

Application for Apartment Rental

Please print all information. All questions must be answered for our company to consider your application.

Applicant Information

Male Female

Name:

Present Address:

Present Landlord's Name & Address:

Years at Present Address: Prior Address:

Cell Phone: Home Phone: Work Phone:

SS#: Drivers License#: Date of Birth:

Marital Status: Single Married Separated Divorced Widowed

Emergency Contact Name & Telephone:

Present Employer/Business:

Present Employer/Business Address:

Years at Employer/Business: Telephone:

Gross Weekly Income: Position:

Other Weekly Income: Source of Other Income:

Total Alimony and Child Support per Month (*proof required*):

Bank Account #: Amount:

Bank Name & Location:

Total of Outstanding Loans: Total Monthly Loan Payment:

Name & Address of Creditor(s):

Loan Account Number(s):

Email Address: How did you hear about us?

Others to Reside in Apartment

Name: Age: Relationship: Male Female

Name: Age: Relationship: Male Female

Name: Age: Relationship: Male Female

Apartment Information

Apartment Address:

Apartment Applying for:

Monthly Rent: Desired Start Date:

Applicant acknowledges that they have been advised that **NO DOGS** are allowed on the premises under any circumstances.

Applicant Initial _____

Co-Applicant Initial _____



BenArt Properties
PO Box 3497 New Hyde Park, NY 11040
(718) 343-8100 www.BenArtProperties.com
Info@BenArtProperties.com

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Spouse/Co-Tenant/Guarantor Information

Male Female

Name:

Present Address: Years at Present Address:

Cell Phone: Home Phone:..... Work Phone:.....

SS#: Drivers License#:..... Date of Birth:

Relationship to Applicant: Spouse Co-Tenant Guarantor

Emergency Contact Name & Telephone:.....

Present Employer/Business:

Present Employer/Business Address:

Years at Employer/Business:..... Telephone:

Gross Weekly Income: Position:

Email Address: How did you hear about us?.....

Additional Information Needed to Process This Application

Please provide copies of the following items and attach them to this application.

- Prior Year's W-2 & Prior Year's 1040
- Social Security Card & Driver's License
- Letter of reference from your prior landlord & cancelled rent checks for the past 2 months
- Employment letter on employer's letterhead verifying: Length of employment & Annual income for the past 2 years
- 3 Most Recent Pay Stubs
- Voided Check

A \$50 processing fee per applicant and a \$100 deposit for the apartment is required. Please pay by money order or certified bank check only, made payable to Ben-Art Realty Corp. The \$50.00 per applicant charge is a non-refundable processing fee, and \$100.00 is a deposit for the apartment. There will be an additional \$50 non-refundable processing fee for a guarantor or co/signor.

Acceptance of deposit is not to be construed as acceptance of tenancy application. Applicant will sign an authorization allowing the landlord to obtain credit information. Should the tenant withdraw his/her application after acceptance, landlord shall retain full application deposit as a charge for processing this application. Landlord will obtain a credit and income verification, and based upon that will determine the amount of security applicable. If the application is declined by the landlord, the application deposit, less the \$50.00 non-refundable processing fee (per applicant), will be returned, by check, to the applicant within thirty (30) days by mail. The \$50.00 processing fee (per applicant) is non-refundable whether the application is accepted, declined or withdrawn.

I hereby authorize Ben-Art Realty Corporation to conduct a background investigation, which will be necessary to qualify me as a tenant. I authorize credit bureaus, financial institutions, employers, or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with a rental agreement. I understand this authorization is to be part of the written rental agreement, which I read, fully understand and signed.

Applicant's Name (Print) _____ Signature _____ Date _____

Spouse/Co-Tenant/Guarantor Name (Print) _____ Signature _____ Date _____

If this is a joint application, both parties must sign this form.



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