

# LEASING REQUIREMENTS

\*Tenant(s) must 40-45 times the monthly rent of the apartment\*

\*Guarantor(s) must make 80-100 times the monthly rent of the apartment\*

The following are required from all applicants:

1. A completed application,
2. An employment letter,
3. A current bank statement,
4. 2 recent pay stubs,
5. Photocopy of government-issued ID

If you are self-employed:

1. A completed application,
2. A current bank statement,
3. Photocopy of government-issued ID
4. Tax returns for the past two (2) years,
5. A certified public accountant (CPA) letter stating your annual salary.

If you are a student:

1. A completed application,
2. A current bank statement,
3. Photocopy of government-issued ID
4. A copy of your student identification.

If you are a guarantor:

1. A completed application,
2. An employment letter,
3. A current bank statement,
4. 2 recent pay stubs,
5. Photocopy of government-issued ID

Credit check fee of \$100.00 per applicant (guarantors count as applicants)

# APPLICATION FOR RENTAL

## Lisa Management

Notice: All adult applicants (18 years or older) must complete a separate application for rental.

|  |                         |                   |                       |
|--|-------------------------|-------------------|-----------------------|
| APARTMENT  | RENT                    | START DATE        | AGENT                 |
| <b>APPLICANT INFORMATION</b>   |                         |                   |                       |
| LAST NAME  | FIRST NAME              | M.I.              | SSN                   |
| DRIVER'S LICENSE #   |                         |                   |                       |
| BIRTH DATE   | MOBILE PHONE<br>( )     | HOME PHONE<br>( ) | EMAIL                 |
| <b>CURRENT ADDRESS</b>   |                         |                   |                       |
| STREET ADDRESS   |                         | CITY              | STATE ZIP             |
| DATE IN  | DATE OUT                | LANDLORD NAME     | LANDLORD PHONE<br>( ) |
| MONTHLY RENT<br>\$   | REASON FOR LEAVING      |                   |                       |
| <b>PREVIOUS ADDRESS</b>  |                         |                   |                       |
| STREET ADDRESS   |                         | CITY              | STATE ZIP             |
| DATE IN  | DATE OUT                | LANDLORD NAME     | LANDLORD PHONE<br>( ) |
| MONTHLY RENT<br>\$   | REASON FOR LEAVING      |                   |                       |
| <b>OTHER OCCUPANTS</b>   |                         |                   |                       |
| LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR OLDER |                         |                   |                       |
|  |                         |                   |                       |
| LIST NAMES AND BIRTH DATES OF ALL DEPENDANTS 18 YEARS OR YOUNGER         |                         |                   |                       |
|  |                         |                   |                       |
| <b>PETS</b>  |                         |                   |                       |
| PETS?  | DESCRIBE                |                   |                       |
|  |                         |                   |                       |
| <b>EMPLOYMENT &amp; INCOME INFORMATION</b>                               |                         |                   |                       |
| 1. OCCUPATION  | EMPLOYER/COMPANY        |                   | MONTHLY SALARY<br>\$  |
| SUPERVISOR NAME  | SUPERVISOR PHONE<br>( ) | START DATE        | END DATE              |
| 2. OCCUPATION  | EMPLOYER/COMPANY        |                   | MONTHLY SALARY<br>\$  |
| SUPERVISOR NAME  | SUPERVISOR PHONE<br>( ) | START DATE        | END DATE              |
| 1. OTHER INCOME DESCRIPTION  |                         |                   | MONTHLY INCOME<br>\$  |
| 2. OTHER INCOME DESCRIPTION  |                         |                   | MONTHLY INCOME<br>\$  |
| <b>EMERGENCY CONTACT</b>   |                         |                   |                       |
| 1. NAME  | ADDRESS                 | PHONE<br>( )      | RELATIONSHIP          |
| 2. NAME  | ADDRESS                 | PHONE<br>( )      | RELATIONSHIP          |
| <b>PERSONAL REFERENCES</b>   |                         |                   |                       |
| 1. NAME  | ADDRESS                 | PHONE<br>( )      | RELATIONSHIP          |
| 2. NAME  | ADDRESS                 | PHONE<br>( )      | RELATIONSHIP          |

| BACKGROUND INFORMATION |  |  |
|------------------------|--|--|
| HAVE YOU EVER:         | Filed for bankruptcy?  | Willfully or intentionally refused to pay rent when due? |
|                        | Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name.<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|                        | Been convicted of a crime? If yes, please provide Type of Offense, County, and State.<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                  |  |

| VEHICLE INFORMATION |      |                     |
|---------------------|------|---------------------|
| 1. MAKE & MODEL     | YEAR | LICENSE NO. & STATE |
| 2. MAKE & MODEL     | YEAR | LICENSE NO. & STATE |
| OTHER VEHICLES      |      |                     |
|                     |      |                     |

| OTHER INFORMATION  |
|--|
| HOW DID YOU HEAR ABOUT THIS PROPERTY?  |
| PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUATE THIS APPLICATION |
|  |
|  |
|  |

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the 1st day of each month in advance. I warrant that all statements above set forth are true.

I hereby give my permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, eviction search and criminal background check will be done in conjunction with my application. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

\_\_\_\_\_

(Signed/Applicant) Date

**NEW YORK CITY TENANT FAIR CHANCE ACT**

Pursuant to federal and state law NYC Admin. Code §20-807 et seq.:

- If your application is denied** or other adverse action is taken against you due to a screening report the landlord uses, the landlord must tell you so and how to contact the screening company to obtain a free copy of the report.
- You may dispute** inaccurate or incorrect information on the report directly with the screening company.  
Our screening company is: On-Site.com, 307 Orchard City Drive, Suite 110, Campbell, CA 95008, (877) 222-0384 | Fax: (888) 774-0144 | [www.on-site.com/documents](http://www.on-site.com/documents)
- Annually**, you may order a free screening report from [www.annualcreditreport.com](http://www.annualcreditreport.com) (in addition to a free report from each national consumer reporting agency if adverse action was taken against you).

| BILLING INFORMATION FOR APPLICATION FEE   |             |             |     |                  |
|---|-------------|-------------|-----|------------------|
| CARD TYPE   | CARD NUMBER | EXPIRATION  | CVV | BILLING ZIP CODE |
| <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX   |             |             |     |                  |
| I authorize On-Site.com to charge \$100.00 per applicant to the above credit card. I agree to pay this charge according to the terms of my Cardholder Agreement. This fee is non-refundable and exclusive of any other fee. Payment does not bind the Landlord to any obligation to rent. |             |             |     |                  |
| _____   |             | _____       |     |                  |
| (Name on Card (Print))  |             | (Signature) |     | Date             |





## AUTHORIZATION TO RELEASE RECORDS

FAX TO: 877 FAX ON-SITE (877-329-6674)

I authorize the below parties to verify any and all requested information and to provide written support as necessary to On-Site.com.

\_\_\_\_\_  
(PRINT Applicant Name)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
Date

*Please ensure that the below information is completed IN FULL. Inform your references that On-Site.com will be contacting them, and indicate the importance of a prompt response.*

### 1. LANDLORD

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Contact)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

### 2. BANK

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Contact)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

### 3. EMPLOYER / ACCOUNTANT

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Contact)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

*If your employer uses an automated service to verify records (such as "The Work Number"), you must obtain this documentation yourself and fax it to On-Site.com 877-FAX-ON-SITE (877-329-6674)*