

Lenox Terrace

484 Lenox Avenue
New York, NY 10037

ALL APPLICANTS/GUARANTORS MUST SUBMIT INDIVIDUAL COMPLETED APPLICATIONS.

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

- ❑ The Residential Lease Application is completed and signed by every occupant over the age of 18. (Be sure that your current and previous landlord's name, address, and contact numbers are listed.)
- ❑ Copies of your last two pay stubs are attached (If you are a new hire or in transition please provide a copy of your employment letter.)
- ❑ Copy of valid, unexpired picture identification is attached (i.e. Driver's License/ Passport).
- ❑ A certified check or money order in the amount of \$100 per applicant, which is a non-refundable application fee, is made payable to **Hampton Management Company, LLC**.
- ❑ A certified check or money order in the amount of \$250, which is a refundable holding deposit (with 72 hours) made payable to **Hampton Management Company, LLC**.

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.

At this time an appointment can be scheduled to see an apartment and/or to sign the Residential Lease document. Please note that all Leases must be accompanied by two (2) Certified Checks or Money Orders – (1) made payable to **Lenox Terrace Associates** for the security and (1) made payable to **Hampton Management Company, LLC** for the first month's/pro-rated rent (amount to be determined on an individual application basis). Move-ins will only be scheduled once the Owner has countersigned the lease.

Please note that nothing contained herein or attached hereto shall constitute an offer of agreement to lease the apartment.

Criminal Background Information:

Do you or any of your occupants have charges pending against them for any criminal offense(s)?	Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or have any of your occupants ever been convicted of, or pleaded guilty or no contest to any criminal offense(s) or had any criminal offense(s) disposed of other than by acquittal or a finding of "not guilty"?	Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
Any litigation, such as: evictions, suits, judgments, bankruptcies, foreclosures, etc.?	Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to any of the above questions, give details and dates including the county and state in which the incident occurred:	

Have you ever been evicted? Yes No Describe: _____

Have you ever broken a lease? Yes No Describe: _____

Have you ever been named or otherwise involved in a Landlord/Tenant proceeding or any other matter in housing court?
 Yes No Describe: _____

Have you ever declared bankruptcy? Yes No Describe: _____

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How did you find this apartment? Olnick.com StreetEasy.com OLR.com
 Reference/Referral Name: _____ Other (describe) _____

Broker's Information (if used):

Name: _____ Phone #: _____

Company: _____

PLEASE READ CAREFULLY AND SIGN BELOW

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.** _____ (Initial)

Holding Deposit Agreement: You understand that the holding deposit is not a security deposit. By signing this application and paying the holding deposit, you are requesting us to reserve the apartment/premises for you. You understand that the premises will not be taken off the market until such a time as you have submitted this fully-completed and signed application, as well as all of the necessary documentation we require in order to approve or deny your application. You further understand that the holding deposit does not obligate us to execute a lease or to deliver possession of the premises to you. _____ (Initial)

You authorize us to contact any references listed above and to obtain consumer reports which may include character, general reputation, credit, rental payment history and criminal background information about you and any occupants in the premises in order to verify the above information. You further authorize us to obtain subsequent consumer reports to ensure that you continue to satisfy the terms of your tenancy, for the collection and recovery of any financial obligations relating to your tenancy, or for any other permissible purpose. 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. You acknowledge that false, incomplete or misleading information herein may constitute grounds for rejection of this application, termination of right of occupancy of all residents and occupants under a lease and/or forfeiture of deposits and fees, and may constitute a criminal offense under the laws of this State.

I have read and agree to the provisions as stated.

Applicant Signature: _____ Non-Refundable Application Fee: \$ _____
Date: _____ Total Holding Deposit: \$ _____

FOR OFFICE USE ONLY

Apt. _____ No. of Rooms: _____ Monthly Rent: _____

Agent: _____ Deposit Received (Date/Amount): _____

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

