

Date: _____

Salesperson: _____



Required Documents:

- Valid US Government Issued ID for each person over the age of 18
- Social Security Cards for all occupants over the age of 18
- 2 Years Income Tax Return with W2
- 2 months bank statements
- _____ non-refundable Application Fee for EACH person over the age of 18 for a credit/criminal/housing report. *
- 3 month rent receipts
- 3 months of utility or phone bill in your name
- Copy of current lease
- Last six consecutive pay stubs. (Must be employed a minimum of six month unless you had a job transfer).
- If married – a copy of marriage certificate
- Complete credit check and housing court inquiry.
- Complete package of any government assistance program providing rental support.

To **View** an Apartment, we require: The completed application, Brokers fee agreement, Government ID (cannot be expired) and proof of income (minimum last 6 paystub).

Rental Income Guideline: Low Income/Affordable apartments fall under certain Federal Programs with their own set of income requirement based on the family household size. If the apartment is low income you will be informed of the income bracket required for said apartment building. All other apartments: The general rule (this is not a law but a generally accepted practice) applicant's annual income must be equal to 40 times the monthly rent or the applicant's weekly income must be equal to the monthly rent. Ex. If the rent is \$1,000 a month the applicant must make at least \$40,000 a year or \$1,000 a week.

LAUJEL REALTY CORP
981 MORRIS PARK AVE.
BRONX, NY 10462
TEL: (347) 657-1610
FAX: (718) 684-2061

Date: _____

Salesperson: _____



RENTAL APPLICATION

Building: _____ Apt: _____ Rent: _____

Applicant Information

Social Security No: _____

First Name: _____ Mi: _____ Last Name: _____

Phone: _____ Email: _____ Date of Birth: _____

Current Address: _____

How Long Residing at This Address: _____ Rent: _____

Landlord: _____ Phone: _____

** If Less than two years at current address please provide previous address and landlord name and phone in the line below.

Spouse/Partner Information

Social Security No: _____

First Name: _____ Mi: _____ Last Name: _____

Phone: _____ Email: _____ Date of Birth: _____

Current Address: _____

How Long Residing at This Address: _____ Rent: _____

Landlord: _____ Phone: _____

** If Less than two years at current address please provide previous address and landlord name and phone in the line below.

Household Information (any person not listed is not allowed to live in the apartment)

Number of Household Members: _____

Full Name: _____ Age: _____ Relationship: _____

Full Name: _____ Age: _____ Relationship: _____

Full Name: _____ Age: _____ Relationship: _____

Full Name: _____ Age: _____ Relationship: _____

Date: _____

Salesperson: _____

Have you ever been evicted? No Yes

Why are you moving? _____

Emergency Contact:

Name: _____ Phone: _____ Relationship: _____

Who Recommended You to our Office? _____ Phone: _____

Employment Information

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Years Employed: _____ Weekly Salary: _____

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Years Employed: _____ Weekly Salary: _____

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Years Employed: _____ Weekly Salary: _____

Other Income

Source: _____ Amount: _____ Frequency: _____

Source: _____ Amount: _____ Frequency: _____

Source: _____ Amount: _____ Frequency: _____

Date: _____

Salesperson: _____

Additional Information:

Any information provided by the prospective tenant or tenants may be used to obtain a tenant screening report through American Tenant Screen, Inc., 525 West Chester Pike, Havertown PA 19083. If applicant is rejected based on information contained in the tenant screening report, (1) the applicant has a right to inspect and receive a free copy of such report by contacting the consumer reporting agency, and (2) applicant has a right to obtain a free copy of the report from each national consumer reporting agency annually (Transunion, Equifax, and Experian), in addition to a credit report that should be obtained by www.annualcreditreport.com, and (3) applicant may dispute inaccurate or incorrect information contained in the report directly with the consumer reporting agency. The phone number for Transunion customer service is 1-800-916-8800.

**LAUJEL REALTY CORP
981 MORRIS PARK AVE.
BRONX, NY 10462
TEL: (347) 657-1610
FAX: (718) 684-2061**