



316 West 118 Street, New York, NY 10026 • P: 212 590 0590 • www.gonofee.com

K&R Realty Management Application

Apartment: _____

Instructions:

- Please print and complete all applicable questions. **K&R Realty Management**
- E-mail, fax, or mail completed application to: **316 West 118th Street** Fax: (646) 808-3394
New York, NY 10026 E-mail: apply@gonofee.com
- No payment or fee should be given to anyone in connection with the preparation or filing of this application.
- Upon receipt of your application you will be contacted by one of our leasing administrators to discuss the specific documentation necessary for review and to schedule an interview.

Applicant(s) Information

Name: _____ E-mail: _____

Daytime Phone: (____)____-____ ext: _____ Cell Phone: (____)____-____

Driver's License #: _____ State: _____

Marital Status: _____ Spouse's Name: _____

Current Address:

Number	Street	Apt. #	City	State	Zip Code

How long have you lived at this address? _____ Years _____ Months

What is the total rent on the apartment where you currently live? \$ _____ Monthly

How much do you contribute to the total rent on the apartment? \$ _____ Monthly

Present Landlord: _____ Phone: (____)____-____

How many people will be living in your household including yourself? _____

List all of the household occupants, including yourself, and provide the following:

	<u>Full Name</u>	<u>Relationship</u>	<u>Date of Birth</u> (mm/dd/yy)	<u>Sex</u> (M/F)	<u>Social Security</u>	<u>Occupation/Position</u>
1)	_____	Self	____/____/____	____	____-____-____	_____
2)	_____	_____	____/____/____	____	____-____-____	_____
3)	_____	_____	____/____/____	____	____-____-____	_____
4)	_____	_____	____/____/____	____	____-____-____	_____

Employment Information

List all of the household occupants, including yourself, and provide the following employment information:

	<u>Full Name</u>	<u>Name of Employer</u>	<u>Employer Phone</u>	<u>Length of Employment</u>	<u>Gross Yearly Income</u>
1)	_____	_____	(____)____ - ____ ext: _____	_____	_____
2)	_____	_____	(____)____ - ____ ext: _____	_____	_____
3)	_____	_____	(____)____ - ____ ext: _____	_____	_____
4)	_____	_____	(____)____ - ____ ext: _____	_____	_____

Asset Information

List all of the household occupants, including yourself, and provide the following asset information:

	<u>Full Name</u>	<u>Bank Name</u>	<u>Type of Account</u> (Checking/Saving/Investment/etc.)	<u>Current Balance</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

General Information

Has applicant, spouse, or another potential occupant ever been arrested, indicted for, or convicted of a felony or misdemeanor (Y or N)? _____ If yes, please explain: _____

Has applicant, spouse or other potential occupants ever been a party in a landlord/tenant legal action, such as dispossession for non-payment, late payment, eviction possession, property damage, etc. (Y or N)? _____

If yes, please explain: _____

Have any judgments been entered against applicant, spouse or other potential occupants (Y or N)? _____

If yes, please explain: _____

How did you hear about this apartment vacancy? (Please specify and check one of the boxes below)

GoNoFee.com Google StreetEasy Craigslist Naked Apartments Trulia Apartable

Zillow Apartments.com NYBits Urban Edge PadLister RentHop Zumper

Friend Referral (Please indicate name): _____

Broker (Please indicate brokerage and broker's name): _____

Other: _____

Please check this box if you do not want to receive periodic e-mail updates about K&R Realty Management's new vacancies and special promotions.

FAIR CREDIT REPORTING: A consumer or an investigative consumer report may be requested in connection with this application to lease an apartment. Subsequent similar reports may be requested or utilized on connection with an update, renewal or extension of this application. Upon request, applicant will be informed whether a consumer report or an investigative consumer report was requested, and if such report was requested, informed of the name and address of the consumer-reporting agency that furnished the report. In submitting this application applicant authorizes and permits owner/agent to request, receive and investigate consumer reports.

I hereby certify that the statements made in this application have been examined by me and are true, correct and complete to the best of my knowledge. I have no objection to the inquiries to be made in the future for the purpose of verifying the facts herein stated or determining the qualifications of my application. I understand that the filing of this application in no way obligates owner / agent to reserve or lease an apartment to me.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Applicant

Date

Guarantor(s) Information

Qualifying guarantors must be US citizens making at least 70 times the monthly rent in yearly income and have credit in good standing. We do not accept corporate guarantors or Insurent.

Name: _____

E-mail: _____

Daytime Phone: (____)____ - ____ ext: _____

Cell Phone: (____)____ - _____

Social Security: ____ - ____ - _____

Date of Birth: ____/____/____

Current Address:

Number	Street	Apt. #	City	State	Zip Code
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Name: _____

E-mail: _____

Daytime Phone: (____)____ - ____ ext: _____

Cell Phone: (____)____ - _____

Social Security: ____ - ____ - _____

Date of Birth: ____/____/____

Current Address:

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Signature of Guarantor

Date

Signature of Guarantor

Date

Below find a comprehensive list of all the supporting documentation necessary for review and approval.

- Picture ID
- Employment Verification Letter or last 3 consecutive pay stubs
- Last 3 consecutive bank statements (Checking, Savings, other asset accounts)
- W-2 form and tax returns for 2015
- Non-refundable credit check fee of \$50 (Payable via certified check, money order, or credit card)

Thank you for your interest in a residence with K&R Realty Management! As part of the rental process at K&R Realty, we require an application to be filled out with your information for us to verify. We use the services of a national company that provides credit history screening as well as criminal history screening.

Below find a comprehensive list of all the supporting documentation necessary for review and approval.

Be sure to submit your application first, as you will be contacted by a leasing agent to discuss the specific documentation applicable to you and to schedule an interview. **Please bring copies** of all applicable documents to the interview.

- Picture ID
- Employment Verification Letter
- Last 4 consecutive pay stubs
- W-2 form and tax returns for 2014 & 2015
- Last 6 consecutive bank statements (Checking, Savings, other asset accounts)
- Proof of last 3 rent payments (Check receipts on bank statements acceptable)
- Copy of current lease
- Last 3 consecutive utility bills – 1st page only
- Birth certificate for children under 18 and marriage certificate (If applicable)
- Non-refundable credit check fee of \$50 (Payable via certified check, money order, or credit card)

The following is a guide to the rental process at K&R Realty Management:

- Complete and submit our application form. You can apply online through On-Site.com or download an application and email/fax it to us.
- Only one application is necessary per household and your single submission can be applied to any of our available apartments.
- Upon receipt of your application you will be contacted by one of our leasing agents to discuss the specific documentation necessary for review and to schedule an interview.
- Please bring copies of all supporting documentation to the interview.
- There is no fee associated with the application submission. The only fee charged throughout our entire process is a non-refundable \$50 credit check for each adult applicant, which we run during the interview, and only after we determine eligibility.
- Once an applicant is fully qualified and approved the apartment will be placed on hold for an immediately scheduled lease signing. Please note, we do not accept holding deposits or money upfront to take a unit off the market.