



310 EAST SECOND STREET

P: 212.251.9600 | F: 212.251.9610

LEASE APPLICATION PROCESS

ALL documents concerning your application can be faxed to **212.251.9610** or emailed to rentals@adelenyc.com. Documents are due within 48 hours of the application. Please be prepared to sign a lease within 2 days of your APPROVED application.

IF YOUR APPLICATION IS NOT COMPLETED WITHIN 48 HOURS, THE APARTMENT WILL BE PUT BACK ON THE MARKET.

FEES:

- **Credit Check Fee** – non-refundable, per applicant/guarantor: \$20.00
- **Move In Fee** – non-refundable, *upon approval of application*, per applicant: \$80.00
- **Pet fee** – non-refundable, per pet: \$300.00
- **Temporary Walls** – We work exclusively with a wall company for all temporary walls in the building. Please contact management to get more information.

NOTE: You will be required to submit separate bank checks or money orders at your lease signing – one for the first month rent PLUS any prorated rent and the other for the security deposit. Please make all checks payable to: The Adele

For questions regarding your application, please call 212-251-9600.

DOCUMENTS NEEDED

A. IF YOU WORK FOR A COMPANY (monthly rent x 40):

- Signed employment Letter on Employer's letterhead verifying length of employment and annual income for past 2 years (include any bonus, rental allowance or additional income).
- Copy of your most recent three pay stubs indicating YTD details.
- Prior W-2 or first 2 pages of most recent tax return.
- Three (3) most recent bank statements plus savings if needed. **Must indicate a minimum of 3 months on hand.**
- Letter of reference from your prior landlord.
- Cancelled rent checks for past 3 months, or bank statement indicating rent payments.
- Copy of Photo ID.

B. IF YOU ARE SELF-EMPLOYED OR COMMISSION BASED:

- Letter from your accountant verifying length of employment, type of business and annual income for past 2 years.
- Copy of your complete federal income tax return for the past 2 years (including all schedules, W2 & 1099 forms).
- Letter of reference from your Landlord if applicable.
- Three (3) most recent bank statements plus savings if needed. **Must indicate a minimum of 6 months on hand.**
- Copy of Photo ID.

C. IF YOU ARE A STUDENT:

- Copy of Passport or Visa
- Copy of school acceptance letter indicating school name, subject of study, and length of study.
- Three (3) most recent bank statements plus savings if needed. **Must indicate a minimum of 3 months on hand.**

D. GUARANTOR REQUIREMENTS (monthly rent x 80)

- All items listed in A or B above (whichever is applicable)

E. PETS REQUIREMENTS (max 50 lbs total):

- Pet Name
- Breed
- Age
- Color
- Weight
- NY State License #
- The pet must be neutered / spayed / declawed. Please provide documents evidencing licensing, shots and veterinary examinations
- Photo of pet



RESIDENTIAL LEASE APPLICATION

(Each Applicant and Guarantor Must Complete a Separate Application)

APPLICATION DATE: _____

Apt # _____ Apt. Type: _____ Monthly Rent \$ _____ Security \$ _____

Requested Lease Start Date: _____ Lease Term: 1 year 18 months 2 years

Check one: Prospective Tenant/ Leaseholder Guarantor

PERSONAL HISTORY

Name of Applicant: _____ Social Security #: _____ DOB: _____

Cell #: _____ Work #: _____ Home #: _____ Email: _____

Legal Basis for presence in US: US Citizen Permanent Resident (Green Card holder) Temporary Resident (no green card)

If Guarantor, describe relationship to Applicant: _____

Any Pets? YES NO If YES, # of pets? _____ Total Weight: _____ lbs (See pet requirements)

RENTAL/ RESIDENCE HISTORY

I. Current Address: _____ City: _____ State: _____ Zip: _____

Manager/ Landlord: _____ Phone #: _____ Email: _____ Fax #: _____

Own/ Rent: Dates From: _____ To: _____ Rent: \$ _____ Reason for Leaving: _____

II. Previous Address _____ City: _____ State: _____ Zip: _____

Manager/ Landlord: _____ Phone #: _____ Email: _____ Fax #: _____

Own/ Rent: Dates From: _____ To: _____ Rent: \$ _____ Reason for Leaving: _____

EMPLOYMENT HISTORY

Current Employer: _____ Start & End Date: _____ Occupation: _____

Address: _____ Work Email: _____

Position: _____ Annual Income: \$ _____ Other Source of income: _____

Supervisor's Name: _____ Supervisor's Phone: _____

Previous Employer: _____ Start & End Date: _____ Occupation: _____

Address: _____ Work Email: _____

Position: _____ Annual Income: \$ _____ Other Source of income: _____

Supervisor's Name: _____ Supervisor's Phone: _____

REFERENCES

Savings Bank: _____ Account #: _____ Name on Account: _____

Checking Bank: _____ Account #: _____ Name on Account: _____

EMERGENCY CONTACT

Name: _____ Address: _____

Phone: _____ Email: _____ Relationship: _____

Name: _____ Address: _____

Phone: _____ Email: _____ Relationship: _____

GENERAL INFORMATION

Have you ever broken a lease to an apartment? YES NO If so, explain _____

Have you ever been evicted from an apartment? YES NO If so, explain _____

Have you ever been sued for damages to an apartment? YES NO If so, explain _____

Have you been in Landlord-Tenant court? YES NO If so, explain _____

Have you ever filed for bankruptcy? YES NO If so, explain _____

Do you have any outstanding judgments? YES NO If so, explain _____

Have you ever been charged with a crime? YES NO If so, explain _____

Have you ever been convicted of a felony or misdemeanor? YES NO If so, explain _____

How did you find this apartment?

