



Great Neck, NY 11201
T: 516.504.0255 F: 516.504.0257

LEASE APPLICATION PROCESS

TERM _____

UNIT # _____ MONTHLY RENT \$ _____ INCOME REQUIREMENTS (Monthly Rent x 40) \$ _____

There is a non-refundable fee of \$75 per applicant/guarantor for the credit verification process.

There is a non-refundable fee of \$25 per occupant for background verification process.

**ALL documents concerning your application can be faxed or emailed to: 516.504.0257
_____@maestrolongisland.com**

**Please be prepared to sign a lease within 2-3 BUSINESS DAYS of your APPROVED application.
IF YOUR APPLICATION IS NOT COMPLETED WITHIN 2 DAYS, THE APARTMENT MAY BE PUT BACK ON THE MARKET**

DOCUMENTS NEEDED: Photo I.D. required for each applicant (please do not fax).

A – IF YOU WORK FOR A COMPANY:

- Employment Letter on Employer's letterhead verifying length of employment and annual income for past 2 years (include any bonus, rental allowance or other extra income)
OR copy of your two most recent pay stub
- Three (3) most recent bank statements
- Copy of the first two page of your most recent federal income tax return form 1040 (first and signature page)

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 federal income tax return for the past 2 years (including all schedules, W2 & 1099 forms)
- Three (3) most recent bank statements

C – GUARANTOR REQUIREMENTS (Monthly Rent x 80)

- Income requirement \$ _____
- All items listed in A or B above (whichever apply)

D – CORPORATE LEASE WITH PERSONAL GUARANTOR:

- Copy of an income statement and balance sheet or Annual Report
- A corporate resolution
- A personal guarantor (see item C above) _____

You will be required to deliver to the Leasing Office two (2) separate checks, bank checks or money orders – one for the first month rent and the other for the security deposit. You must bring these checks to the Leasing Office at your lease signing. Please make all checks payable to Plaza Landmark LLC

(WE RESERVE THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION)

DATE _____

ON-SITE AGENT: _____

- PROSPECTIVE TENANT
- GUARANTOR
- OCCUPANT

BROKER: _____



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RESIDENTIAL LEASE APPLICATION

TERM _____

UNIT # _____ APT TYPE _____ LEASE START _____ MONTHLY RENT \$ _____

NAME _____ SSN # _____ DATE OF BIRTH _____

EMAIL _____ PHONE # _____ ALT # _____

PRESENT ADDRESS

STREET ADDRESS _____ CITY/STATE/ZIP _____

MONTHLY RENT _____ LEASE TERM _____

LANDLORD

NAME _____ ADDRESS _____ PHONE # _____

REASON FOR MOVE: _____

PREVIOUS ADDRESS

STREET ADDRESS _____ CITY/STATE/ZIP _____

MONTHLY RENT _____ LEASE TERM _____

PREVIOUS LANDLORD

NAME _____ ADDRESS _____ PHONE # _____

EMPLOYMENT

NAME OF COMPANY _____ TITLE/OCCUPATION _____

ADDRESS _____ CITY/STATE/ZIP _____

YEARS WITH COMPANY _____ SALARY _____ BONUS _____

SUPERVISOR NAME _____ PHONE _____

PREVIOUS EMPLOYMENT (If PRESENT EMPLOYMENT is less than 2 years)

NAME OF COMPANY _____ TITLE/OCCUPATION _____

ADDRESS _____ CITY/STATE/ZIP _____

YEARS WITH COMPANY _____ SALARY _____ BONUS _____

SUPERVISOR NAME _____ PHONE _____

BANKING INFO

SAVINGS BANK(S) _____ ACCOUNT # _____
 ADDRESS _____ NAME ON ACCOUNT _____
 CHECKING(S) _____ ACCOUNT # _____
 ADDRESS _____ NAME ON ACCOUNT _____

OTHER INCOME

SOURCE(S) _____ AMOUNT(S) _____

OCCUPANT(S)

NAME(S) / RELATIONSHIP(S) _____

EMERGENCY CONTACT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

RELATION: _____ PHONE: _____

If Guarantor Application, describe relationship to Applicant? _____

Names of others who will live in Apartment (but will not be on Lease): _____

Names and ages of visiting children: _____

Are you applying for consent to have a pet? NO YES Breed: _____ Weight: _____

Have you ever been evicted? NO YES

Have you ever broken a lease? NO YES Describe: _____

Have you ever been in Landlord/Tenant court? NO YES Describe: _____

Have you ever declared bankruptcy? NO YES Describe: _____

Have you ever rented from Lalezarian Developers Inc.? NO YES

When? _____ Building: _____ Apt #: _____

How did you hear about us? _____

Citizen Status: U.S. Citizen Permanent Resident (Green Card) Temporary Resident (NO Green Card)

I warrant that all statements above set forth are true. I further represent that I am not renting a room or an apartment under any other name, nor have I ever been dispossessed from any apartment, nor am I now being dispossessed. I hereby give my permission to conduct inquiries concerning my income, credit history, residence, banking relationships, character and reputation for the purpose of verifying information, provided by me, on any apartment rental/purchase application. If this application is approved, I further authorize the Owner, Credential Researchers or its agent(s) to conduct further credit inquiries. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, OFAC search and Landlord/Tenant court record search will be done in conjunction with my application. I hereby hold Lalezarian Developers Inc. and its agent(s) free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords, property managers, supervisors or employers. No representations or agreements by Salespersons, Brokers or others are to be binding on Lalezarian Developers Inc., and/or any party connected with its business organization unless included in the written lease proposed to be executed. By submitting this application, I represent that owner makes no guarantee regarding the status of this application or the availability of any apartment. If a lease is approved and executed, this completed application form becomes a part of that certain lease.

I understand that the \$75.00/\$25.00 credit checking fee is non-refundable.

 APPLICANT SIGNATURE

 DATE



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Credit Card Authorization

Property Address: _____ **City:** _____

State: _____ **Apt: #** _____

Terms: The name that will appear on your credit card statement is "Lalezarian Developers Inc.". The credit check fee is non-refundable. **Initial here:** _____

PLEASE KEEP A COPY OF THIS AS YOUR RECEIPT.

Check one: Visa MasterCard Discover

Credit Card Number: _____

Expiration Date: _____ **3 Digit Security Code:** _____ (From the back of the card)

Cardholder's Name: _____

Email: _____ **Cardholder's phone:** _____

Cardholder Billing Address:

Street: _____

City: _____ **State:** _____ **Zip:** _____

Amount: \$ _____

I hereby authorize Lalezarian Developers Inc. 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