



Rental Application - Required Information/Documentation
3240 Henry Hudson Pkwy E.
Riverdale, NY 10463

Please provide the following information for all persons who will be occupying the apartment and for those who will be responsible for paying the rent as well.

1. A \$20.00 money order (per applicant) made payable to Nelson Management Group for a full credit report/ background check.
2. A copy of the most recent year's complete federal and state tax returns including all W-2's and 1099's.
3. Four to six most recent consecutive pay stubs.
4. Employment Verification Form.
5. All adult household members must execute two copies of IRS Form 4506-T.
6. Applicant(s) must complete an IRS Form 4506.
7. Applicant(s) must complete a New York State DTF-505.
8. All household members must complete a certification of assets form. Must be signed and notarized.
9. Tenant Rent Ledger from your current Management Office (Last 12 Months) or last twelve (12) months canceled rent checks if you live in a private home.
10. Government Issued ID i.e. Driver's License or DMV ID card.

Tenant(s) annual household income must be 35 TIMES THE MONTHLY RENT

Other items such as bank statements and letters verifying employment and salary are also helpful. For any questions regarding the above you can contact Stacey Molina (718) 997-9500 ext. 113.

HH Size	55% AMI	HH Size	65% AMI	HH Size	100% AMI	HH Size	125% AMI	HH Size	150% AMI	HH Size	165% AMI
	<u>Maximum Annual Income</u>		<u>Maximum Annual Income</u>		<u>Maximum Annual Income</u>		<u>Maximum Annual Income</u>		<u>Maximum Annual Income</u>		<u>Maximum Annual Income</u>
1	\$51,370	1	\$60,710	1	\$93,400	1	\$116,750	1	\$140,100	1	\$154,110
2	\$58,740	2	\$69,420	2	\$106,800	2	\$133,500	2	\$160,200	2	\$176,200
3	\$66,060	3	\$78,070	3	\$120,100	3	\$150,130	3	\$180,150	3	\$198,170
4	\$73,370	4	\$86,710	4	\$133,400	4	\$166,750	4	\$200,100	4	\$220,110
5	\$79,260	5	\$93,670	5	\$144,100	5	\$180,130	5	\$216,150	5	\$237,770
6	\$85,140	6	\$100,620	6	\$154,800	6	\$193,500	6	\$232,200	6	\$255,420
7	\$91,030	7	\$107,580	7	\$165,500	7	\$206,880	7	\$248,250	7	\$273,080
8	\$96,860	8	\$114,470	8	\$176,100	8	\$220,130	8	\$264,150	8	\$290,570

EQUAL HOUSING OPPORTUNITY



Move in Information

Property Description _____ Rental Building _____
Deposit _____ One months rent _____ Rent _____
Contract Length _____ Move in Date _____ to be determined _____

Applicant Information

First name _____ Last name _____
Social security number _____ Date of Birth _____
Phone _____ Cell Phone _____
License _____ Smoke? _____

Co-Applicant Information

First name _____ Last name _____
Social security number _____ Date of Birth _____
Phone _____ Cell Phone _____
License _____ Smoke? _____

Additional Occupants

Name _____ Relationship _____ Age _____ Name _____



Current Address

Address _____
City _____ State _____ Zip _____
Manager _____ Manager Phone _____
Start Date _____ End Date _____
Reason for leaving _____

Past Rental History

Address _____
City _____ State _____ Zip _____
Manager _____ Manager Phone _____
Start Date _____ End Date _____
Reason for leaving _____

Employment History

Company _____
Manager _____ Manager Phone _____
Employment Length _____ Monthly Pay _____

Co-Applicant Employment History

Company _____
Manager _____ Manager Phone _____
Employment Length _____ Monthly Pay _____



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(The Fair Housing Amendments Act of 1988)

Additional Income

Income source _____ Amount Phone

Verify with? _____

Bank Information

Bank name _____ Account # _____ Amount _____

Bank name _____ Account # _____ Amount _____

Bank name _____ Account # _____ Amount _____

Bank name _____ Account # _____ Amount _____

Personal References

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Automobile Information

Make _____ Model _____ Plate # _____

Make _____ Model _____ Plate # _____

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Additional Information

Have you ever been convicted of a crime? Describe and Date each one:

Have you ever been evicted or declared bankruptcy? Describe and Date each one:

_____ (initials) I agree to the following statement – I represent that the information provided in this application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for eviction.

_____ (initials) I agree to the following statement – I understand that the information provided might be used by Landlord to determine whether to accept this application. I authorize Landlord to verify all the information given in this application, including past rental information, personal references and employment information provided. I authorize the Landlord to obtain a current credit and criminal background check.

_____ (initials) I agree to the following statement – I understand that this application is not a rental agreement and that this application does not create any obligation on the Landlord.

The undersigned represent that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for eviction.

Signature_____

Date_____

Signature_____

Date_____

PETS ARE NOT PERMITTED



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Storage AND/OR USE OF BBQ'S ARE NOT PERMITTED ON TERRACE