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New York, NY 10003-3386
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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 an 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



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: