



**CITY URBAN REALTY LLC**  
**99 Madison Avenue, 6<sup>th</sup> Floor**  
**New York, NY 10016**  
**Info@cityurbanrealty.com**

**RESIDENTIAL RENTAL APPLICATION**

Application Date: ___/___/___	Building and Unit you are applying For:	Equal Housing Opportunity
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**APPLICANT INFORMATION**

LEGAL NAME OF APPLICANT – FIRST		LAST	MIDDLE	SOCIAL SECURITY #
CURRENT ADDRESS			CITY	STATE and ZIP
DATE OF BIRTH	OCCUPATION – Full or Part Time	YEARLY INCOME	HOME PHONE	CELL PHONE
EMAIL ADDRESS		EMPLOYER/EMPLOYER ADDRESS		
HOW LONG ON JOB	EMPLOYER CONTACT/NUMBER	IN CASE OF EMERGENCY NOTIFY (Name/Contact/Relation)		
CURRENT LANDLORD	LANDLORD PHONE	YEARS WITH LANDLORD	LEASE EXPIRATION DATE	
CURRENT RENT	DRIVERS LICENSE #	PETS? IF YES, WHAT KIND	HOW MANY and SIZE	

**CO - APPLICANT INFORMATION**

NAME OF CO APPLICANT – FIRST		LAST	MIDDLE	SOCIAL SECURITY #
CURRENT ADDRESS			CITY	STATE and ZIP
DATE OF BIRTH	OCCUPATION	YEARLY INCOME	HOME PHONE	CELL PHONE
EMAIL ADDRESS		EMPLOYER/EMPLOYER ADDRESS		
HOW LONG ON JOB	EMPLOYER CONTACT/NUMBER	IN CASE OF EMERGENCY NOTIFY (Name/Contact/Relation)		
CURRENT LANDLORD	LANDLORD PHONE	YEARS WITH LANDLORD	LEASE EXPIRATION DATE	
CURRENT RENT:	DRIVERS LICENSE #	PETS? IF YES, WHAT KIND	HOW MANY and SIZE	

**APPLICANT'S REFERENCES (OTHER THAN RELATIVES)**

	NAME	Address	PHONE
1.			
2.			

**CO-APPLICANTS REFERENCES**

1.			
2.			

**APPLICANT'S BANK REFERENCES**

CHECKING		
SAVINGS		
CREDIT CARDS/OTHER		

**CO-APPLICANTS BANK REFERENCES**

CHECKING	
SAVINGS	
CREDIT CARDS/OTHER	

**YOUR CREDIT HISTORY**

Have you declared bankruptcy in the past seven (7) years? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been evicted from a rental residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had two or more late rental payments in the past year? Yes \_\_\_\_\_ No \_\_\_\_\_

**ADDITIONAL SOURCES OF INCOME**

If you have other sources of income for us to consider, please list income, source, and person (banker, employer, etc.) who we may contact. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

ADDITIONAL INFORMATION: Please give us any additional information that might help the owner/management to evaluate your application.

**NOTICES:**

I/We hereby warrant that all statements above and set forth are true. I/We hereby give my/our permission to communicate with my/our current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my/our current or former tenancy, as well as the other information listed above. I/We also give my/our permission to communicate with my/our current employer(s) and or supervisor(s) for the purpose of verifying the employment information listed above. I/We understand there are no limitations or restrictions regarding what may be discussed or revealed. I/We waive all rights of actions for consequences as a result of such information. I/We are aware that a credit history, OFAC search, and landlord/tenant court record search will be done in conjunction with my application. I/We hereby give my/our consent to the landlord to obtain my/our consumer report for the purpose of tenant screening.

**APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)**

Credit Fee \$ \_\_\_\_\_ Date: \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Credit Report Requested Date: \_\_\_\_\_ Review Date \_\_\_\_\_ by: \_\_\_\_\_ Approved Y \_\_\_ N \_\_\_

**OFFICE NOTES:**

\_\_\_\_\_  
Name of Applicant Date

\_\_\_\_\_  
Name of Co-Applicant Date

**AUTHORIZATION**  
**Release of Information**

I/We authorize an investigation of my/our credit, tenant history, banking and employment for the purposes of renting a house, apartment, or condominium from this owner, manager, brokerage, finder, agent or leasing company

APPLICANT

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CO-APPLICANT

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GUARANTOR

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Application Requirements:**

- Completed and signed application form(s);
- Legible copy of ID (Drivers license and social security card);
- Most recent bank statements;
- Most recent W-2 form or tax return (first and second pages only);
- Two (2) most recent pay stubs;
- Employment letter on corporate stationery to include the following: position, annual income and length of employment. For easy approval applicant's annual income should be approximately 40x the monthly rent.
- \$100 (cash only) processing fee per applicant/per guarantor.

**Guarantor Requirements:**

- The same documentation required of the applicant is required of the Guarantor, along with proof of an annual income of approximately 80x the monthly rent.

**OUT OF STATE GUARANTORS ARE REQUIRED TO PAY ADDITIONAL SECURITY.**