



Application Cover Sheet

Documents Required for Apartment Application

- Fully completed application for each applicant, including social security number, telephone number and signature.
- Photo identification, Social Security card for all occupants, Birth Cert for minors.
- 3 Most recent pay stubs.
- Last W2 form and Tax Return.
- Letter from employer (on company letterhead) stating current salary and length of employment.
- Copy of current lease, or 3 current rent receipts.
- Copy of Section 8 Voucher and case worker contact information (If applicable.)
- Current public assistance budget letter PA/SSI/SSDI award letter (if applicable.)
- Proof of any other source of income.
- Copy of most recent bank statement.
- Non - Refundable \$50.00 credit check fee for each applicant.

Some cases with prior notice, you'll be required to pay additional fees depending on the building.

Your income must be documented. If you don't have your last income tax return, include a letter from your job.

For All Section 8 clients

About "Security deposit" and "Broker's Fee"

Please note that Section 8 doesn't pay for "Security" or for "Broker's fee".

If you are not on PA then you are responsible for the security and the broker's fee.

In order to receive your keys after the apartment has been approved and you receive your move-in letter, the security deposit, your share and also the Brokers Fee have to be paid in full.

Also if you apply with Public Assistance for the "ONE SHOT DEAL" you will not receive your keys until you bring in the checks.

ALL PAYMENTS MUST BE CERTIFIED CHECKS, BANK CHECKS, MONEY ORDERS, OR CASH

\$ _____ First Month Rent Payable to: _____

\$ _____ Security Deposit Payable to: _____

\$ _____ Broker fee Payable to: COLUMBIA RESIDENTIAL, INC.

If Required:

\$ _____ Last Month Rent Payable to: _____

Columbia Residential, INC

BXrental.com

125 W. Kingsbridge Rd Bronx, NY 10468
Tel: 347 498-1353 Fax: 718 732-7906



APARTMENT APPLICATION

For Occupancy at _____ APT _____ Brms _____ Rent _____

Date: _____ Apt. Size Wanted: _____ Area: _____ Max Rent: _____

Prefer: House Building Parking Garage Other (Floor Level): _____

Working Program _____ Brms Approved _____ Case worker: _____

Applicant Name: _____ Mobile: _____

Phone: _____ Email: _____

Date of Birth: _____ **SSN:** _____ Credit info Excellent Fair Poor

Current Address: _____ (City, State, Zip)

Landlord Name and Address: _____

Landlord Phone: _____ Monthly Rent: _____ How long? _____

Current Employer: _____ (City, State, Zip)

Phone: _____ Supervisor: _____ How long? _____

Position: _____ Annual Income: _____ Other Income: _____

Co-Applicant Name: _____ Mobile: _____

Phone: _____ Email: _____

Date of Birth: _____ **SSN:** _____ Credit info Excellent Fair Poor

Current Employer: _____ (City, State, Zip)

Phone: _____ Supervisor: _____ how long? _____

Position: _____ Annual Income: _____ Other Income: _____

Names and relationship of other people occupying the apartment:

Name	Relationship	DOB	SS#	Age

BROKERAGE AGREEMENT

I hereby agree and understand that Columbia Residential inc. Lic. Real Estate Brokers is entitled to a commission if I or any of my friends, family, roommates, or prospective roommates signs a lease on one of the apartments shown to me. This commission is to be paid to Columbia Residential Inc on or before lease signing. I, the prospective tenant, agree to rent the apartment only through Columbia Residential inc. Failure to do so will render a penalty equal to 15% of the annual rent of said apartment; in addition I will be responsible for any related legal fees and interest. A fax or photocopy of this application will be acceptable in a court of law.

CREDIT REPORT AUTHORIZATION

I/we hereby authorize Columbia Residential Inc. and/or any Credit Information Services to obtain information concerning my past credit, and/or tenant-landlord history now or anytime in the future. I hereby authorize any of the following sources, including but not limited to landlords, public or privately owned utilities, current or past creditors, governmental housing agencies, and/or other credit reporting agencies to release any information to Columbia Residential Inc or any Credit Information Service concerning my/our past credit and/or tenant-landlord history. I hereby release any of the above sources, their officers, agents, or employees from any liability for damages of whatsoever kind or nature whether caused by negligence or otherwise which may at any time result to me/us by reason of compliance with the above mentioned inquiry which may include the answering of specific questions and the giving of any information concerning my/our past records.

I HAVE READ THE ABOVE AND I AM IN COMPLETE AGREEMENT WITH IT.

Signature of Applicant _____ Date _____

Signature of Co-Applicant _____ Date _____

A NON-REFUNDABLE CREDIT CHECKING FEE OF \$50.00 PER APPLICANT IS DUE AT THE TIME THE RENTAL APPLICATION IS FILLED OUT. IF YOU DECIDE TO APPLY FOR DIFFERENT APARTMENT COMPLEX YOU MAY NEED TO PAY ADDITIONAL FEES DEPENDING ON THEIR REQUIREMENTS.

Applicant Initials: _____ **Co-Applicant Initials:** _____