



250 West 57th Street  
Suite 720  
New York, NY 10107  
est. 1943

(212) 541-4477  
Fax (212) 541-4881

A.J. CLARKE CPM (1943-1979)  
HARVEY A. CLARKE  
SCOTT E. CLARKE  
JOHN T. ECONOMOU  
MICHAEL D. ROTHSCHILD

ANDREW M. CLARKE  
MICHAEL D. GRABOW

www.AJClarkeNYC.com

Below please find general requirements for renting an apartment.

**APPLICATIONS MUST BE PRESENTED IN ONE SCANNED ATTACHMENT**

All applicants are required to have excellent credit and show a combined income of at least 40 times the monthly rent.

1. Completely filled in and signed application. (ATTACHED)
2. Letter of employment stating salary, position and length of employment.  
Letter from accountant if self-employed.
3. Most recent tax return. 2 years if self employed. (1040 and W-2 or 1099)
4. Most recent pay stub.
5. Landlord reference letter stating current rent, standing and length of tenancy.
6. Bank/investment/trust statement(s) - 3 months required.
7. \$100 non refundable application fee per applicant to AJ Clarke Real Estate Corp.
8. Copy of government issued photo ID.
9. Disregard \$250 application fee

**GUARANTOR (if required):**

A guarantor should be from the tri-state area, have excellent credit and show an annual income of at least 80 times the monthly rent.

1. Completely filled in and signed application. (ATTACHED)
2. Letter of employment or CPA letter if self employed.
3. Most recent tax return. 2 years if self employed. (1040 and W-2 or 1099)
4. Bank/investment/trust statement(s) - 3 months of summary pages(s) only
5. \$100 non refundable application fee to AJ Clarke Real Estate Corp.
6. Copy of government issued ID

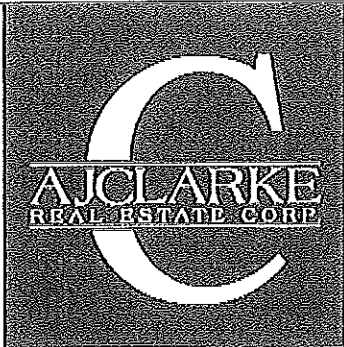
Fax: 212-541-4881

All Application fees must be paid by credit card, cash, money order or cashier's check.

The link for Credit Card payments is: [clickpay.com/apply.ajclarke](http://clickpay.com/apply.ajclarke)

The Password to make the payment is: [ajclarkenyc](http://ajclarkenyc)

Please provide receipt of payment with application



# A.J. Clarke Real Estate Corp.

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Suite 720

New York, NY 10107

Tel: (212) 541-4477 Fax: (212) 541-4881

[www.ajclarkenyc.com](http://www.ajclarkenyc.com)

## Rental Application

### LOCATION INFORMATION

Address:		Apt. No.:	Number of Rooms:
Length of Tenancy:	Lease Term Commences:	Lease Term Expires:	
Monthly Rent:	Annual Rent:	Security Deposit:	
No. of Occupants:	Pets (specify):		

### PERSONAL INFORMATION

Applicant Name :		Social Security Number:	
Present Address:	City:	State:	Zip:
Date of Birth:	Drivers License: State:	No.:	
Home Tel:	Business Tel:		
Cell Phone:	e-mail:		

## AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I authorize a tenant background search and/or consumer report. I authorize the verification of all information in this application and its release to the Landlord, Landlord's Agent or other parties connected with the lease contemplated herein.

X \_\_\_\_\_

### NOTICE UNDER NYCACS 20-808

The application provided by you may be used to obtain a tenant screening report; the name and address of the consumer reporting agency or agencies that will be used to obtain such report is/are:

National Tenant Network  
PO Box 1023  
Turnersville, NJ 08012  
(800) 422-8299  
[www.ntenonline.com](http://www.ntenonline.com)

Pursuant to federal and state law:

1. If the Landlord takes adverse action against you on the basis of information contained in a tenant screening report, the Landlord must notify you that such action was taken and supply you with the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken;
2. If any adverse action is taken against you based on information contained in a consumer screening report, you have the right to inspect and receive a free copy of that report by contacting the consumer reporting agency;
3. Every tenant or prospective tenant is entitled to one free tenant screening report for each national consumer reporting agency annually, in addition to a credit report that should be obtained from [www.annualcreditreport.com](http://www.annualcreditreport.com); and
4. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

CURRENT RESIDENCE INFORMATION		
Present Length of Tenancy:	Present Monthly Rent:	
Present Landlord:	Present Landlord's Tel:	
Present Landlord's Address:		
Reason For Leaving Present Address:		
Present No. of Occupants:		
EMPLOYMENT INFORMATION		
Name of Employer:	Address of Employer:	
Name of Supervisor:	Supervisor's Tel:	
Position:	Annual Salary: \$	
Length of Employment:	Previous Employer and Address:	
Specify Other Sources of Income (Stocks, Trust, Pensions, etc.):		
BANKING INFORMATION		
Savings Account Number:	Bank Name:	
Bank Address:		
Checking Account Number:	Bank Name:	
Bank Address:		
REFERENCES		
Personal:	Address:	Tel:
Business:	Address:	Tel:
APARTMENT TO BE OCCUPIED BY:	NAME	RELATIONSHIP
EMERGENCY CONTACT INFORMATION		
In Case of Emergency Contact:		
Address:	Relationship:	Tel:

I hereby state that all my representations set forth above are true. I acknowledge that A.J. Clarke Real Estate Corp. may conduct a credit check with respect to any and all of the above information and I further consent to such credit check and payment of the fee.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_