



METROPOLITAN  
EQUITIES

**APPLICANT REQUIREMENTS**

**All of the following documents must be submitted in order to process an application:**

- Application for Lease and Authorization to Release Records:** Pages 2-5 must be signed and fully filled out for each applicant
- Pay Stubs:** Copies of two (2) most recent pay stubs
- Federal Income Tax Returns:** Copies of the first 2 pages of last year's tax return (U.S. Form 1040)
- Employer Letter:** On Company Letterhead stating position, annual salary and length of employment (If employed less than one year at present job)
- Photo Identification:** Driver's License, Passport or Visa
- Bank or Broker Statement:** Copy of most recent statement
- Credit Check Fee:** \$95.00 per applicant payable to: Metropolitan Equities (Money Order, Personal check, PayPal)

**IMPORTANT: Applicant's Adjusted Gross Annual Income**, as shown on the last year's tax returns filed (combined incomes are allowed), must equal a minimum of 40 times the monthly rent; (i.e.: \$2,000.00 per month multiplied by 40=\$80,000.00. Each applicant must show a working history of at least one year, grossing the required income.

*IF APPLICATIONS DO NOT MEET THE INCOME REQUIREMENTS, A GUARANTOR MUST BE USED TO CO-SIGN*

**GUARANTOR REQUIREMENTS**

- Application for Lease and Authorization to Release Records:** Pages 2-5 must be signed and fully filled out for each guarantor
- Pay Stubs:** Copies of two (2) most recent pay stubs
- Federal Income Tax Returns:** Copies of the first 2 pages of last year's tax return (U.S. Form 1040)
- Bank or Broker Statements:** Copy of most recent statement
- Credit Check Fee:** \$95.00 per applicant payable to: Metropolitan Equities

**IMPORTANT: Guarantor's Adjusted Gross Annual Income**, as shown on the last year's tax returns filed (combined incomes are allowed), must equal a minimum of 80 times the monthly rent; (i.e.: \$2,000.00 per month multiplied by 80=\$160,000.00. Each guarantor must show a working history of at least one year, grossing the required income.

**LEASE SIGNING**

**All Lease signing takes place in the leasing office. 745 Fifth Ave. Suite 1250**

**Prospective Tenant must bring:**

- 2 separate checks to lease signing** (Bank Checks, Certified Checks, Money Order)
  - 1<sup>st</sup> check:** 1<sup>st</sup> month's rent
  - 2<sup>nd</sup> Check:** Security deposit

The information provided by the prospective tenant(s) in this application will be used to obtain a tenant screening report from The Credential Researchers, 140 West End Ave, Suite 17J, New York, NY 10023, 212-873-8290. Pursuant to federal and state law:

(1) if the person requesting the information takes adverse action against a prospective tenant or tenants on the basis of information contained in a tenant screening report, such person must notify the tenant that such action was taken and supply 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) any prospective tenant against whom adverse action was taken based on information contained in a tenant screening report has the right to inspect and receive a free copy of such 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](http://www.annualcreditreport.com) <<http://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.



METROPOLITAN  
EQUITIES  
Licensed Real Estate Broker

745 Fifth Avenue  
New York, New York 10151  
T 212.583.0101  
F 212.759.1220  
metropolitanequities.com

**Application for Lease**

Date \_\_\_\_\_

Application Type (please check one): \_\_\_\_\_ Applicant \_\_\_\_\_ Guarantor

Rental Amount: 1<sup>st</sup> Year \$ \_\_\_\_\_ 2<sup>nd</sup> Year \$ \_\_\_\_\_

Lease Term (please check one): \_\_\_\_\_ One (1) Year \_\_\_\_\_ Two (2) Years

Lease Commencement Date \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

Applicant's/Guarantor's full name \_\_\_\_\_

Known by another name \_\_\_\_\_

S.S. # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Telephone # \_\_\_\_\_

Email address \_\_\_\_\_

Present Address \_\_\_\_\_ Zip \_\_\_\_\_ Apt # \_\_\_\_\_

Present Landlord's Name \_\_\_\_\_ Day Tel # \_\_\_\_\_

Present Landlord's Address \_\_\_\_\_

How long at present address? \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_

Previous address (if under 5 years at present) \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Day Tel # \_\_\_\_\_

Previous Landlord's Address \_\_\_\_\_

Employer \_\_\_\_\_ Tel # \_\_\_\_\_

Address \_\_\_\_\_ Dept. Head/Supervisor \_\_\_\_\_

Salary \$ \_\_\_\_\_ Length of Employment \_\_\_\_\_

Position \_\_\_\_\_

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If current employment is less than two years, please furnish information from prior employment.

