



OFFICE USE ONLY

ADDRESS _____ APT # _____ DATE _____

RENT \$ _____ SECURITY \$ _____ **Moving date** _____

LEASE BEGINS ____/____/____ LEASE EXPIRES ____/____/____ LEASE TERM: ____ YEARS GUARANTOR ____ YES ____ NO

BROKER'S FIRM - AGENT NAME - PHONE # _____

Please note all paperwork must be submitted within 48 hours from when the application and fee is received.

NAME _____ S.S. # _____ - _____ - _____ D.O.B. ____/____/____

E-MAIL ADDRESS: _____

PRESENT ADDRESS _____ APT # _____

CITY, STATE _____ ZIP _____

PHONE # (____) _____ - _____ MONTHLY RENT \$ _____ Length of time: Years ____ Months ____

PRESENT LANDLORD _____ PHONE # (____) _____ - _____ **REASON FOR MOVING** _____

ADDRESS _____

PREVIOUS ADDRESS _____ APT # _____

MONTHLY RENT _____ HOW LONG ____ YRS. ____ MTHS.

PREVIOUS LANDLORD _____ PHONE # (____) _____ - _____

ADDRESS _____

EMPLOYER _____ POSITION _____

ADDRESS _____ PHONE # (____) _____ - _____

SUPERVISOR _____ YEARLY SALARY \$ _____ Length of time : Years ____ Months ____

OTHER SOURCE OF INCOME _____

BANK REF:CHECKING _____ BRANCH _____ SAVINGS _____ BRANCH _____

CREDIT REFERENCES _____

Do you have a pet Yes _____ NO _____ Cat.# _____ Dog. # _____ Other please list _____ # _____

HAVE YOU EVER OR ARE YOU CURRENTLY SERVING IN THE MILITARY ? YES _____ NO _____

Occupants NAME _____ AGE _____ RELATIONSHIP TO TENANT _____

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

TENANT SAFE-APPLICANT SAFE .112 CLIFTON AVENUE # 116, LAKEWOOD, NJ 08701.

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.

RELEASE AUTHORIZATION I hereby, give SW Management, LLC, full authorization for an investigative report whereby third parties may be contacted to report on my character, general reputation, personal characteristics, mode of living, salary-income, consumer credit, housing, criminal and banking-financial practices. I agree to hold the above named company and any affiliates harmless for any claims that may arise as a result of this investigation. I authorize Banks, Financial Institutions, Landlords, Business Associates, Credit Bureaus, Attorneys, Accountants and other persons or institutions with whom I am acquainted to furnish any and all information regarding me for the purpose of residency. This authorization also applies to any update reports which may be ordered as needed. I am willing that a photocopy or fax of this authorization be accepted with the same authority as this original. I understand that there is a \$100.00 Non-Refundable Application Fee + \$35 shipping/processing fee (cash only). On approval we will require **2 SEPARATE MONEY ORDERS, CERTIFIED OR CASHIER'S** checks to be submitted by listed tenant 1. First months rent, 2. Security Deposit.

APPLICANT'S SIGNATURE _____

DATE _____

Please Note **All paperwork is due within 48 hours of submitting application.**

Lease signing to be held with 24 hours of approval.

Guidelines to paperwork required to complete application process

Please note : if deemed necessary additional documents maybe requested by the landlord.

Applicant: Income requirement: 40x the monthly rent.

Employee

1. Current employment letter stating position held, date of hire & yearly salary. Letter head. Contact information and signature required.

2. 3 recent pay stubs
3. Current Bank statement s – checking & savings
4. Landlord reference. Stating the term of your lease & payment history
5. Copy of valid state photo id. Current passport & or driving license

Self employed

1. First two pages of the last two years tax returns 1040 (2011 & 2012). Please note if self filed you will be requested to provide transcripts from the IRS – we can provide you with information on the procedure – a phone call is all that it takes
2. Current Bank statement s – checking & savings
3. Landlord reference .Stating the term of your lease & payment history
4. Copy of valid state photo id. Current passport & or driving license

Students Guarantor required

1. Current Bank statement s – checking & savings
2. School letter - stating enrollment & graduation date
3. Landlord reference - stating the term of your lease & payment history
4. Copy of valid state photo id. Legible passport & or driving license

International Students

1. U.S. Bank statements – current checking & savings
2. School Letter – stating enrollment & graduation date
3. Copy of current Passport, Visa and I-20

Guarantor: Max 2 people can act as guarantor. Income requirement: 80-100 x monthly rent.* Restrictions do apply please ask at front desk.

Employee

1. Current Employment letter stating position held, date hire & yearly salary. Letter head. Contact information and signature required.
2. 3 recent pay stubs.
3. Current Bank statement s – checking & savings
4. Copy of valid state photo id. Current passport & or driving license.

Self employed

1. First two pages of the last two years tax returns 1040 (2011 & 2012). Please note if self filed you will be requested to provide transcripts from the IRS – we can provide you with information on the procedure – a phone call is all that it takes.
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\$100.00 application fee per tenant, guarantor & occupant + \$35 shipping processing fee.

511 East 78th Street between York & East End Avenue.

Tel # [212.517.3000](tel:212.517.3000) Fax # [212.517.3686](tel:212.517.3686)/[212.396.3536](tel:212.396.3536). Email: csleasing@swmanagement.com