



**A&R Properties Group**  
2041 Fifth Avenue, New York, NY 10035  
Phone: 212.273.0794 | Fax: 201.283.9960  
Email: info@arproperties.com  
Website: www.arproperties.com

---

**ADDITIONAL OCCUPANT APPLICATION:**

**Building Information:**

Building Address: \_\_\_\_\_ APT #: \_\_\_\_\_

**Primary Applicant:**

Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Applicant's Information:**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Office #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Home address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_ Zip: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Employment & Income Information:**

Employer: \_\_\_\_\_ Employment Address: \_\_\_\_\_

Position/title: \_\_\_\_\_ Annual income: \$ \_\_\_\_\_ Bonus: \$ \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Length of employment: \_\_\_\_\_

**Emergency Contact Information:**

In case of Emergency please notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Office #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I hereby certify to the best of my knowledge that the above stated information is true and correct. This notice is to inform you that the processing of this application includes but is not limited to making inquiries deemed necessary to verify the accuracy of the information herein. Including procuring consumer reports from consumer reporting agencies, obtaining credit information from other credit institutions and criminal background checks from appropriate law enforcement agencies. I hereby authorize A&R PROPERTIES GROUP, LLC. to obtain any and all credit, employment, school, previous rental history or personal references. It is understood that tenant applicant cannot take possession of rental until application is investigated and accepted by the Landlord and/or Management, the first month's rent and full security is paid, and a Lease agreement has been entered into between the Landlord and Tenant. I further acknowledge that application fees are nonrefundable. The undersigned agrees that this application shall remain the property of the management, landlord, or realtor regardless if rental lease is granted.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS & FEES HAVE BEEN PROVIDED.



**A&R Properties Group**  
2041 Fifth Avenue, New York, NY 10035  
Phone: 212.273.0794 | Fax: 201.283.9960  
Email: [info@arproperties.com](mailto:info@arproperties.com)  
Website: [www.arproperties.com](http://www.arproperties.com)

---

## **(NJ Rental) Required Documents:**

The following documents must be submitted to fulfill the application process:

- ❖ Copy of Photo ID
- ❖ Letter of employment / letter from CPA if selfc employed
  - Stating income of at least 35 times the monthly rent
- ❖ 3 Recent pay stubs
- ❖ Previous Tax Return (first 2 pages)
- ❖ Letter of recommendation from previous landlord
- ❖ \$25 nonrefundable processing fee

\*\*Guarantors, if needed, will be required to provide the same documents along with a completed application. Guarantors will be required to show at least 75 times the monthly rent.

### **IF ACCEPTED, THE FOLLOWING WILL BE REQUIRED AT SIGNING OF LEASE:**

- 1 1/2 (One and a half) Months Security Deposit
- First Months' Rent
- Brokerage Fee (If applicable)

ONLY CASH, CERTIFIED CHECKS, MONEY ORDERS, BANK CHECKS, CASHIER CHECKS OR TRAVELER'S CHECKS WILL BE ACCEPTED. NO PERSONAL CHECKS ACCEPTED!