



Leasing Office: 484 Lenox Avenue
New York, NY 10037
P (212) 862-8900 ~ F (212) 368-6465 ~ Web: www.olnick.com
Office Hours: Monday, Tuesday, Thursday, Friday: 9:00 am – 5:00 pm
Wednesday: 9:00 am – 7:00 pm
Saturday: 10:00 am – 4:00 pm

Dear Applicant:

Thank you for your interest in renting at Lenox Terrace. Attached is a Residential Lease Application for you to review and complete. The completed and signed application, along with copies of all necessary documentation and application fees can be mailed or dropped off at the address listed above.

If you have any further questions or concerns, please do not hesitate to e-mail us at dthompson@olnick.com or pgrannum@olnick.com or call us at (212) 862-8900.

We look forward to you joining the community at Lenox Terrace!

Sincerely,

Lenox Terrace Leasing Department



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.
(Be sure that your current and previous landlord's name, address, and contact numbers are listed.)
- ❑ The Credit Report Authorization is completed and signed.
- ❑ The Criminal Information Authorization is completed and signed.
- ❑ The Release of Information Authorization is 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.
- ❑ Copies of your last two months' bank statements are attached. Please be sure that all copies indicate your name, address and pertinent bank information.
- ❑ 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 is completed.
(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.)
- ❑ A certified check or money order in the amount of \$100.00 per applicant, which is a non-refundable application fee, is made payable to **Lenox Terrace Development Associates**.

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 made payable to **Lenox Terrace Development Associates**; for the first month's rent and security (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.



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.

FULL NAME (PRINT)

SIGNATURE

DATE

CRIMINAL INFORMATION AUTHORIZATION

RELEASE OF INFORMATION AUTHORIZATION

I HEREBY AUTHORIZE ANY INDIVIDUAL, COMPANY, OR INSTITUTION TO RELEASE TO TENANT DATA VERIFICATION CO. 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: _____ Zip: _____

Social Security #: _____--____--_____

Driver's License #: _____

Signature

RELEASE OF INFORMATION AUTHORIZATION

I HEREBY AUTHORIZE **TENANT DATA VERIFICATION, CO., INC.**, TO OBTAIN A CREDIT INQUIRY ON MY ACCOUNT OR ACCOUNTS FROM ANY INDIVIDUAL, COMPANY, OR INSTITUTION FOR THE PURPOSE OF RENTAL OR PURCHASE OF ANY APARTMENT.

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.

FULL NAME (PRINT)

ADDRESS

CITY

STATE

ZIP

SIGNATURE

DATE



RESIDENTIAL LEASE APPLICATION

I am interested in a: Studio 1 Bedroom 2 Bedroom 3 Bedroom

Date: _____

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. _____

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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: _____

=====

FOR OFFICE USE ONLY

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

Agent: _____ Deposit Received: _____

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