



LEADER IN HOME BUYING

112-21 JAMAICA AVE., RICHMOND HILL, NY, 11418
PHONE: 718-709-9009 FAX: 718-441-0580

RENTAL APPLICATION FORM

Applicant Information

Last Name:		First Name:		MI:	
Sex:	Home Phone Number:		Work Phone Number:		Cell. Phone Number:
Social Security Number:		Driver's License Number:		State:	Date of Birth:
Marital Status:	<input type="checkbox"/> Single:	<input type="checkbox"/> Married:	<input type="checkbox"/> Divorced:	<input type="checkbox"/> Fiancé:	

Present Rental Information

Present Home Address:		City:	State:	Zip Code:	Length of Residence:
Landlord Name:		Landlord Phone Number:		Landlord Fax Number:	Monthly Rent:
Reason for Moving:					

Previous Rental Information

Previous Home Address:		City:	State:	Zip Code:	Length of Residence:
Landlord Name:		Landlord Phone Number:		Landlord Fax Number:	Monthly Rent:
Reason for Moving:					

Employment Information

Present Occupation:		Employer Name:		Name of Supervisor:	
Employer - Human Resources Dept. Phone #:		Employer - Human Resources Dept. Fax #:		Supervisor Phone Number:	
Current Income		Check one:		Length of Employment:	
After Deductions:		<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly		Work Hours:	
				AM PM	

2nd Job Employment Information

Present Occupation:		Employer Name:		Name of Supervisor:	
Employer - Human Resources Dept. Phone #:		Employer - Human Resources Dept. Fax #:		Supervisor Phone Number:	
Current Income		Check one:		Length of Employment:	
After Deductions:		<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly		Work Hours:	
				AM PM	

Other Sources of Income:

SSI Per Month:	Food Stamps Per Month:	Child Support Per Month:	Other Please Describe:
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In Case of Emergency, Contact:

Name:	Phone #:	City:	State:	Relationship:
Name:	Phone #:	City:	State:	Relationship:

Rental Assistance

Rental Assistance / Subsidy Type:	Voucher Amount:	Expiration Date:
Case Number:	Case Worker Name:	Case Worker Phone Number:

Residency Information

HOW MANY OCCUPANTS WILL BE LIVING. IN THIS APT BESIDES APPLICANT SIGNED ON THIS LEASE PLEASE LIST ALL:		EACH ADDITIONAL ADULT LIVING IN THE APT. OVER THE AGE OF 18 YEARS IS REQUIRED TO FILL OUT A SEPARATE APPLICATION:	IF THIS IS NOT FILLED OUT IT INDICATES THAT NO OTHER PERSON WILL BE LIVING IN THE APT.:
Total Adults:	Total Children Under 18 Years :	Pets:	NO PETS ALLOWED
FULL NAME	SEX	DATE OF BIRTH	RELATIONSHIP TO APPLICANT

Have you ever:

Filed for bankruptcy? If yes, list date filed:
Been served an eviction notice or been asked to vacate a property you were renting? If yes, when?
Willfully or intentionally refused to pay rent when due? If yes, when?
Been sued for unlawful detainer? If yes, when?
Been convicted of or committed a felony? If yes, what?
Been charged or arrested for drug possession or sale?

Referred to us by: ☐ Newspaper (name) _____ ☐ Realtor (name) _____ ☐ Other _____

I hereby deposit with the management company a rent deposit in the sum of \$ _____ on the above premises pending approval of this application. I understand that my rent deposit may be applied to any rent loss, re-rental fee etc. If I don't bring the rest of the deposit by: ____/____/____ if the application is approved and I'm unable to fulfill the conditions of occupancy, my deposit will not be returned. The deposit will only be returned if this application is not approved providing that all above question was answered truthfully. All returned moneys would be returned with a check only. I hereby consent to allow, through its designated agent and its employees, to obtain and verify my consumer information (including credit, criminal and public records information) for the purpose of determining whether or not to lease to me an apartment. I understand that should I lease an apartment, and its agent shall have a continuing right to review my consumer information, rental application, payment history and occupancy history for account review purposes and for improving application methods. I declare under penalty of perjury that the information listed in this application is true and correct.

Signature of Applicant: _____ Date: _____

Remarks or personal statement please write here: _____

FAILURE TO FILL OUT THE APPLICATION COMPLETELY WILL RESULT IN A DELAY OF PROCESSING YOUR APPLICATION

RENTAL ADDRESS - OFFICE USE ONLY

Rental Property Address:	Apt. #:	Bedroom:	City:	State:
Interviewed By:	Today's Date:	Move in Date:	Rent/Month:	



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Credit Authorization Form

Privacy Act Notice: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FmHA).

Part I - General Information

1. Name		2. Name and address of Lender/Broker	
3. Date of Birth		4. Social Security Number	5. Address

Part II - Borrower Authorization

I hereby authorize the Lender/Broker to verify my past and present employment earnings records, bank accounts, stock holdings, and any other asset balances that are needed to process my mortgage loan application. I further authorize the Lender/Broker to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references. It is understood that a copy of this form will also serve as authorization.

The information the Lender/Broker obtains is only to be used in the processing of my application for a mortgage loan.

Borrower

Date

Notes:

Please sign below to authorize credit check*

Authorization is hereby granted to InstaHomes Realty LLC to obtain a standard factual data credit report through a credit reporting agency chosen by InstaHomes Realty LLC. My signature below authorizes the release to the credit reporting agency a copy of my credit application, and authorizes the credit reporting agency to obtain information regarding my employment, savings accounts and outstanding credit accounts (mortgages, auto loans, personal loans, charge cards, credit unions, etc.). Authorization is further granted to the reporting agency to use a photo static reproduction of this authorization if necessary to obtain any information regarding the above mentioned information.

Applicant Signature

Co-Applicant Signature



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List of Documentation Needed for Rental Application:

Income/Asset Documents:

1. Most recent (1) month's pay stubs (required): If you are paid biweekly then submit the 2 most recent. If you are paid weekly, then 4 most recent paystubs.
2. (2) Most recent monthly bank statements) (**optional**): Bank statements are optional but definitely recommended if you have a substantial amount of funds available. This shows stability in case of a financial emergency. **If you choose to provide bank statement(s) and your paycheck is directly deposited and shows on your bank statement(s) then item #1 is not necessary.**
3. (2) most recent annual W2 forms for all jobs (**required**): This shows a history of income and helps a landlord ascertain if you are consistent with employment income.
4. (2) most recent full tax returns (**optional**): Please be prepared that some landlords require full tax returns. You may submit these to prevent them from being requested later in the application process. *******IF APPLICANT IS SELF EMPLOYED FULL COMPANY TAX RETURNS ARE REQUIRED*******

- Most Recent Retirement Account Statements) (**optional**): this is optional but definitely recommended if you have anything substantial in your retirement fund as it shows some stability in case of a financial emergency.
- 5.

Identification Documents: 1. Picture ID (required): Driver's License is 1st preference to fulfill this requirement.