



**OFFICE USE ONLY**

ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_ DATE \_\_\_\_\_

Paid:  
\$ \_\_\_\_\_

RENT \$ \_\_\_\_\_ SECURITY \$ \_\_\_\_\_ **Move In Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

LEASE BEGINS \_\_\_\_/\_\_\_\_/\_\_\_\_ LEASE EXPIRES \_\_\_\_/\_\_\_\_/\_\_\_\_ LEASE TERM: \_\_\_\_ YEAR(S)

**SOURCE:** \_\_\_\_\_ **OR** **BROKER'S FIRM:** \_\_\_\_\_

**AGENT NAME / PHONE # / EMAIL:** \_\_\_\_\_

**Please note all paperwork is due within 24 hours of submitting application.**

**PLEASE CHECK ONE - I AM A:** TENANT  I AM AN OCCUPANT  I AM A: GUARANTOR

FULL LEGAL NAME: \_\_\_\_\_ S.S.N: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

PHONE # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRESENT LANDLORD - NAME \_\_\_\_\_ **MANAGEMENT CO.**  **PRIVATE**  **OTHER**  \_\_\_\_\_

LANDLORD'S ADDRESS \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_\_

MONTHLY RENT \$ \_\_\_\_\_ LEASE START DATE \_\_\_\_\_ END DATE \_\_\_\_\_ **REASON FOR MOVING** \_\_\_\_\_

YOUR PREVIOUS ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_

LANDLORD \_\_\_\_\_ **MANAGEMENT CO.**  **PRIVATE**  **OTHER**  \_\_\_\_\_

MONTHLY RENT \_\_\_\_\_ LEASE START DATE \_\_\_\_\_ END DATE \_\_\_\_\_ **REASON FOR MOVING** \_\_\_\_\_

LANDLORD NAME & ADDRESS \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_\_

EMPLOYER/SCHOOL \_\_\_\_\_ POSITION \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ ANNUAL SALARY **(BASE)** \$ \_\_\_\_\_ START DATE \_\_\_\_\_

OTHER SOURCE OF INCOME \_\_\_\_\_

BANK REF: CHECKING \_\_\_\_\_ BRANCH \_\_\_\_\_ SAVINGS \_\_\_\_\_ BRANCH \_\_\_\_\_

**Do you wish to keep an animal in the apt?** YES  NO  Cat # \_\_\_\_\_ Dog # \_\_\_\_\_ **Other (please list)** \_\_\_\_\_ # \_\_\_\_\_

**HAVE YOU EVER OR ARE YOU CURRENTLY SERVING IN THE MILITARY ?**  YES  NO

**PLEASE LIST ALL PERSONS RESIDING IN UNIT.**

1.Name \_\_\_\_\_ AGE \_\_\_\_\_ RELATIONSHIP TO YOU \_\_\_\_\_ 2.Name \_\_\_\_\_ AGE \_\_\_\_\_

Relationship to you \_\_\_\_\_ 3. Name \_\_\_\_\_ AGE \_\_\_\_\_ RELATIONSHIP TO YOU \_\_\_\_\_

The application information provided by you may be used to obtain a tenant screening report; the name and address of the consumer reporting agency or agencies that will be used to obtain such reports is:

**TENANT SAFE-APPLICANT SAFE .112 CLIFTON AVENUE # 116, LAKEWOOD, NJ 08701.**

Pursuant to federal, state and local law:

1. If we take adverse action against you on the basis of information contained in a tenant screening report, we must notify you that such action was taken and supply you with 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. If any adverse action is taken against you based on information contained in a tenant screening report, you have the right to inspect and receive a free copy of that 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](http://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.

**RELEASE AUTHORIZATION:** I hereby, give SW Management, LLC, 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, consumer credit, housing, criminal and banking-financial practices. I agree to hold the above named company and any affiliates harmless for any claims that may arise as a result of this investigation. 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 for the purpose of residency. This authorization also applies to any update reports which may be ordered as needed. I am willing that a photocopy or fax of this authorization be accepted with the same authority as this original.

I understand that there is a \$100.00 Non-Refundable Application Fee + \$35 shipping/processing fee (cash only). On approval we will require **2 SEPARATE MONEY ORDERS, CERTIFIED OR CASHIER'S** checks to be submitted by listed tenant 1. First month's rent, 2. Security Deposit .

APPLICANT'S TENANT /GUARANTOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Please Note** All paperwork is due within **24 hours** of submitting application. Lease signing to be held within 24 hours of approval. **Failure to comply will result in denial of application.**

**Tenant Applicant:** Base income requirement of **40x** the monthly rent. Applicant must be employed for a **minimum of one year** by their current employer.

