



15 Cliff Street, New York, NY 10038
Downtown Leasing Office – 212-842-8815
www.15cliff.com – info@15cliff.com

LEASE APPLICATION PROCESS

UNIT # _____ MONTHLY RENT _____ INCOME REQUIREMENTS (Monthly Rent x 40) \$ _____

There is a non-refundable fee of \$75 per applicant for the credit verification process.
There is a non-refundable fee of \$85 per applicant for international credit verification.

Fax ALL documents concerning your application to: **212-482-0100**

**Please be prepared to sign a lease within 3 BUSINESS DAYS of your APPROVED application.
IF YOUR APPLICATION IS NOT COMPLETED WITHIN 3 BUSINESS DAYS,
THE APARTMENT MAY BE PUT BACK ON THE MARKET**

DOCUMENTS NEEDED:

A – IF YOU WORK FOR A COMPANY:

- Employment Letter on Employer's letterhead verifying length of employment and annual income for past 2 years (include any bonus, rental allowance or other extra income)
- Copy of your most recent pay stub
- If employed less than 2 years, prior W2, tax return or employment letter from your prior employer
- Three (3) most recent bank statements
- Letter of reference from your prior landlord or cancelled rent checks for past 2 months

B – IF YOU ARE SELF-EMPLOYED OR COMMISSION-BASED:

- Letter from your accountant verifying length of employment, type of business and annual income for past 2 years
- Copy of your complete federal income tax return for the past 2 years (including all schedules, W2 & 1099 forms)
- Three (3) most recent bank statements
- Letter of reference from your landlord

C – GUARANTOR REQUIREMENTS (at lease Monthly Rent x 80)

- Income requirement \$ _____
- All items listed in A or B above

D – CORPORATE LEASE WITH PERSONAL GUARANTOR:

- Copy of an income statement and balance sheet or Annual Report
- Letter of reference from the prior landlord of the occupant or company if the company has previously rented an apartment
- A corporate resolution
- A personal guarantor (see item C above) _____

You will be required to deliver to the Leasing Office two (2) separate checks, bank checks or money orders – one for the first month rent and the other for the security deposit. You must bring these checks to the Leasing Office within one (1) business day. Please make all checks payable to: CLIFF TOWER LLC

Your move-in date and time can be scheduled through the management office at 516-488-3000.

DATE _____

AGENT _____

- PROSPECTIVE TENANT
- GUARANTOR
- OCCUPANT



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RESIDENTIAL LEASE APPLICATION

UNIT # _____ **APT TYPE** _____ **LEASE START** _____ **MONTHLY RENT** _____

NAME _____ **SSN #** _____ **DATE OF BIRTH** _____
EMAIL _____ **PHONE #** _____ **ALT #** _____

PRESENT ADDRESS

STREET ADDRESS _____ **CITY/STATE/ZIP** _____
MONTHLY RENT _____ **LEASE TERM** _____

LANDLORD

NAME _____ **ADDRESS** _____ **PHONE #** _____
REASON FOR MOVE: _____

PREVIOUS ADDRESS

STREET ADDRESS _____ **CITY/STATE/ZIP** _____
MONTHLY RENT _____ **LEASE TERM** _____

PREVIOUS LANDLORD

NAME _____ **ADDRESS** _____ **PHONE #** _____

EMPLOYMENT

NAME OF COMPANY _____ **TITLE/OCCUPATION** _____
ADDRESS _____ **CITY/STATE/ZIP** _____
YEARS WITH COMPANY _____ **SALARY** _____ **BONUS** _____
SUPERVISOR NAME _____ **PHONE** _____

PREVIOUS EMPLOYMENT (If PRESENT EMPLOYMENT is less than 2 years)

NAME OF COMPANY _____ **TITLE/OCCUPATION** _____
ADDRESS _____ **CITY/STATE/ZIP** _____
YEARS WITH COMPANY _____ **SALARY** _____ **BONUS** _____
SUPERVISOR NAME _____ **PHONE** _____

BANKING INFO

SAVINGS BANK(S) _____ ACCOUNT # _____
 ADDRESS _____ NAME ON ACCOUNT _____
 CHECKING(S) _____ ACCOUNT # _____
 ADDRESS _____ NAME ON ACCOUNT _____

OTHER INCOME

SOURCE(S) _____ AMOUNT(S) _____

OCCUPANT(S)

NAME(S) / RELATIONSHIP(S) _____

EMERGENCY CONTACT

NAME _____ ADDRESS _____ PHONE # _____

If Guarantor Application, describe relationship to Applicant? _____

Names of others who will live in Apartment (but will not be on Lease): _____

Names and ages of visiting children: _____

Are you applying for consent to have a pet? NO YES Breed: _____ Weight: _____

Have you ever been evicted? NO YES

Have you ever broken a lease? NO YES Describe: _____

Have you ever been in Landlord/Tenant court? NO YES Describe: _____

Have you ever declared bankruptcy? NO YES Describe: _____

Have you ever rented from Lalezarian Developers Inc./A.D. Real Estate Investors Inc.? NO YES
 When? _____ Building: _____ Apt #: _____

Citizen Status: U.S. Citizen Permanent Resident (green card) Temporary Resident (no green card)

How did you hear about this apartment?

Craigslist Website Referral _____ Building Signage

Broker (Company & Broker Name): _____

Other _____

I warrant that all statements above set forth are true. I further represent that I am not renting a room or an apartment under any other name, nor have I ever been dispossessed from any apartment, nor am I now being dispossessed. I hereby give my permission to conduct inquiries concerning my income, credit history, residence, banking relationships, character and reputation for the purpose of verifying information, provided by me, on any apartment rental/purchase application. If this application is approved, I further authorize Owner or its agent(s) to conduct further credit inquiries. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, OFAC search and Landlord/Tenant court record search will be done in conjunction with my application. I hereby hold Cliff Tower LLC and its agent(s) free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords, property managers, supervisors or employers. No representations or agreements by Salespersons, Brokers or other are to be binding on Cliff Tower LLC, and/or any party connected with its business organization unless included in the written lease proposed to be executed. By submitting this application, I represent that owner makes no guarantee regarding the status of this application or the availability of any apartment. If a lease is approved and executed, this completed application form becomes a part of that certain lease.

I understand that the \$75.00 credit checking fee is non-refundable.

 APPLICANT SIGNATURE

 DATE