

Management

P.O. Box 720247
Jackson Heights, New York 11372
Phone 718 507-6853 Fax 718 429-0553
www.norcormangement.com

REQUIREMENTS FOR RENTAL APPLICATIONS

- 1. COMPLETED APPLICATION FORM**
- 2. REFERENCE LETTERS:**
 - a) CURRENT LANDLORD REFERENCE**
 - b) EMPLOYER REFERENCE LETTER**
- 3. COPY OF MOST RECENT BANK STATEMENTS**
- 4. COPY OF MOST RECENT TAX RETURN**
- 5. PHOTO ID**

ALL ITEMS MUST BE PROVIDED IN ORDER TO PROCESS THE APPLICATION. IF ANY ARE MISSING, A LETTER OF EXPLANATION MUST BE PROVIDED.

APT # _____ Location _____

Price _____ Date: _____

Management Office, P. O. Box 720247, Jackson Heights, NY 11372

Applicant Name: _____

Social Security # _____ Date of Birth: _____

Address _____

Telephone # _____

Applicants Business/Employment Information:

Employer (company name) _____

Address _____

Length of Employment _____ **Position:** _____

Supervisor _____

Previous Employer _____

Co-Applicant Name:

Social Security # _____ Date of Birth: _____

Address _____

Telephone # _____

Co-Applicants Business/Employment Information:

Employer (company name) _____

Address _____

Length of Employment _____ **Position:** _____

Supervisor _____

Previous Employer _____

Applicants Income: \$ _____ **Co-Applicants Income:**\$ _____

Other Income \$ _____

Total Income \$ _____

Bank References:

Checking: _____ **Account #** _____

Savings: _____ **Account #** _____

List Credit Cards:

Bank Name/AC# _____ Bank Name/AC# _____

Bank Name/AC# _____ Bank Name/AC# _____

Present Landlords Name _____

Address _____ **Phone #** _____

Length of Tenancy _____ **Pets** Yes No

Previous Landlord if less than 5 Years: _____

Please State Actual Future Occupants of this Apartment: _____

In connection with my application for this apartment, I authorize all banks, corporations, companies, credit agencies accountants, persons and employers to release any information they have about me to our credit verification agency, and I release them from any and all liability or responsibility from doing so. Further I authorize the obtaining of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand this notice will also apply to future update reports that may be requested. I understand that any misrepresentation by me may be the cause of rejection by the Landlord.

Applicants Signature: _____ **Date:** _____

Co-Applicants Signature: _____ **Date:** _____