



## 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.
- 4 Most recent pay stubs.
- Last W2 form and Tax Return.
- Letter from employer (on company letterhead) stating current salary and length of employment.
- Letter from Current Landlord with payment history.
- Copy of Section 8 Voucher and case worker contact information (If applicable.)
- Current public assistance budget letter PA/SSI/SSDI award letter (if applicable.)
- Non - Refundable \$75.00 credit check fee for each applicant.

*In 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**

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Amount Needed for rental: \_\_\_\_\_

First Month Rent Payable to: \_\_\_\_\_

Security Deposit Payable to: \_\_\_\_\_

If Required:

Last Month Rent Payable to: \_\_\_\_\_



2625 Grand Concourse Bronx, NY 10468

Tel: (347) 422-6362 Fax: (718) 732-7906

www.bxrental.com office@bxrental.com



APARTMENT APPLICATION

Date: \_\_\_\_\_ Apt. Size Wanted: \_\_\_\_\_ Area: \_\_\_\_\_ Max Rent: \_\_\_\_\_

Prefer: House Building Parking Garage Other (Floor Level): \_\_\_\_\_

Working Program \_\_\_\_\_ Brms Approved \_\_\_\_\_ Case worker: \_\_\_\_\_

Applicant  Co-Applicant  Co-Signer | Related App \_\_\_\_\_

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: \_\_\_\_\_

Names and relationship of other people occupying the apartment:

Name	Relationship	DOB	SS#	Age

BROKERAGE AGREEMENT

I hereby agree and understand that Mena Realty Corp. 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 Mena Realty Corp. on or before lease signing. I, the prospective tenant, agree to rent the apartment only through Mena Realty Corp. 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 Mena Realty Corp. 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 Mena Realty Corp. 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 \_\_\_\_\_

A NON-REFUNDABLE CREDIT CHECKING FEE OF \$75.00 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: \_\_\_\_\_

For Occupancy at \_\_\_\_\_ APT \_\_\_\_\_ Brms \_\_\_\_\_ Rent \_\_\_\_\_



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### CREDIT REPORT AUTHORIZATION

PLEASE PRINT

Today's Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Employer's Address : \_\_\_\_\_

I (print), \_\_\_\_\_, give full authorization for an investigative report whereby third parties may be contacted to report on my character, general reputation, personal characteristics, mode of living, salary-income, court reports, consumer credit and banking-financial practices. I authorize Banks, Financial Institutions, Landlords, Business Associates, Credit Bureaus, Attorneys, Accountants and other persons or institutions with whom I am acquainted to furnish any and all information regarding me. I agree to pay a one-time, **non-refundable** processing fee of \$75.00.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date