### **\*Employed**

1. Current letter of employment (Signed with contact info, on a letterhead, currently dated stating your date of hire, position held and current salary. No digital signatures accepted.)
2. 3 most recent pay stubs.
3. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
4. Landlord reference letter stating the term of your lease & payment history. This must be on company letterhead with contact information and signature. (No digital signatures accepted)
5. Canceled Checks for the last six (6) months of your Rent (Your bank keeps a copy of the front and back of checks you write. You can retrieve this from your online banking service or a local branch at no cost to you).
6. Legible copy of valid state photo ID, driver's license and/or passport.

### **\*Self employed**

1. Tax Transcripts from IRS.GOV for 2015 & 2016. If you have an extension for 2016, also provide transcripts for 2014.
2. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
3. Landlord reference letter stating the term of your lease & payment history. This must be on company letterhead with contact information and signature. (No digital signatures accepted)
4. Canceled Checks for the last six (6) months of your Rent (Your bank keeps a copy of the front and back of checks you write. You can retrieve this from your online banking service or a local branch at no cost to you).
5. Legible copy of valid state photo ID, driver's license and/or passport.

### **\*Students Guarantor required**

1. School letter stating enrollment & graduation date. This must be on school letterhead. (No digital signatures accepted)
2. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
3. Landlord reference letter stating the term of your lease & payment history. (No digital signatures accepted)
4. Canceled Checks for the last six (6) months of your Rent (Your bank keeps a copy of the front and back of checks you write. You can retrieve this from your online banking service or a local branch at no cost to you).
5. Legible copy of valid state photo ID, driver's license and/or passport.

### **\*International Students**

1. School letter stating enrollment & graduation date. This must be on school letterhead. (No digital signatures accepted)
2. U.S. bank statements – current checking & savings.
3. Legible copy of valid state photo ID, driver's license, passport, visa and I-20 form.

**Guarantor:** Income requirement of 80-100x monthly rent. Max 2 people can act as guarantor.

**\*Restrictions do apply please ask front desk.**

### **\*Employed**

1. Current letter of employment (Signed with contact info, on a letterhead, currently dated stating your date of hire, position held and current salary. No digital signatures accepted.)
2. 3 most recent pay stubs.
3. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
4. Legible copy of valid state photo ID, driver's license and/or passport.

### **\*Self employed**

1. Tax Transcripts from IRS.GOV for 2015 & 2016. If you have an extension for 2016, also provide transcripts for 2014.
2. Current bank statements – checking & savings. Your full name, the bank's name, the end balance and date listed.
3. Legible copy of valid state photo ID, driver's license and/or passport.

**\*If deemed necessary additional documents maybe requested.**

**\$100.00** application fee per tenant, guarantor & occupant + **\$35** shipping processing fee.

511 East 78<sup>th</sup> Street between York & East End Avenue.

Tel #212.517.3000 Fax #212.737.0285 Email: [csleasing@swmanagement.com](mailto:csleasing@swmanagement.com)



**CITY & SUBURBAN LEASING OFFICE  
511 EAST 78<sup>th</sup> STREET  
NEW YORK, NY 10075  
PHONE: (212) 517-3000  
FAX: (212) 517-3686**

I, \_\_\_\_\_, authorize the following information to be disclosed to SW Management LLC.

☛ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*\*PLEASE DO NOT MARK BELOW THE DOTTED LINE\*\*\*\*\***

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**Verification of Employment for S.W.MANAGEMENT LLC**

We have received an application for occupancy or guarantor from the above named individual whom we understand is currently employed or has been employed by you in the past. In addition to the information requested below please furnish us with any information you might feel will assist us in processing the application. Thank you for your assistance.

**Name of Employer:** \_\_\_\_\_

**Date of Hire:** \_\_\_/\_\_\_/\_\_\_

**Currently Employed:**     Yes             No

**Position Held:** \_\_\_\_\_

**Yearly Salary:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Verifying Party**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Print Name of Verifying Party**

\_\_\_\_\_  
**Phone Number**



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NEW YORK, NY 10075  
PHONE: (212) 517-3000  
FAX: (212) 517-3686

I, \_\_\_\_\_, authorize the following information to be disclosed to SW Management LLC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address of applicant(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*\*\*PLEASE DO NOT MARK BELOW THE DOTTED LINE\*\*\*\*\***

**Verification of Rent for SW Management LLC**

We have received an application for occupancy from the above named individual whom we understand is currently renting an apartment or has rented an apartment from you in the past. In addition to the information requested below please furnish us with any information you might feel will assist us in processing the application. Thank you for your assistance.

Tenant Rented From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Amount of rent: \$ \_\_\_\_\_ per \_\_\_\_\_

Number of late payments in the past 12 months: \_\_\_\_\_

Is account satisfactory?  Yes  No

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Verifying Party

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name of Verifying Party

\_\_\_\_\_  
Phone Number