



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.



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(NY 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 self-employed
 - Stating income of at least 40 times the monthly rent
- ❖ 3 Recent bank statements – checking/savings/investment
- ❖ 3 Recent pay stubs
- ❖ Previous Tax Return (first 2 pages)
- ❖ Letter of recommendation from previous landlord
- ❖ \$100 nonrefundable processing fee

**Guarantors, if needed, will be required to submit the 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 (One) Months Security Deposit
- First Months' Rent
- \$500 management closing fee

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