



TO: ALL BROKERS / PROSPECTIVE TENANTS
FROM: GRANT GILLIAM
RE: RENTAL PROCEDURES

All Rental Applications must be accompanied by \$75.00 per applicant made payable to Goodstein Management only. The credit report will be processed immediately.

1. Letter of employment and a copy of the most recent paycheck stub. If self employed a copy of income tax for two years.
2. A letter from current landlord.
3. State issued picture identification (Driver's License or Passport)
4. Upon approval, Certified Checks payable to the Landlord, not Goodstein Management.
5. Please note that in order for an applicant to qualify for an apartment his/her total annual income must be equal to or more than the monthly rent X 48 (combined incomes will not be accepted). If the tenant does not meet our income requirement, a guarantor will be considered. Guarantor's income must be equal to or more than the monthly rent x 96.
6. Prospective guarantors must complete an application and provide first and signature pages of their income tax return.

Applications must be completed within 72 hours, or the apartment will go back on the market.

For inquires, please call Grant Gilliam at **646-277-9477** or E-mail at GRANT.GILLIAM@GOODSTEIN.COM. Faxes can be sent to 212-593-3324.

GOODSTEIN MANAGEMENT INC.

211 EAST 46TH STREET
NEW YORK, NY 10017

TEL:(212)376-8600 FAX:(212)755-1398

ALL QUESTIONS MUST BE ANSWERED IF NOT APPLICABLE, MUST WRITE N/A

Building Address _____ Date _____ Broker's Name _____
Apartment # _____ Lease to Commence _____ Lease to Expire _____
Monthly Rent \$ _____ Annual Rent \$ _____ Security Deposit \$ _____

PERSONAL INFORMATION

Name _____ Social Security # _____ Sex(M) _____ (F) _____
Home Phone # _____ Other Numbers _____
Date of Birth _____ CELL PHONE # _____ EMAIL _____

LANDLORD INFORMATION

Current Address _____ Apt _____ City _____ St _____ Zip Code _____
Monthly Rent \$ _____ Length of Tenancy _____
Current Landlord _____ Phone _____
Previous Address _____ Apt _____ City _____ St _____ Zip Code _____
Previous Rent \$ _____ Length of Tenancy _____
Previous Landlord _____ Phone _____

EMPLOYMENT INFORMATION

Employer _____ Address _____
Type of Business _____ Position Held _____
Annual Income \$ _____ Length of Employment _____ Tel. _____
Previous Employer _____ Address _____
Type of Business _____ Position Held _____
Annual Income \$ _____ Length of Employment _____ Tel. _____

CITIZENSHIP INFORMATION

Are you a U.S. Citizen _____ If Not, please provide the following information
Country of Citizenship _____ Passport # _____
Do you have a Visa? # _____ Expiration Date _____

BANK AND CREDIT CARD INFORMATION

Bank (1) _____ Branch _____ Acct. No. _____
Bank (2) _____ Branch _____ Acct. No. _____
List Credit Cards _____
Accountant _____ Address _____ Tel.No. _____
Attorney _____ Address _____ Tel.No. _____
Do you have any loans _____ If yes, What type of loan(s) _____ Total monthly \$ _____
Do you have Alimony/child support payments (made/recv'd) _____ Monthly amount \$ _____
Own or Rent Other Property _____ Address _____

OTHER INFORMATION

Is the apartment you are applying for going to be your primary residence _____
When does your current lease expire _____ / _____ / _____
Reason for moving: Relocation _____ Transfer _____ Other _____
Do you have any pets? _____ If so, what kind _____

_____ Please list other occupants other than yourself
FULL NAME _____ SOCIAL SECURITY # _____ RELATIONSHIP TO YOU _____

In case of emergency who should we contact? _____

THIS APPLICATION WILL NOT BE PROCESSED UNLESS COMPLETED BY THE APPLICANT

In order for you to comply with the provisions of Section 606 of the Fair Credit Reporting Act, I authorize you to retain a Credit Reporting Agency at this time and at any time the owner deems it necessary for the enforcement of the term of the lease, if approved. It is understood that this application is subject to rejection by the Owner at any time prior to the execution of the lease by the Owner. If this application is rejected, the Owner shall refund any rent or security deposit paid by the Applicant with the exception of any money paid for a credit check.

The Applicant understands that the Owner will rely fully upon the truth of the statements made herein. If, after approval, any misrepresentation shall be at any time disclosed, the Owner may cancel said approval or any executed lease; or if the Applicant shall have entered in to possession the Owner shall have the right to recover possession of the apartment and will be entitled to recover it's legal fees, costs, disbursements expenses incurred as a result of misrepresentation.

The Applicant agrees that the Owner is not bound by any agreements or promises made by any real estate broker or agent, unless they are in writing and signed by the Applicant and by the Owner or his authorized Management Agent.

NOTE: IF TENANT CANCELS OR IS REJECTED, CREDIT MONEY IS NOT REFUNDABLE.

SIGNATURE _____ DATE _____

HAVE YOU PREVIOUSLY BEEN SHOWN THIS APARTMENT OR ANOTHER IN THIS BUILDING BY A REAL ESTATE BROKER? IF YES, PLEASE PROVIDE THE NAME OF THE BROKER(S): _____

BROKERS' S NAME _____ COMPANY NAME _____

TELEPHONE # _____ HAVE YOU PAID A FEE _____