



**BLDG Management Co, Inc.**  
417 Fifth Avenue, 4<sup>th</sup> Floor  
New York New York 10016  
212 624 4300 Tel  
212 557 6709 Fax

## PROCEDURE FOR RENTING

*Thank you for your interest in **BLDG Management Co, Inc.** Qualifying applications must demonstrate a minimum annual income of at least **40x** the monthly rent for a single occupant, if there is more than one occupant the minimum income requirement is at least **60x** the monthly rent. Guarantors must demonstrate a minimum income of **80x** the monthly rent. We do not accept guarantors from, **FL, LA, or TX**. Please carefully review our application requirements to ensure a smooth application process.*

## APPLICATION REQUIREMENTS

**EACH APPLICANT/GUARANTOR** must submit the following:

1. Fully completed and signed **BLDG APPLICATION**
  - Application must include bank account numbers, social security number, and completed tenant inspection portion of the application.
2. Non-refundable **APPLICATION FEE** of **\$50.00** PER APPLICANT and PER GUARANTOR via credit card, cash, check, or money order.
3. Clean copy of government issued photo id (passport, driver's license).
4. **PROOF OF EMPLOYMENT** consisting of the following:
  - **EMPLOYMENT LETTER** on business stationery stating job title, salary, length of employment and eligibility for, and amount of, any bonuses (*Note on proof of employment: If your employer uses an automated verification system (such as "The Work Number") you must obtain the receipt from this service yourself and provide it to BLDG. Such services may impose an additional fee.*).
  - Two most recent **PAYSTUBS**.
5. First two pages of the most recent **Federal Tax Return**.
6. **BANK STATEMENTS** from your checking and savings or asset accounts.
7. *If you are self-employed, we require income verification:*
  - First two pages of the most recent **Federal Tax Return**.
  - **LETTER FROM YOUR CPA** verifying your employment and your income.



**PROOF OF INCOME IS NECESSARY**  
**BLDG Management Co., Inc. -- APPLICATION FOR LEASE**  
**(Multiple applicants require individual applications)**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Apt #: \_\_\_\_\_ # of Rooms: \_\_\_\_\_  
 Building: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Male: \_\_\_ Female: \_\_\_  
 Business #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Will there be other occupants in this apartment? YES / NO  
 If yes, whom?

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 SS#: \_\_\_\_\_

Business #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 SS#: \_\_\_\_\_

Business #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home # : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 SS#: \_\_\_\_\_

Business #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home # : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 SS#: \_\_\_\_\_

Business #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home # : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

Pets (TYPE): \_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ YOB: \_\_\_\_\_ Color: \_\_\_\_\_

Musical Instruments: \_\_\_\_\_

**The application information 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:**

- **EXPERIAN (TRW), Consumer Assistance, P.O. Box 2002, Allen TX 75013, (800) 397-3742**
- **ON-SITE MANAGER, INC, P.O. Box 1514, Los Altos, CA 94023-1514, (877) 222-0384**

**Pursuant to federal, state and local law:**

- 1. If we take adverse action against you on the basis of information contained in a tenant screening report, we 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 the information contained in a tenant 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 screening report from 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.**



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Occupation: \_\_\_\_\_ Salary: - Weekly / Annual \$ \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_

# of Years: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
 Other Income: \_\_\_\_\_

Car Registration #: \_\_\_\_\_ Type: \_\_\_\_\_ Plate #: \_\_\_\_\_  
 Drivers License #: \_\_\_\_\_ Type: \_\_\_\_\_

Do you own or rent any other property? \_\_\_\_\_ Location: \_\_\_\_\_  
 Mortgage held by: \_\_\_\_\_ Monthly Payments: \$ \_\_\_\_\_

**Checking and/or Savings Accounts:**

Bank: \_\_\_\_\_ Address: \_\_\_\_\_ Account #: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Charge Accounts and/or Credits Cards:**

Bank: \_\_\_\_\_ Address: \_\_\_\_\_ Account #: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Loans: \_\_\_\_\_ Monthly Payments: \$ \_\_\_\_\_

**Personal References (People you have known at least one year):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Business References (Doctors, Attorneys, Accountants, Co-workers, etc):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you a citizen of the U.S.A.? Yes / No If no, which country?

\_\_\_\_\_  
 Alien Card / Visa #: \_\_\_\_\_ Expiration date \_\_\_\_/\_\_\_\_/\_\_\_\_

How did you know about this apartment?

\_\_\_\_\_  
 Brokerage Company (if any) \_\_\_\_\_ Sales Agent's Name \_\_\_\_\_

Did you inspect this apartment? Yes / No If yes, Date of inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Whom shall we notify in case of an emergency? Name: \_\_\_\_\_ Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_



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Comments:

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APPLICANTS SIGNATURE: X \_\_\_\_\_

ALL APPLICATIONS MUST BE ACCOMPANIED BY A NON-REFUNDABLE \$50.00 PROCESSING FEE. THIS APPLICATION IS SUBJECT TO VERIFICATION AND ACCEPTANCE BY THE LANDLORD. APPLICANT AUTHORIZES LANDLORD TO PERFORM CREDIT VERIFICATION (PERSONAL CREDIT PROFILE). APPLICANT AGREES THAT IF APPLICANT IS GIVEN A LEASE, LANDLORD IS AUTHORIZED TO SUBSEQUENTLY INVESTIGATE AND OBTAIN, AT ITS OWN COST AND EXPENSE, TENANT'S CREDIT HISTORY INCLUDING FINANCIAL INFORMATION. I UNDERSTAND AND AGREE THAT CURRENTLY THE LANDLORD OBTAINS CREDIT INFORMATION FROM ON-SITE MANAGER AND EXPERIAN.

This application must be signed



# AUTHORIZATION FOR APPLICATION FEE



<b>Name on Card</b>			
<b>Card Number</b>		<b>Expiration date</b>	
<b>Billing Address</b> (if different from address on application form)			
<b>Signature</b>		<b>Date</b>	

I hereby authorize On-Site Manager, Inc. to charge **\$50.00 PER APPLICANT** to the above credit card. I agree to pay this charge according to the terms of my Cardholder Agreement. This fee is **non-refundable** and exclusive of any other fee. This payment does not bind the referring Owner or Landlord to any obligation to rent, and the reports furnished are the sole property of Owner or Landlord and On-Site Manager, Inc.

I warrant that all statements set forth on the attached application form 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 BLDG Management Co., Inc. 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 On-Site Manager, Inc., BLDG Management Co., Inc. and its agents 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 others are to be binding on BLDG Management Co., Inc. 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, the completed application form and this authorization becomes a part of that certain lease.



**866 2 ON-SITE (866 266 7483)**