

Required Documents

1. Income documents - one of the following:
 - 2 recent pay-stubs
 - Recent year W-2 or 2 front pages of tax return.
 - Letter of employment (company letterhead, salary, position, length of empl., supervisor contact)
 - Letter from CPA stating projected income, CPA contact information.
2. 2 recent Bank Statements.
3. Copy of state issued Photo ID or Passport (Green Card - Valid Visa - Employment Auth. Card)
4. Application Fee - \$50 Per Credit Check - APPLICATION FEES ARE ***NONE REFUNDABLE***

Please complete the application below and submit to the E&G Leasing office along with the required supporting documentation. We will accept your application in person, by email (click email button above after completing the form online) or fax.

Submit to:

Email: gilyny@eandgrealtygroup.com

Fax: 1 (646) 290-8557

Building Address Applying for: _____

Apartment Number: _____ Date: _____

general information

Name: _____

Phone: _____ Date of Birth: _____

Social Security Number: _____

E-Mail: _____

Current Address: _____

Length of Tenancy: _____ year(s) _____ month(s)

Number of Occupants: _____ Rent Paid: \$ _____ per month

Landlord's Name and Address: _____

Landlord's Phone Number: _____

Previous Address: _____

Length of Tenancy: _____ year(s) _____ month(s)

Number of Occupants: _____ Rent Paid: \$ _____ per month

Previous Landlord's Name and Address: _____

Previous Landlord's Phone Number: _____

current employment

Company Name: _____

Annual Income: _____ Job Title: _____

Length of Employment: _____ year(s) _____ month(s)

Company Address: _____

Company Phone Number: _____ Dept Head: _____

(If less than 3 years with current employer, please complete "Previous Employment" Section)

previous employment

Company Name: _____

Annual Income: _____ Job Title: _____

Length of Employment: _____ year(s) _____ month(s)

Company Address: _____

Company Phone Number: _____ Dept Head: _____

Additional sources of income (stocks, pensions, etc.): _____

banking information

Checking Account Number: _____

Bank Name: _____ Phone Number: _____

Savings Account Number: _____

Bank Name: _____ Phone Number: _____

applicant's accountant information

Name: _____

Address: _____

Phone Number: _____

apartment occupants (other than applicant)

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Have you ever been evicted? no yes

Have you ever broken a lease? no yes

Describe: _____

Have you ever been in Landlord Tenant Court? no yes

Describe: _____

Have you ever declared bankruptcy? no yes

Describe: _____

citizen status

- U.S. Citizen Permanent Resident (Green Card) Temporary Resident (No Green Card)

Please Note:

By signing below you understand that you have authorized E & G Realty Group LLC (Hereafter referred to as E & G) to act as your agent for the procurement of an apartment. Please read carefully and sign below ONLY if you fully understand and agree with the following. Should you require any clarifications with regards to the statements bellow, please do not hesitate to consult with one of our sales associates.

- A.** In consideration of E & G having directed you to any of the addresses listed above, should you or anyone acting on your behalf rent, sublet, or in any way obtain an apartment in the building, you agree to pay E & G a commission equal to fifteen percent (15%) of the first year's rent unless otherwise advertised, negotiated and agreed.
- B.** You are under no obligation to pay the above mentioned commission or any other fees unless you or anyone acting on your behalf rents an apartment in a building/complex shown to you by E & G within 90 days of such showing.
- C.** You understand that you will be liable for the payment of full commissions (fifteen percent 15% of the annual rent amount) plus any legal fees incurred to E & G. In the event you rent an apartment through the services of a broker or leasing agent or directly with a landlord or management company other than E & G, in a building, complex or in a property owned or managed by the same landlord and/or property management company, shown or introduced to you by E & G within 90 days of such showing/introduction, and regardless of any other offers, advertisements or prior agreements.
- D.** In addition, any claim that you may have arising from the services provided to you by E & G, shall be limited to the amount of the brokerage commission you paid to E & G and shall not exceed that amount.
- E.** Applicant(s) and Guarantor(s) authorizes landlord or agent to obtain any & all credit information and consumer reports as deemed necessary. Furthermore, it is understood and agreed that with respect to all or certain properties shown to you, E & G provides consulting and/or brokerage services to the landlords of such properties and may receive compensation from landlords, in which case no brokerage fees or commissions will be required nor collected from you with the exception of application fees.
- F.** It is agreed and understood that any personal information furnished by you to E & G will never Be shared, sold or transferred to any other person or company with the exception of the prospective landlord and/or management company who handles the property leasing.

Signature: _____ Date: _____