_\_