

# **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