Employer \_\_\_\_\_ Tel # \_\_\_\_\_

Address \_\_\_\_\_ Dept. Head/Supervisor \_\_\_\_\_

Salary \$ \_\_\_\_\_ Length of Employment \_\_\_\_\_

Position \_\_\_\_\_

Checking Account

Bank \_\_\_\_\_ Tel # \_\_\_\_\_

Acct # \_\_\_\_\_ Balance \$ \_\_\_\_\_

Checking Account

Bank \_\_\_\_\_ Tel # \_\_\_\_\_

Acct # \_\_\_\_\_ Balance \$ \_\_\_\_\_

Savings Account

Bank \_\_\_\_\_ Tel # \_\_\_\_\_

Acct # \_\_\_\_\_ Balance \$ \_\_\_\_\_

Business Reference \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_

This application is conditioned upon a Ninety-Five (\$95.00) Dollar, non-refundable application fee. Your payment of this application fee must be in the form of a check or money order and is to be made payable to Metropolitan Equities, LLC.

The undersigned certifies that the foregoing is true and hereby authorizes Metropolitan Equities, LLC to obtain a consumer credit report and verify all references listed above. In addition, the undersigned releases all parties to provide such information as requested.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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140 West End Ave - Suite 17J - NYC, NY 10023  
www.credentialresearchers.com

Tel 212-873-8290 / 866-873-8290 toll free  
Fax 212-873-2769 / 917-441-6785

### AUTHORIZATION TO RELEASE RECORDS

**LANDLORD:**

TO: \_\_\_\_\_  
(Company Name) (Contact/Title)  
\_\_\_\_\_  
(Phone Number) (Fax Number)

**EMPLOYER:**

TO: \_\_\_\_\_  
(Company Name) (Contact/Title)  
\_\_\_\_\_  
(Phone Number) (Fax Number)

**BANK:**

TO: \_\_\_\_\_  
(Bank Name) (Contact/Title)  
\_\_\_\_\_  
(Phone Number) (Fax Number)

**ACCOUNTANT: (if self-employed or have income in addition to your salary, etc.)**

TO: \_\_\_\_\_  
(Name) (Phone)

**ATTORNEY: (if applicable)**

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

I authorize the above referenced individuals and/or institutions to verify any and all requested information and, when necessary, to provide written backup to the Credential Researchers, Ltd.

Applicant Name: \_\_\_\_\_  
(Please Print)

Applicant Signature: \_\_\_\_\_

*Please Note: To expedite your application process, please fill in the above information and advise these parties that The Credential Researchers, Ltd. will be contacting them. Please indicate the importance of a prompt response. Thank you.*

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<b>ADDITIONAL INFORMATION</b>	
Interest, Dividends, Real Estate, Portfolio value, etc.:	
<b>REFERENCES</b>	
Accountant (If applicable):	Telephone:
Attorney (If Applicable):	Telephone:
<p>I warrant that all statements above set forth are true. I further represent that I am not renting a room or an apartment under any other name, nor have I ever been dispossessed from any apartment, nor am I now being dispossessed. I hereby give my permission to conduct inquiries concerning my income, credit history, residence, banking relationships, character and reputation for the purpose of verifying information, provided by me, on any apartment rental/purchase application. If this application is approved, I further authorize the owner, landlord; management firms its agent(s), Credential Researchers and any other parties hereto to conduct further credit inquiries. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, OFAC search, and landlord/tenant court record search will be done in conjunction with my application. I hereby hold the owner, landlord; management firms its agent(s), Credential Researchers and any other parties hereto free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords, property managers, supervisors, or employers. If a lease is approved and executed, this completed application form may become a part of that certain lease.</p> <p>Information about your rights as an apartment Applicant, under Fair Credit Reporting legislation: You have the right to obtain one free credit report annually from each major credit reporting agency. The credit reporting agencies used by Credential Researchers, the firm which does tenant screening are Experian (<a href="http://www.experian.com">www.experian.com</a>, or by phone at 888-397-3742) and Trans Union (<a href="http://www.transunion.com">www.transunion.com</a> or by phone at 800-888-4213). Contact information for Credential Researchers is provided at the top of the next pages of this application. You have the right to dispute incomplete or inaccurate credit information to the consumer reporting agencies who must remove inaccurate or unverifiable information from your credit report.</p> <p><b>I understand that the credit check fee is non-refundable.</b></p> <p>Processing Fee: _____ Date: _____ Signature: _____</p>	

**\*Please note: If your company's policy is to verify salary only through one of the automated systems (such as TheWorkNumber.com which charges \$17.00) please obtain the verification yourself and fax it to us.**

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