

Gateway Plaza

On the Hudson River Water Front
393 SOUTH END AVENUE
NEW YORK, NEW YORK 10280

OFFICE: (212) 786-1260 / FAX: (212) 786-4917

Dear Applicant:

Thank you for your interest in renting at Gateway Plaza. Attached is a *Residential Lease Application* for you to review and complete. The completed and signed *Application*, along with copies of all necessary documentation, can be sent to or dropped off at the address listed above (our office hours are M-F: 10am-6pm and Sat/Sun: 11am-6pm) or faxed to the number above.

If you have any further questions or concerns, please do not hesitate to e-mail me at mmckenzie@esp-ny.com or call me at (212) 786-1260.

We look forward to having you join the Gateway Plaza community!

Sincerely,

Melaine McKenzie,
Leasing Agent

Gateway Plaza

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IN ORDER TO PROCESS YOUR APPLICATION WITHOUT DELAY, PLEASE BE SURE THE FOLLOWING HAS BEEN DONE:

- The *Residential Lease Application* is completed and signed
Be sure that your landlord's name, address, and contact number are listed
- The Credit Report Authorization has been completed and signed
- A check in the amount of \$80.00 per applicant, made payable to *Gateway Plaza Management Corp*
- The Release of Information Authorization has been completed and signed
- The most recent copy of your completed, *signed* Income Tax Return is attached
- The most recent copy of your W-2 or 1099 is attached
- Copy of your most recent bank statements are attached
- Copies of your last two pay stubs are attached
- Copy of valid, unexpired picture identification is attached:
i.e. Driver's License/ Passport
- Employment information
If you are starting a new job, or you have been employed for less than three (3) years, you must submit a letter or copy of your employment contract stating your position, salary, and starting date.

Your *Residential Lease Application* will be reviewed once a complete application has been submitted. After review, you will be contacted with the status of your application.

Once your application has been approved an appointment can be scheduled to sign the Residential Lease document. Please note that all Leases must be accompanied by two (2) Certified Checks or Money Orders. The first month's rent should be made payable to *Gateway Plaza Management Corp*; and 1 month's security (plus an electric deposit to be determined based on apartment size) payable to *MSM Rent Security*.

NOTICE UNDER NYCAC SECTION 20-808

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

**Tenant Data Verification
344 Portion Road
Lake Ronkonkoma, NY 11779**

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; 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.**

Date: _____ D.O.B: _____

Name: _____ Social Sec. #: _____

Present Address: _____

Number of Rooms: _____ Number of Persons: _____ Rent/Mortgage Paid: _____

Length of Tenancy: _____ Telephone No.: _____

Landlord's Name and Address: _____

_____ Telephone No. : _____

Previous Address: _____

Landlord's Name and Address: _____

_____ How Long? _____ Rent/Mortgage Paid: _____

If Guarantor Application, describe relationship to Applicant: _____

Current Employment:

Job Title: _____ Annual Income: _____

Company Name: _____

Company Address: _____

Company Telephone No.: _____ Dept. Head: _____

Length of Employment: _____

Previous Employment:

Company Name: _____

Company Address: _____

Company Telephone No.: _____ Dept. Head: _____

Length of Employment: _____

Have you ever been evicted? no yes

Describe _____

Have you ever broken a lease? no yes

Describe _____

Have you ever been named or otherwise involved in a Landlord/Tenant proceeding or any other matter in housing court? no yes

Describe _____

Have you ever declared bankruptcy? no yes

Describe _____

Citizen Status: U.S. Citizen Permanent Resident (Green Card) Temporary Resident (No Green Card)

PERSONS TO OCCUPY APARTMENT

Name

Relationship to Applicant

=====
Bank Accounts:

Checking: Account # _____ Bank _____ Branch _____

Savings: Account # _____ Bank _____ Branch _____

Additional Sources of Income (Stocks, Pensions, Etc.): _____

=====
Applicant's Accountant:

Name _____ Address _____ Telephone No. _____

Applicant's Attorney:

Name _____ Address _____ Telephone No. _____

=====
Additional References:

1. _____
Name _____ Address _____ Telephone No. _____

2. _____
Name _____ Address _____ Telephone No. _____

How did you find this apartment? New York Times Ad Other Advertising Publication Website Reference/Referral
 Other (describe) _____

Broker's Information

Name: _____

Company: _____

I hereby warrant that all my representations set forth above are true and agree to notify Landlord in writing if any above representations shall change after the date below. I further represent that I am not renting a room or an apartment under another name, nor have I ever been dispossessed from my apartment nor am I now being dispossessed. I understand this notice will also apply to future update reports that may be requested. I acknowledge that Landlord will not consider my application unless and until I provide a non-refundable application fee in the amount of \$100.00 per applicant.

Signature: _____ Date: _____

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FOR OFFICE USE ONLY

Apt. _____ No. of Rooms: _____ Building: _____ Rental: _____

Agent: _____ Deposit Received: _____

Lease Date to Commence on: _____ Length of Lease: _____

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CREDIT REPORT AUTHORIZATION

Dear Applicant(s):

In order for us to comply with the provisions of Section 606 of the Fair Credit Reporting Act, you must authorize us to retain a Credit Reporting Agency, who may obtain, prepare and furnish credit reports concerning you, and may obtain and furnish information on your character, general reputation, personal characteristics and mode of living.

We understand that upon request, you are entitled to a disclosure of the nature and scope of the investigating to be requested by us of said Credit Reporting Agency.

Please sign where indicated below to authorize us to obtain the above mentioned Credit Report.

(Applicant's Signature) Date: _____

(Applicant's Signature) Date: _____

RELEASE OF INFORMATION AUTHORIZATION

CRIMINAL INFORMATION AUTHORIZATION

I HEREBY AUTHORIZE ANY INDIVIDUAL, COMPANY, OR INSTITUTION TO RELEASE TO _____ AND/OR ITS REPRESENTATIVE ANY AND ALL INFORMATION THAT THEY HAVE CONCERNING ANY REPORT CONCERNING SAID APPLICANT LISTED BELOW.

I HEREBY RELEASE THE INDIVIDUAL, COMPANY, OR INSTITUTION AND ALL INDIVIDUALS CONNECTED THEREWITH FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER INCURRED IN FURNISHING SUCH INFORMATION.

Print Name: _____

Date Of Birth: _____

Address: _____

City: _____ State: _____

Social Security #: _____--____--_____

Driver's License #: _____

Signature