

## **Application Instructions & Required Documents**

1. **Letter from employer**  
Should clearly state length of employment and total annual compensation
2. **Front page of financial statement with largest balance**  
Please use the account in your name with the largest balance. Only the page with the balance is needed, not the entire statement.
3. **Previous year's tax return**  
Only a copy of the front page is needed, not the entire return.
4. **Clear and enlarged copy of driver's license**  
Any other government-issued photo id is acceptable
5. **Completed application**
  - *Do not skip any part of the application*
  - *Do not use "n/a" to answer any part of the application*
  - *If you are unsure how to answer any part of the application, just ask me*
6. **\$20 application and lease preparation fee**  
Due to recent events, I can no longer process any application until I have received the \$20 application fee. Please Venmo \$20 to me so that I know you are serious about the apartment. *The fee is non-refundable and is not a deposit.*

My Venmo is: **John-OKelly-2**

To sign most leases, you will need **two bank checks**. One for the first month, and one for the security deposit. These are different from personal checks — you tell your bank who to make the checks payable to, and then your bank types and prints them. Please make sure that you are able to do this right after applying — a delay could jeopardize you getting the apartment.

I really am happy to help you with any part of the application process. If you are unsure about anything, just ask me!

## Guarantor Application

### Personal Information

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

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

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

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

### Present Address

#### Location

Street: \_\_\_\_\_

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

Length of occupancy: \_\_\_\_\_ Current rent (if renting): \_\_\_\_\_

#### Property (if own)

Value of property: \_\_\_\_\_ Monthly mortgage amount: \_\_\_\_\_

#### Landlord (if renting)

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

Street: \_\_\_\_\_

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

**Previous Address**

**Location**

Street: \_\_\_\_\_

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

**Other Properties Owned**

Address: \_\_\_\_\_ Value: \_\_\_\_\_

Address: \_\_\_\_\_ Value: \_\_\_\_\_

Address: \_\_\_\_\_ Value: \_\_\_\_\_

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

**Employer**

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Street: \_\_\_\_\_

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

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

Manager: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

**Banking Information**

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Approximate value of ALL financial assets under your name: \_\_\_\_\_

**Other Forms of Income and Assets**

Additional sources of income:

\_\_\_\_\_  
\_\_\_\_\_

**Personal Reference**

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

Street: \_\_\_\_\_

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

**PLEASE INITIAL THE FOLLOWING:**

I understand that, as guarantor, I agree to accept complete responsibility for all parts of the lease and any renewals thereafter, until apartment is delivered to the landlord vacant.

\_\_\_\_\_

**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: \_\_\_\_\_

**Guarantor 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: \_\_\_\_\_