NY Times Ad Word of Mouth Signs/ Billboards Website (List Website) _____

Other Advertising Publication _____ Broker _____

ADDITIONAL INFORMATION

Please provide any additional information that you believe will assist us in evaluating your stability as a prospective tenant. This includes but is not limited to facts that reflect your character as well as activities or events that may impact the owner's decision to rent to you in a negative manner, such as allegations of professional or other misconduct in violation of law or adverse legal determinations.

AUTHORIZATION FORM FOR CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

In connection with your application for hiring of a dwelling and/or tenancy, understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on your including consumer credit, criminal records, landlord-tenant court records, driving record, education, prior employer verification, workers compensation claims, and others. These reports may include experience information along with reasons for termination of past employment. Further, understand that information from various Federal, State local and other agencies which contain your past activities may be requested. A consumer report or investigative consumer report containing injury and illness records and medical information may be obtained only after a tentative offer of employment has been made.

By signing below, you hereby authorize without reservation, any party or agency contacted by (Client Name) or CoreLogic SafeRent, Inc., to furnish the above-mentioned information. You further authorize ongoing procurement of the above-mentioned reports at any time during tenancy or employment (or contract). You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original. By signing below, you also authorize without reservation CoreLogic SafeRent, Inc. to provide an applicant's information to various government, law enforcement, and Consumer Reporting Agencies.

You have the right to make a request to CoreLogic Saferent, Inc., upon proper identification and the payment of any legally permissible fees, for the information in its file on you at the time of my request.

Full Name: First: _____ Middle: _____ Last: _____

Current Street Address: _____ Apt. #: _____

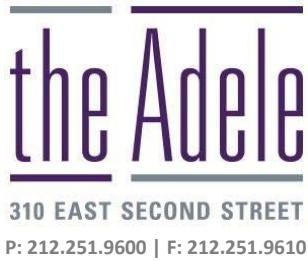
City: _____ State: _____ Zip: _____

Social Security Number: ____ -- ____ -- ____ Date of Birth: _____

Drivers License/ID Number: _____ Drivers License/ ID State: _____

Signature: _____

Date: _____



CREDIT CARD AUTHORIZATION

Property Address: _____ Apt #: _____ City: _____ State: _____

Terms: The name that will appear on your credit card statement is “Alphabet Plaza LLC d/b/a The Adele” The credit check fee is non-refundable. **PLEASE KEEP A COPY OF THIS AS YOUR RECEIPT.**

Check one: Visa MasterCard Discover American Express

Credit Card Number: _____

Expiration Date: _____

3 Digit Security Code: _____

Fee Amount: \$ _____

Cardholder's Contact

Name: _____

Phone Number: _____

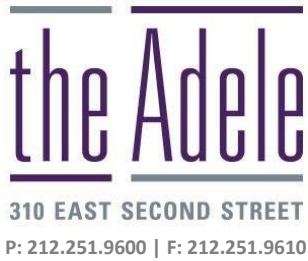
Cardholder Billing Address

Street: _____ City: _____ State: _____

Zip: _____

I hereby authorize **Alphabet Plaza LLC d/b/a The Adele** to charge my credit card as described above for tenant screening services to be rendered pursuant to an application for tenancy at the property described above.

Cardholder's Signature: _____ Date: _____



RENTAL HISTORY VERIFICATION

Tenant Name: _____

Tenant Address: _____

Is this a current tenant? Yes No

If this is **NOT** a current tenant, please indicate if:

- Proper notice was given The tenant was asked to leave The security deposit was refunded

Was the tenant's name on the lease? Yes No Monthly Rent: \$ _____

Was this tenant a prompt payer? Yes No

Date Occ. Started: ____/____/____ Lease End Date/ Move-Out Date: ____/____/____

Was the lease fulfilled? Yes No # of Late Notices: _____ # of Bounced Checks: _____

Did you document any complaints regarding noise, pets, smoking or parking? Yes No

If Yes, Please describe:

Were there any pets in the unit? Yes No

Were any of the pets unauthorized? Yes No

Did the pets, if any, cause damage? Yes No

Current Account Standing:

Paid in Full Yes No Overdue Yes No Referred to Collections Yes No
Profit/ Loss Writeoff Yes No Eviction Proceedings Begun Yes No Other

Would you rent to the tenant again? Yes No

Additional Comments:

Thank you!

Please fax to **212.251.9610** or email: **rentals@adelenyc.com**

The information stated here and above is true and complete to the best of my knowledge.

Name: _____ Title: _____ Contact # _____

Signature: _____ Date: ____/____/____