



**BUCHBINDER  
& WARREN**  
REALTY GROUP LLC

1 Union Square West  
New York, NY 10003-3386  
Tel: 212-243-2200  
Fax: 212-645-6881  
www.BuchbinderWarren.com

## **Application Package**

**Please note that this application must be printed and faxed after it is filled out. Due to the fact that we need an original signature, this application cannot be emailed.**

### ***Requirements for Rental Applications***

**All items must be completed for each applicant and each guarantor:**

- Completed application
- Non-refundable \$50.00 credit check/application fee per applicant in the form of check, money order, or cash
- **Original** letter with original signature from present landlord stating current rent, standing, and length of tenancy
- **Original** letter with original signature from current employer, on company letterhead, stating salary, position and length of employment
- **Original** proof of income in the form of W2, 1040, or pay stub, we will make copies and return the originals to you
- **Two** forms of ID, at least one MUST be a photo ID

### ***Requirements for Lease Signing***

- The completed and approved application package
- One month rent (first month) in the form of a certified check or money order
- Two months security (will be placed in and interest-bearing account) in the form of a certified check or money order (we will tell you beforehand who to make the checks payable to)
- Fee of 15% of annual rent in the form of a certified check or money order made out to BUCHBINDER & WARREN REALTY GROUP, LLC
- **Two** forms of ID, at least one MUST be a photo ID



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**Building:** \_\_\_\_\_  
**Apartment #:** \_\_\_\_\_

### STANDARD RENTAL APPLICATION

APARTMENT APPLYING FOR: \_\_\_\_\_  
BUILDING APT. # RENT/ MONTH SECURITY DEPOSIT

APPLICANT'S NAME: \_\_\_\_\_  
FIRST MIDDLE INITIAL LAST

PRESENT HOME ADDRESS: \_\_\_\_\_  
NUMBER/ STREET/ APARTMENT

CITY STATE ZIP PHONE

PRESENT MANAGING AGENT/ LANDLORD: \_\_\_\_\_  
NAME (COMPANY NAME IF APPLICABLE)

CITY STATE ZIP PHONE

IS IT YOUR LEASE? \_\_\_\_\_ HOW LONG A RESIDENT? \_\_\_\_\_ CURRENT RENT? \_\_\_\_\_

PREVIOUS HOME ADDRESS: \_\_\_\_\_  
NUMBER/ STREET/ APARTMENT #

CITY STATE ZIP PHONE

PRESENT EMPLOYER: \_\_\_\_\_ \$  
NAME ADDRESS TELEPHONE # ANNUAL SALARY

POSITION DATE BEGUN SUPERVISOR/ CONTACT TELEPHONE #

OTHER INCOME: (NAME OF INSTITUTION/ TYPE OF ACCOUNT/ ACCOUNT NUMBER:)

NAME TYPE ACCOUNT NUMBER

BUSINESS REFERENCES (INCLUDE NAME ADDRESS & TELEPHONE #)

1) \_\_\_\_\_

2) \_\_\_\_\_

IN CASE OF EMERGENCY PLEASE NOTIFY:

NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

ALL FUNDS, COMMISSIONS, RENT, SECURITY DEPOSITS, MUST BE PAID IN THE FORM OF CASH, CERTIFIED CHECK OR MONEY ORDER. WE CANNOT ACCEPT PERSONAL CHECKS UNTIL YOU ARE AN ESTABLISHED TENANT.

It is understood and agreed to in the event I lease this apartment a commission will be due to the following terms:

- 1/2 of 15% of total annual rent for a lease of up to 4 months.

- 15% of the total annual rent for a lease of more than 6 month's and up to 1 year.

Application Processing Fees

Along with this application, there is a non-refundable application processing charge required of \$50.00 for first applicant, \$50.00 for each additional applicant in a group, or for each guarantor.

WITH MY SIGNATURE, I HEREBY REPRESENT THAT THE ABOVE INFORMATION IS TRUE AND I AUTHORIZE BUCHBINDER & WARREN REALTY GROUP, LLC TO CONDUCT A CREDIT INVESTIGATION ON THE INFORMATION I HAVE PROVIDED ABOVE.

APPLICANT SIGNATURE: \_\_\_\_\_ S.S.# \_\_\_\_\_ DATE: \_\_\_\_\_



## Addendum to Application

Premises Address: _____, New York, Apt. #: _____
Monthly Rent: _____ Security Deposit \$: _____

I (we) would like to take the above captioned premises on \_\_\_\_\_, 20\_\_\_\_ (lease commencement date).

I (we) understand that I (we) will be responsible for rent payment starting \_\_\_\_\_, 20\_\_\_\_.

I (we) have been notified that the keys to the unit cannot be delivered to me (us) before the lease commencement date and that I (we) will not be permitted to move into the premises before my (our) lease start date of \_\_\_\_\_, 20\_\_\_\_.

I (we) have had an opportunity to inspect the premises and I (we) agree to accept the unit in "as is" condition. If not applicable, please note comments in the space provided below.

I (we) understand that the above is contingent on whether my (our) application is approved and that my (our) **application will not be considered until this acknowledgement is executed and returned** by me (us).

**Acknowledgement:** \_\_\_\_\_ **Applicant No. 1**

\_\_\_\_\_ **Applicant No. 2**

**Date of Acknowledgement:** \_\_\_\_\_, 20\_\_\_\_.

Comments: