

APPLICATION FOR: Building Address: _____ Apt: ____ Date: _____

PERSONAL INFORMATION: (PEASE PRINT CLEARLY)

Applicant _____ Social Security# _____

Address _____ City _____ State _____ Zip _____

Home Ph(____) _____ Work Ph(____) _____ Cell Ph(____) _____

Email (Work) _____ Email (Personal) _____

Date of Birth _____ Driver's License (State & #) _____

Citizenship _____ (attach scanned copy of Passport & Visa if not US citizen)

RENTAL HISTORY:

Current Landlord _____ Ph# _____

Current Rental Address _____ How long? _____

Current Rent/Mtg. Pymnt _____ Reason for Move _____

Previous Landlord _____ Ph# _____

Previous Rental Address _____ How long? _____

Previous Rent/Mtg.Pymnt _____ Reason for Move _____

EMPLOYMENT HISTORY:

Current Employer _____ Occupation _____

Address _____ Salary \$ _____ Start date _____

Dept.Head _____ Ph# _____ Personnel Rep. _____ Ph# _____

Previous Employer _____ Occupation _____

Address _____ Salary \$ _____ Start date _____

Dept.Head _____ Ph# _____ Personnel Rep. _____ Ph# _____

GUTTMAN RE MANAGEMENT CORP.
APARTMENT RENTAL APPLICATION

CO-APPLICANTS:

I am applying for this apartment as a co-tenant with:

_____ and _____

THE APPLICATION PROCESS:

Our office will provide notice of tentative approval or disapproval within 24 hours of our receipt of a completed application or, if applying with one or more parties, receipt of completed applications from all proposed co-tenants. If the application(s) is tentatively approved, the applicant(s) is required to deliver \$1,000. cash or certified check payable to Guttman RE Management Corp. to our representative in order to remove the apartment from the rental market and have first option to rent the apartment. We will then order credit and background checks for each applicant. A charge of \$35 per report shall be charged to each applicant to cover the costs incurred to order and evaluate the reports. If the application(s) is **not approved** the **\$1,000 deposit shall be refunded**, less the \$35 charge per applicant. If the application is granted final approval, the \$1,000 shall be applied to the total amount required to sign the lease. The total amount required to sign the lease is the sum of the first month's rent plus rent security. The amount of rent security required is generally 1 1/2 times (150%) of the monthly rent; however, it may increase depending upon the fixtures in the apartment and the applicant(s) income, credit report, and rental history.

If the application is granted final approval but the applicant chooses not to sign the lease within 24 hours of our offer, the \$1,000 deposit shall be forfeited by applicant and retained as liquidated damages to cover costs and damages resulting from the removal of the apartment from the rental market.

I HEREBY AUTHORIZE **GUTTMAN RE MANAGEMENT CORP.** TO OBTAIN A CREDIT REPORT, CHARACTER REFERENCES, RENTAL HISTORY, EMPLOYMENT AND INCOME VERIFICATION AND AGREE TO THE ABOVE TERMS AND CONDITIONS

SIGNATURE _____ DATE _____

PRINT YOUR NAME: _____

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