

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

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*.

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

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RESIDENTIAL LEASE APPLICATION

I am interested in a: [] Studio [] 1 Bedroom [] 2 Bedroom

Date: _____

D.O.B: _____

Name: _____ Social Sec. #: _____

Present Address: _____

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

Length of Tenancy: _____ Telephone No.: _____

Landlord's Name and Address: _____

_____ Telephone No. : _____

Previous Address: _____

Landlord's Name and Address: _____

_____ How Long? _____ Rent 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 Have you ever broken a lease? no yes Describe _____

Have you ever been in Landlord/Tenant court? no yes Explain _____

Have you ever declared bankruptcy? no yes Explain _____

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

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

NUMBER OF PERSONS TO OCCUPY APARTMENT

Name	Relationship to Applicant
_____	_____
_____	_____
_____	_____

Bank Accounts:

Checking: _____

Account # Bank Branch

Savings: _____

Account # Bank Branch

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? 1 New York Times Ad 2 Other Advertising Publication 3 Website 4 Reference 5 Sign/Billboards

6 Broker (list Company & Broker's Name) _____ 7 Other (describe) _____

I hereby warrant that all my representations set forth above are true. 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.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

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

Agent: _____ Deposit Received: _____

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