



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

Please provide the following information for all persons who are 18 years of age or older and 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	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>
1	\$51,740	1	\$79,600	1	\$99,500	1	\$119,400	1	\$131,340
2	\$59,150	2	\$91,000	2	\$113,750	2	\$136,500	2	\$150,150
3	\$66,560	3	\$102,400	3	\$128,000	3	\$153,600	3	\$168,960
4	\$73,910	4	\$113,700	4	\$142,130	4	\$170,550	4	\$187,610
5	\$79,820	5	\$122,800	5	\$153,500	5	\$184,200	5	\$202,620
6	\$85,740	6	\$131,900	6	\$164,880	6	\$197,850	6	\$217,640
7	\$91,650	7	\$141,000	7	\$176,250	7	\$211,500	7	\$232,650
8	\$97,570	8	\$150,100	8	\$187,630	8	\$225,150	8	\$247,670

**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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Fair Housing Law**  
(The Fair Housing Amendments Act of 1988)

**Additional Income**

Income source \_\_\_\_\_ Amount \_\_\_\_\_ Phone \_\_\_\_\_

Verify with? \_\_\_\_\_

**Bank Information**

Bank name \_\_\_\_\_ Account # \_\_\_\_\_ Amount \_\_\_\_\_

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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 # \_\_\_\_\_

**Additional Information**

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

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

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\_\_\_\_\_ (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