

APARTMENT APPLICATION

Please Print and Complete All Questions. Incomplete Information may result in Automatic Rejection

Which Apartment are you applying for: _____

Applicant's Information

(separate application required for each person who will reside in the apartment)

Name: _____ Social Security: ____/____/____
First Middle Last

Date of Birth ____/____/____ HomePhone:(____)_____ Cell Phone:(____)_____

Email Address:_____

Marital Status: ____ Spouses Name: _____ Social Security #: ____/____/____

Drivers License # _____ State: ____ Current Member of the Military Service: Yes ___ No ___

Present Address: _____
Number Street Apt# City State Zip

How Long at this Address: _____ Monthly Rent/Payment \$ _____ per month

Present Landlord: _____ Telephone: __ (____) _____

Email:_____

NAME ALL OTHER PERSONS APPLYING WITH APPLICANT OR RESIDING IN UNIT

NAME	RELATIONSHIP	DATE OF BIRTH	SOCIAL SECURITY#



4 West Red Oak Lane, Suite 200
White Plains, NY 10604
www.HPrealestate.com
p. 914-694-4200 - f. 914-694-4201

APPLICANT EMPLOYMENT & INCOME

Are you currently employed? Yes _____ No _____

Present Employer: _____ Telephone (____)_____

Address: _____ How long employed:_____

Position: _____ Monthly Income \$_____ Other Income: _____

Source of other income: _____ Total Annual Income:_____

Previous Employer: _____ Telephone: (____)_____

If less than 2 years at current position

Do you engage in home occupation? Yes _____ No _____

If yes, please explain: _____

BANK REFERENCES

Bank Name: _____ Address: _____

Bank Name: _____ Address: _____

Has applicant, spouse, or other potential occupants ever been arrested or indicted for, or convicted of, a felony or misdemeanor Yes _____ No _____

If yes, please explain: _____

Have any judgments been entered against applicant, spouse, or other potential occupants? Yes__ No __

If yes, please explain: _____

Have you ever sued any landlord, managing agent (including the cooperative corporation in which you owned shares)? If yes, please give complete details separately.

List every person/entity you have sued in the last five years.

Has any landlord, managing agent (including the cooperative corporation in which you owned shares) ever sued you? If yes, please give complete details separately.

List every person/entity who has sued you in the last five years.

Do you practice playing, or do you intend on practicing, a musical instrument of any sort? Give details, including type of instrument, length of practice, and time during the day.

Will you leave your keys with the superintendent at all times so that he can enter in the case of an unforeseen emergency? _____ YES _____ NO

Personal References (no relatives, employers or landlords)

1. Name: _____
Address: _____
Email: _____ Phone: _____

2. Name: _____
Address: _____
Email: _____ Phone: _____

3. Name: _____
Address: _____
Email: _____ Phone: _____

In case of an emergency, please contact: Name: _____
Address: _____ Telephone: (____) _____

YOU MUST PROVIDE THE FOLLOWING WITH THIS APPLICATION:

- **Completed Financial Statement**
- **COPY OF 3 MOST RECENT PAY STUBS**
- **COPY OF W-2 FORM**
- **SOCIAL SECURITY CARD**
- **COPY OF DRIVERS LICENSE**
- **COPY OF 3 MOST RECENT BANK STATEMENTS**
- **RECENT RENT BILL**
- **MOST RECENT TAX RETURN**

Please Note: No Dogs, Cats or other Pets Permitted.

Fair credit reporting.

You agree that we and/or the owner/agent, may obtain or use an investigative consumer report in connection with this application to lease an apartment. Subsequent similar reports may be requested or utilized in connection with an update, renewal or extension of this application or your lease and for any other legitimate business purpose. Upon request, you will be informed whether a consumer report or an investigative consumer report has been obtained, and if such report was obtained, of the name and address of the consumer reporting agency that furnished the report. You agree that we are authorized to obtain consumer reports or investigative reports pertaining to you after you vacate the apartment in order to collect amounts due or for other legitimate business purposes.

I hereby certify that the statements made in this application have been examined by me and are true, correct, and complete to the best of my knowledge. I have no objection to the inquiries to be made in the future for the purpose of verifying the facts herein stated or determining the qualifications of my application. I understand that the filing of this application in no way obligates owner/agent to reserve or lease an apartment for me.

Signature of Applicant

Date

Signature of Applicant

Date

- **A non-refundable application fee of \$50 payable to Houlihan Parnes Properties to run and evaluate a credit and housing report and to review the application form and related documents. Please include \$50 for each applicant after the first applicant.**

FINANCIAL STATEMENT

Name (s) _____

Address _____

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the _____ day of _____ 19____.

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money markets Funds			To Banks		
Contract Deposit			To Relative		
Investments: Bonds & Stocks -see schedule			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivable			Automobile		
Real Estate Owned - see schedule			Other		
Year Make			Other Accounts Payable		
Automobiles:			Mortgages Payable on Real Estate - see schedule		
Personal Property & Furniture			Unpaid Real Estate Taxes		
Life Insurance			Unpaid Income Taxes		
Cash Surrender Value			Chattel Mortgages		
Retirement Funds/IRA			Loans on Life Insurance Policies		
401K			(Include Premium Advances)		
KEOGH			Outstanding Credit Card Loans		
Profit Sharing/Pension Plan			Other Debts - itemize		
Other Assets			TOTAL LIABILITIES		
TOTAL ASSETS			NET WORTH		
COMBINED ASSETS					
SOURCE OF INCOME			COMBINED		
	Applicant	Co-Applicant			
Base Salary			CONTINGENT LIABILITIES		
Overtime Wages			As Endorser or Co-maker on Notes	\$	
Bonus & Commissions			Alimony Payments (Annual)	\$	
Dividends and Interest Income			Child Support	\$	
Real Estate Income (Net)			Are you defendant in any legal action?		
Other Income - itemize			Are there any unsatisfied judgments?		
TOTAL			Have you ever taken bankruptcy? Explain:		
GENERAL INFORMATION			PROJECTED EXPENSES / MONTHLY		
	Applicant	Co-Applicant			
Personal Bank Accounts at			Maintenance		
Savings & Loans Accounts at			Apartment Financing		
Purpose of Loan			Other Mortgages		
			Bank Loans		
			Auto Loan		
			TOTAL		

SCHEDULE OF BONDS AND STOCKS

Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE

Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE
Specify any assets pledged as collateral, including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing application (pages 1 through 5) has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date _____ 19____

Signature _____

Date _____ 19____

Signature _____