



management corp.

Application for Apartment Rental

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Please print all information. All questions must be answered for our company to consider your application.

7001 BRUSH HOLLOW ROAD
SUITE 200
WESTBURY, NY 11590
TEL: (516) 876-4800
FAX: (516) 876-6812
EMAIL: INFO@KALED.COM

Applicant Information

Name:

Present Address:

Present Landlord's Name and Address:

Years at Present Address: _____

Prior Address:

SS #: _____

Date of Birth: _____

Driver's License # _____

Telephone: _____

Current Member of Military Service: Yes No

Emergency Contact Name & Telephone:

Present Employer/Business:

Present Employer/Business Address:

Years at Employer/Business: _____

Telephone: _____

Gross Weekly Income: _____

Position: _____

Other Weekly Income: _____

Source of Other Income: _____

Total Court Ordered Income per Month (provide proof): _____

Total Court Ordered Payments per Month (provide proof): _____

Previous Employer/Business:

PLEASE NOTE:

Application information provided by you and all other persons on this application may be used to obtain a tenant screening report.

Such report shall be obtained from On-Site.com.

**ON-Site.com can be reached at:
307 Orchard City Drive, Suite 110,
Campbell, CA 95008.**

By phone: (877) 222-0384

Pursuant to federal and state law:

(1) if a user takes adverse action against a prospective tenant on the basis of information contained in a tenant screening report, such user 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; 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.

Previous Employer/Business Address: _____

Years at Previous Employer/Business: _____

Telephone: _____

Bank Account # _____ Amount: _____

Bank Name & Location: _____

Total of Outstanding Loans: _____ Total Monthly Loan Payment: _____

Name & Address of Creditor(s): _____

Loan Account Numbers: _____

E-mail Address _____ How did you hear about us? _____

Co-Tenant/Guarantor Information

Name: _____

Present Address: _____

Years at Present Address: _____ Telephone: _____

SS #: _____ Date of Birth: _____

Driver's License # _____ Current Member of Military Service: Yes No

Relationship to Applicant: Co-occupant without independent rights Co-Tenant Guarantor

Emergency Contact Name and Telephone: _____

Present Employer/Business: _____

Present Employer/Business Address: _____

Years at Employer/Business: _____ Telephone: _____

Gross Weekly Income: _____ **Position:** _____

Previous Employer/Business: _____

Previous Employer/Business Address: _____

Years at Previous Employer/Business: _____ Telephone: _____

E-mail Address _____ How did you hear about us? _____

Others to Reside in Apartment (Do not furnish ages of adults.)

Name	Age	Relationship to tenant or other occupant

Applicant acknowledges that they have been advised that NO PETS are allowed on the premises under any circumstances. Applicant initial _____ Co-Applicant initial _____

Apartment Information

Address and Apartment Being Applied for: _____

Monthly Rent: _____ Desired Start Date: _____

Additional Information Needed to Process This Application:

Please provide copies of the following items and attach to this application. All applications must include Copy of Driver's License/ID and Social Security Card. **Failure to provide all information requested will result in immediate denial of application and forfeit of application fees.**

A. If you work for a company:

- Employment letter on employer's letterhead verifying:
 - Length of employment
 - Annual income for past two years
- Four consecutive pay stubs not older than 30 days
- Copy of your complete Federal Income Tax Return (including all schedules, W2, & 1099 forms)
- 3 consecutive most recent complete bank statements (NO SCREENSHOTS)
- Cancelled rent checks for the past 4 months

B. If you are self employed or commission based:

- Letter from your accountant verifying:
 - Length of employment, type of business
 - Annual income for past two years
- Copy of your complete Federal Income Tax Return for the past 3 years (including all schedules, W2 & 1099 forms)
- 3 consecutive most recent complete bank statements (NO SCREENSHOTS)
- Cancelled rent checks for the past 4 months

C. Guarantor Requirements:

All items listed in A or B above, as applicable

Applicants' additional comments, if any:

Office use:

Kaled Management Corp. will require one money order in the amount of \$20.00 per applicant. Please pay by Money Order ONLY, made payable to Kaled Management Corp. **This fee is a non-refundable processing fee.** If you require a guarantor, please include an additional \$20.00 non-refundable processing fee. Guarantor must fill out application and provide all information required. Payment must be made via Money Order ONLY.

Acceptance of said fees is not to be construed as acceptance of tenancy application. Applicant will sign an authorization allowing Kaled Management Corp. to obtain credit information. Kaled Management Corp. will obtain a credit and income verification, and based upon that will determine the amount of security applicable. All applicants are required to have a yearly income (base pay, does NOT include tips, bonus, etc.) of at least 50x the monthly rent and a minimum credit score of 750 (using the FICO scoring system*). There are no EXCEPTIONS!! Guarantors are required to have a minimum credit score of 750* and have sufficient income to cover their own bills in addition to the person for whom they are providing the guarantee. Guarantor must have their primary residence in NY. **If application is missing ANY items, it is grounds for an automatic denial.**

The Landlord will in no event be bound, nor will possession be given, unless and until a lease executed by the landlord has been delivered to tenant. The applicant and his/her references must be satisfactory to the Landlord. No representations or agreement by agents, brokers, or others are binding on the Landlord unless included in the executed lease.

It is understood that security is NON-TRANSFERABLE. Security on current apartment will be refunded provided there are no damages or extra work required in the unit, tenant remains until end of the lease and fulfills all lease obligations.

I hereby warrant that all my representations set forth herein are true. I recognize that the truth of the information contained herein is essential. 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 and that I am over 18 years of age.

I have been advised that I have the right to make a written request, directed to the appropriate credit reporting agency, within a reasonable time for a complete and accurate disclosure of the nature and scope of any credit investigation. **I understand that upon submission, this application and all documents become the property of the Landlord, or Agent, and will not be returned to me under any circumstances.**

I hereby authorize Kaled Management Corp. to conduct a background investigation, which will be necessary to qualify me as a tenant. I authorize credit bureaus, financial institutions, employers, or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with a rental agreement. I will present any other information required by the Landlord in connection with the lease contemplated herein.

New York City Law requires that this application be furnished to the tenant in color. This internet version is in color and can be printed in color. The applicant acknowledges that in spite of the applicant having printed this application in black and white (if applicable), the application was displayed to the tenant in color via the internet.

Applicant's Name (Print)

Signature

Date

Spouse, Co-Tenant, Guarantor Name (Print)

Signature

Date

If this is a joint application, both parties must sign this form.