

MISRA GROUP, LLC.
174 FIFTH AVE, SUITE 305
NEW YORK, NY 10010

TEL: 212-242-7070 FAX: 212-674-8616

APPLICATION FOR APARTMENT RENTAL, P. 1 OF 2: APPLICATION FORM

NOTE: WE DO NOT ACCEPT INCOMPLETE APPLICATIONS.

Building Address of Prospective Apartment: _____ Apt No: _____ Monthly Rent \$ _____

PERSONAL INFORMATION

Type of Applicant: Tenant ___ Guarantor ___ If you are applying to be a guarantor, please list prospective Tenant(s) _____
Name of Applicant: _____ Social Security No. _____ Date of Birth: ___/___/___
Cell Phone (____) _____ Work (____) _____ ext. ____ Home (____) _____ Email: _____
Name of Prospective Guarantor (if any; if none, write "NONE") _____ (each guarantor must complete a separate application)
Please write Name(s) of Prospective Roommate(s) / Occupant(s) (if any; if none, write "NONE") _____
_____ (each roommate/ occupant >18yrs must complete a separate application)

RESIDENCE HISTORY

Present Address: No. and Street _____ Apt No. _____ City/Town _____ State/Zip _____
Monthly Rent / Mortgage Payment (circle one: own or rent) \$ _____ Lease Term: From: ___/___/___ to ___/___/___
Name of Present Landlord / Property Manager / Owner: _____ Phone No. (____) _____
Reason for Moving: _____
Previous Residence: No. and Street _____ Apt No. _____ City/Town _____ State/Zip _____
Monthly Rent / Mortgage Payment (circle one: own or rent) \$ _____ Lease Term: From: ___/___/___ to ___/___/___
Name of Previous Landlord / Property Manager / Owner: _____ Phone No. (____) _____
Reason for Moving: _____
Have you ever had landlord/ tenant litigation? ___ Have you ever been evicted? ___ Have you ever filed bankruptcy? ___ If yes, explain on back of sheet

EMPLOYMENT HISTORY

Current Employer: _____ Position: _____
Work Address: _____ From (MM/DD/YY) ___/___/___ to ___/___/___
Work Phone No. (____) _____ Annual Income \$ _____ Supervisor's Name/Phone No. _____
Previous Employer: _____ Position _____
Work Address: _____ From (MM/DD/YY) ___/___/___ to ___/___/___
Work Phone No. (____) _____ Annual Income \$ _____ Supervisor's Name / Phone No. _____

OTHER INFORMATION REGARDING THE APPLICANT

Driver's License No. _____ State of Issuance _____ Expiration Date (MM/DD/YY) ___/___/___
Bank Name / Address _____ Bank Phone No. (____) _____
Checking Account No. _____ Savings Account No. _____
Credit Cards (1) Type _____ Account Number _____
Credit Cards (2) Type _____ Account Number _____
Other Income (Stocks, Bonds, Rentals, etc) _____ Annual Amount \$ _____
Business Reference (CPA, Attorney, Stock Broker) _____ Relationship to Applicant, if Any _____ Phone No. (____) _____
Emergency Contact: _____ Relationship _____ Phone No. (____) _____
How did you hear of this apartment? If from a broker what company/ name/ contact # _____
College/University(-ies) Attended _____ Major _____ Graduation Mo./Yr. _____
Do you have any pets? ___ If so what type: _____ Weight of pet: ___ Age of Pet: ___ Name/Sex/Color of Pet: _____

THE UNDERSIGNED APPLICANT ("APPLICANT") ACKNOWLEDGES AND AGREES THAT THE PROSPECTIVE LANDLORD OR SUBLESSOR OF APPLICANT, its agents, attorney and/or real estate broker has the right (but not the obligation) to conduct one or more credit checks on Applicant at any time, for any reason and without notice to Applicant, and to verify all information contained herein. **A NON-REFUNDABLE \$100.00 application-processing fee must be submitted with this application.** THIS APPLICATION IS SUBJECT TO ACCEPTANCE OR REJECTION AT ANY TIME BY LANDLORD OR SUBLESSOR AT ITS SOLE DISCRETION. **Please make sure all information is complete.** If Applicant's employer verifies information with "The Work Number" or a pay-per-use reference, Applicant is responsible for the fees associated with the reference check. Applicant represents and warrants that all of the information contained herein is true in all respects.

Signature _____ Date _____

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APPLICATION FOR APARTMENT RENTAL, P. 2 OF 2: SUPPORTING DOCUMENTS

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The 5 items on this list must be checked off and all documents attached to the application form.

___ 1. Application form

- Salary requirements:
Tenant: Monthly salary must be at least 3 times the monthly rent.
Guarantor: Monthly salary must be at least 6 times the monthly rent.
- Note: Any applicant who is employed less than one year or does not fulfill the salary requirements will be required to provide additional security and/or a guarantor.

___ 2. Proof of employment

- Required: Last TWO pay stubs
- Optional: Letter typed on company letterhead: must state position, salary, and length of employment
- Note: If the applicant or guarantor is self employed, we will require a letter from a Certified Public Accountant or Lawyer (typed on company letterhead) verifying the nature of the business and approximate income for the past two years. The original document must be presented at lease signing.

___ 3. Tax returns from the last TWO years

___ 4. Bank statements from the last TWO months

___ 5. Copy of photo ID (driver's license or passport)

Applicants should also provide any additional documentation that can help us verify reliability as a tenant: proof of additional income such as stock portfolio or trust funds; verification of property ownership, other assets, etc.; copy of school registration; valid student ID or bursar's receipt.

IMPORTANT: Applicants should be prepared to pay the following upon lease signing:

- 1st month's rent
- 1 month security deposit
- Broker's fee, if applicable