

GR Gatsby Realty, LLC

347 Fifth Avenue, Suite 300

New York, NY 10016

Tel: (212) 686-5588

Fax: (212) 684-3484

Requirements For Prospective Tenant

___ 1. Application (Every tenant must fill-out an application, as well as every guarantor)

- Salary Requirements
Tenant: Salary must be at least 40X the monthly rent
Guarantor: Salary must be at least 80X the monthly rent.
- Any applicant who is employed less than one year or does not fulfill the salary requirements will be required to provide additional security and/or a guarantor.

___ 2. Letter of employment (typed on original company letterhead, stating position, salary and length of employment)

- Note: If the applicant or guarantor is self-employed, we will require a letter from a Certified Public Accountant or Lawyer (on company letterhead) verifying the nature of the business and approximate income for the previous two years. A copy of the original document must be presented at lease signing.

___ 3. Tax returns from the last TWO years

___ 4. Two most recent bank statements

___ 5. Two most recent Pay Stubs

___ 6. Any additional documentation that can verify reliability as a tenant (additional income such as stock portfolio or trust funds, verification of property ownership, other assets, etc.)

___ 7. Copy of photo ID (driver's license or passport)

___ 8. Credit Check (We will run the credit with the \$100 application fee)

****Note: These are the documents we prefer, ideally. If a prospective tenant does not have all appropriate documentation, we will make exceptions as we deem appropriate.****

Applicants should be prepared to pay the following upon lease signing:

- First month's rent
- 1 month security

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Building Address: _____ Apt. No. _____

Monthly Rent: \$ _____ Security: \$ _____ Desired Lease Term: From ___/___/___ to ___/___/___

Personal Information

Type of Applicant (check one): Tenant ___ Guarantor ___ For guarantors, please name the prospective tenant: _____

Name: _____ Date of Birth: ___/___/___ Social Security No.: _____ - _____ - _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Email address: _____

Applicant's Rental History

Current Address: _____ Apt # _____ City, State: _____ Zip: _____ Own or Rent? _____

Landlord/Mgmt. Co.: _____ Landlord's Phone: _____ Dates: From ___/___/___ to ___/___/___ Rent: _____

Reason for Moving _____ Pets: _____

Previous Address: _____ Apt # _____ City/State: _____ Zip: _____ Own or Rent? _____

Landlord/Mgmt. Co.: _____ Landlord's Phone: _____ Dates: From ___/___/___ to ___/___/___ Rent: _____

Applicant's Employment History

Current Employer: _____ Occupation/Position: _____

Work Address: _____ Dates: From ___/___/___ to ___/___/___

Salary: \$ _____ Supervisor's Name & Title: _____ Supervisor's Phone: _____

Previous Employer: _____ Occupation/Position: _____

Work Address: _____ Dates: From ___/___/___ to ___/___/___

Salary: \$ _____ Supervisor's Name & Title: _____ Supervisor's Phone: _____

Financial Information

Name of Bank: _____ Address: _____ Phone No.: _____

Checking Account No.: _____ Savings Account No.: _____

Credit Card #1: Type: _____ Account No.: _____ Exp. Date: ___/___/___

Credit Card #2: Type: _____ Account No.: _____ Exp. Date: ___/___/___

Other Income: Source _____ Annual Amount: \$ _____

Stocks, Bonds, Etc.: _____

I hereby authorize Gatsby Realty, LLC, to obtain information it deems desirable in the processing of my application, including credit reports, civil or criminal actions, rental history, employment/salary details, and any other relevant information. I also understand that a non-refundable fee of one hundred dollars (\$100.00) will be charged to each applicant as a processing and investigation fee. This application releases Gatsby Realty, it's employees and agents, from all liabilities and damage whatsoever incurred in furnishing and obtaining such information.

Signature of Applicant

Date