



**Licensed Real Estate Broker**

**APPLICATION INFORMATION**

In order for us to complete your application process, you must provide us with the following:

FROM EACH APPLICANT AND/OR GUARANTOR:

- A fully completed and signed Application
- A non-refundable \$75 application fee, for 1 person and \$95 for 2 people
- Photo ID/Driver's License/Passport
- Proof of income: last 3 pay stubs **OR** past year W-2 form
- Copies of last 2 months of bank statements (US based).

Application fees are due at time of application. We accept checks or money orders.  
Application checks are made payable to: **ON-SITE Sales & Marketing, LLC**

All missing documentation must be forwarded to our office within 48 hours after you applied. You will be required to sign a lease within 3 business days after notification of approval.

**PLEASE PROVIDE SEPARATE CHECKS (BANK CHECKS OR MONEY ORDERS)  
FOR EACH CATEGORY BELOW**

**First Month's Rent** AMOUNT \$ \_\_\_\_\_

CERTIFIED CHECK MADE PAYABLE TO: ***Eagle's Point Associates***

**Security Deposit** AMOUNT \$ \_\_\_\_\_

CERTIFIED CHECK MADE PAYABLE TO: ***Eagle's Point Associates***





## Licensed Real Estate Broker

Notice to All Applicants:

We qualify our applicants very carefully. We verify all information provided to us on the completed rental application. In addition, we perform credit and background checks and we verify current employment and previous rental history. By submitting an application, you acknowledge that these aforementioned procedures will be followed and that you provide your expressed permission for us to do so.

The screening and verification process is used for every applicant the same way - fairly, consistently, uniformly. We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, religion, sex, handicap, color, familial status or national origin.

Please complete your application fully. If you do not provide us with complete information, we will not be able to process your application. If there is an item on the application that you do not understand, please ask us for assistance. If there is additional information that you feel might be of assistance to us in processing your application, please let us know.

Within three business days after notification of approval, we will ask you to sign a lease along with providing a **one month's rent and one month's security deposit in a bank check or money order and any other applicable fees as noted on the application.** We will reserve the residence for no more than three business days.

Please sign and date this notice below and give it to the Leasing Agent when returning your application. Thank you for taking the time to read this form.

### **CONSENT FORM**

I hereby consent to have *ON-SITE Sales & Marketing, LLC, Licensed Real Estate Broker*, through its designated agent and/or its employees and/or The Landlord/Owner, obtain and verify my credit, criminal and related information for the purpose of determining whether or not to lease me an residence. *ON -SITE Sales & Marketing, LLC, Licensed Real Estate Broker* and its designated agent and/or its employees shall have a continuing right to review my credit information, rental application, criminal information, related information, payment history and previous rental history for account review purposes and for improving application methods

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_





**Licensed Real Estate Broker**

**RENTAL APPLICATION**

**Notice: Co-Applicant must complete a separate Rental Application Form**

The undersigned hereby makes application to lease a residence located at \_\_\_\_\_ **Ruth Court**, Middletown, NY 10940 beginning on \_\_\_\_/\_\_\_\_/201\_\_ & ending on \_\_\_\_/\_\_\_\_/201\_\_ at a monthly rent of \$\_\_\_\_\_ for a term of \_\_\_\_\_.

**PLEASE TELL US ABOUT YOURSELF**

**APPLICANT**

FULL NAME \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security No. \_\_\_\_-\_\_\_\_-\_\_\_\_  
Driver's Lic. No. & State \_\_\_\_\_ email: \_\_\_\_\_

**CO-APPLICANT**

FULL NAME \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security No. \_\_\_\_-\_\_\_\_-\_\_\_\_ **email:** \_\_\_\_\_  
Driver's Lic. No. & State \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

**Names of All Other Occupants** (under 18 years of age): Total Number of Occupants \_\_\_\_\_

**NAME:** \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_  
**NAME** \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

**Auto Info:** # of Motor Vehicles: \_\_\_\_\_ License #'s: \_\_\_\_\_ License #'s: \_\_\_\_\_

**PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)**

**CURRENT ADDRESS:** \_\_\_\_\_

Month & Year Moved \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Mo Payment \$ \_\_\_\_\_

**PREVIOUS ADDRESS** (if within 3 years)

Month & Year Moved \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Mo Payment \$ \_\_\_\_\_

**PREVIOUS ADDRESS** (if within 3 years)

Month & Year Moved \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Mo Payment \$ \_\_\_\_\_

**EMPLOYMENT INFORMATION**YOUR STATUS:     Full-Time     Part-Time     Student     Retired     Not Employed**CURRENT EMPLOYER** (Or Most Recent) \_\_\_\_\_

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

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_

Household Gross Monthly Income \$ \_\_\_\_\_

**FORMER EMPLOYER** (Or Most Recent) \_\_\_\_\_

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

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_

Household Gross Monthly Income \$ \_\_\_\_\_

**BANKING AND CREDIT INFORMATION**

Name of Bank/Branch: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

Are you liable for child support?  Yes     No                      Monthly Amount \$ \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_                      Source \_\_\_\_\_                      Phone (    ) \_\_\_\_\_

HAVE YOU EVER:    Been sued for non-payment of rent?     Yes     NoBeen evicted or asked to move out?  Yes     No                      Broken a Rental Agreement or Lease?     Yes     NoDeclared Bankruptcy?                       Yes     No                      Been sued for damage to rental Property?  Yes     No

Please give any additional information that might help management evaluate your application:

---



---



---

How did you hear about our property? \_\_\_\_\_

If management has any questions about your application, please give Phone Numbers where you can be located.

Day Phone (    ) \_\_\_\_\_                      Evening Phone (    ) \_\_\_\_\_

Cell (    ) \_\_\_\_\_                      E-mail: \_\_\_\_\_

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rent is to be payable the 1<sup>st</sup> day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

When approved and accepted I agree to execute a lease for \_\_\_ months before possession is given and to pay the first month's rent and ONE month's security deposit at lease signing within 3 business days after the application is approved.

I AUTHORIZE YOU TO CONTACT PREVIOUS LANDLORD (S) AND ANY OTHER REFERENCES THAT I HAVE GIVEN IN THIS APPLICATION. I ALSO AUTHORIZE MANAGEMENT TO OBTAIN MY CONSUMER CREDIT REPORT.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_/\_\_\_\_/\_\_\_\_

The above information, to the best of my knowledge, is true and correct.

Signature of Co-Applicant \_\_\_\_\_ Date Signed \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICANT: PLEASE DO NOT WRITE BELOW**

PAYMENT OF \$ \_\_\_\_\_ RECEIVED BY (NAME) \_\_\_\_\_ DATE  
\_\_\_\_/\_\_\_\_/20\_\_\_\_

THIS APPLICATION FORM RECEIVED BY (NAME) \_\_\_\_\_ DATE  
\_\_\_\_/\_\_\_\_/20\_\_\_\_

**Reference Verification Name** **Reference Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS APPLICATION  APPROVED  NOT APPROVED  
BY \_\_\_\_\_ Title \_\_\_\_\_ Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

If not approved, specify reason (s) \_\_\_\_\_  
\_\_\_\_\_

Applicant by (Name) \_\_\_\_\_ Date Notified  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Notified by:  LETTER (Attach Copy)  FORM  TELEPHONE  FAX  IN PERSON