

Ventilaire Realty Co. - NYC Rental Application

SEPARATE APPLICATION REQUIRED FROM EACH APPLICANT AGE 18 OR OLDER INCLUDING SPOUSE AND CHILDREN
THIS APPLICATION AND ITS CONTENTS ARE CONSIDERED PART OF THE LEASE. PLEASE FILL OUT ALL THE QUESTIONS BELOW

Applicant Information

Last Name:		First Name:		MI:	
Sex:	Home Phone Number:		Work Phone Number:		Cell. Phone Number:
Social Security Number:		Driver's License Number:		State:	Date of Birth:
Marital Status:	Single:	Married:	Divorced:	Fiancé:	

Present Rental Information

Present Home Address:		City:	State:	Zip Code:	Length of Residence:
Landlord Name:		Landlord Phone Number:		Landlord Fax Number:	Monthly Rent:
Reason for Moving:					

Previous Rental Information

Previous Home Address:		City:	State:	Zip Code:	Length of Residence:
Landlord Name:		Landlord Phone Number:		Landlord Fax Number:	Monthly Rent:
Reason for Moving:					

Employment & Income Information

Present Occupation:		Employer Name:		Name of Supervisor:	
Employer - Human Resources Dept. Phone #:		Employer - Human Resources Dept. Fax #:		Supervisor Phone Number:	
Current Income		Check one:		Length of Employment:	
After Deductions:		Weekly Bi-Weekly Monthly Yearly		Work Hours:	
				AM PM	

Self Employment & Income Information

Present Occupation:		Company Name:		Name of CPA	
Company Address & Phone #:		Years in Business - Same Location - References		CPA Phone Number or Email:	
Current Income		Check one:			
After Deductions:		Weekly Bi-Weekly Monthly Yearly			

Other Sources of Income:

Other Please Describe:			
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In Case of Emergency, Contact:

Name:	Phone #:	City:	State:	Relationship:
Name:	Phone #:	City:	State:	Relationship:

Rental Assistance

Rental Assistance / Subsidy Type:	Voucher Amount:	Expiration Date:
Case Number:	Case Worker Name:	Case Worker Phone Number:

Residency Information

HOW MANY OCCUPANTS WILL BE LIVING. IN THIS APT BESIDES APPLICANT SIGNED ON THIS LEASE PLEASE LIST ALL:		EACH ADDITIONAL ADULT LIVING IN THE APT. OVER THE AGE OF 18 YEARS IS REQUIRED TO FILL OUT A SEPARATE APPLICATION:		IF THIS IS NOT FILLED OUT IT INDICATES THAT NO OTHER PERSON WILL BE LIVING IN THE APT. :	
Total Adults:		Total Children Under 18 Years :		Pets: PETS ALLOWED BY PRIOR APPROVAL ONLY	
FULL NAME		SEX	DATE OF BIRTH	RELATIONSHIP TO APPLICANT	

Have you ever:

Filed for bankruptcy? If yes, list date filed:
Been served an eviction notice or been asked to vacate a property you were renting? If yes, when?
Willfully or intentionally refused to pay rent when due? If yes, when?
Have You Ever Rented or Leased under another name? If yes, when?
Been convicted of or committed a felony? If yes, what?
Been charged or arrested for drug possession or sale?

Referred to us by: ☐ Newspaper (name) _____ ☐ Realtor (name) _____ ☐ Other _____

I hereby consent to allow, through its designated agent and its employees, to obtain and verify my consumer information (including credit, criminal and public records information) for the purpose of determining whether or not to lease to me an apartment. I understand that should I lease an apartment, and its agent shall have a continuing right to review my consumer information, rental application, payment history and occupancy history for account review purposes and for improving application methods. I declare under penalty of perjury that the information listed in this application is true and correct. I understand that the owner of the property, or any of its agents make no guarantees regarding status of this application or of the availability of any apartments, unless specifically agreed to in writing, until a valid lease agreement is signed by both parties. Under the NYC Fair Chance Act & Federal Credit Reporting laws, if your application is denied, and a credit report was used within that determination, you are entitled to a free copy of such report.

Signature of Applicant: _____ Date: _____

Remarks or personal statement please write here: _____

FAILURE TO FILL OUT THE APPLICATION COMPLETELY WILL RESULT IN A DELAY OF PROCESSING YOUR APPLICATION

RENTAL ADDRESS - OFFICE USE ONLY

Rental Property Address:	Apt. #:	Bedroom:	City:	State:
Interviewed By:	Today's Date:	Move in Date:	Rent/Month:	

DOCUMENTS NEEDED TO APPLY

Financial and Documentation Requirements

- Letter from your employer stating position, salary and length of employment. (or start date if you have not yet begun working)
- Last two (2) pay stubs (if already working)
- Last two (2) years tax returns
- Last two (2) months bank statements
- Photo identification
- Complete owner's and broker's applications (it is necessary to fill out both application in order to check applicant's credit and background)

Financial Requirements:

- **Landlord requires that your guaranteed income be 40 times the monthly rent.** For example, if the monthly rent were \$10,000 month, you would need to show a **guaranteed** income of at least \$400,000 per year. ($\$10,000 \times 40 = \$400,000$)
- Estimated bonus may be considered if a documented history of bonuses can be provided.
- If your guaranteed yearly income falls below the landlord's requirement, there are other factors that may be taken into consideration, such as income from other sources, housing allowances, or the use of a guarantor.