

# BRODSKY

West End Towers, 55-75 West End Ave, NYC 10023 (212) 333-2040, Fax (212) 333-3223  
South Park Tower, 124 W. 60th St, NYC 10023 (212) 863-3000, Fax (212) 863-3333  
The Concerto, 200 W. 60th St, NYC 10023 (212) 863-3000, Fax (212) 863-3333  
One Columbus Place, NYC 10019 (212) 863-3000, Fax (212) 863-3333  
360 West 43rd St, NYC 10036 (212) 262-2100, Fax (212) 245-5945  
420 West 42nd St, NYC 10036 (212) 245-0000, Fax (212) 245-5945  
West Pierre, 253 West 72nd St, NYC 10023 (212) 580-0102, Fax (212) 580-6356  
South Pierre, 160 West 71st St, NYC 10023 (212) 580-0102, Fax (212) 580-6356  
The Croydon, 12 East 86th St, NYC 10023 (212) 734-9655, Fax (212) 734-8697  
24 Fifth Avenue, NYC 10011 (212) 473-2044, Fax (646) 514-0701  
Bridge Tower Place, 401 East 60th St, NYC 10022 (212) 863-3262, Fax (212) 986-3207  
The Beaux Arts, 307-310 East 44th St, NYC 10017 (212) 986-6655, Fax (212) 986-3207  
RiverWatch, 70 Battery Pl, NYC 10280 (212) 619-2600, Fax (212) 619-4416  
Village & Chelsea Apartments, NYC (212) 896-5570, Fax (212) 245-5945  
Upper East Side/Walk-up Apartments, NYC (212) 734-9655, Fax (212) 734-8697

## PROCEDURE TO RENT

**Qualifying applicants must earn a total annual household income of 40x the monthly rent and guarantors must earn an annual household income of 80x the monthly rent.**

To apply for an apartment, submit an application plus backup documents to the leasing agent. You may do this in person, via fax, or on-line. To apply on-line please visit our website at [www.brodskyorg.com](http://www.brodskyorg.com). Then, click rentals, select the building you would like, and click "apply on-line".

**APPLICANT(S) AND GUARANTOR(S):** The following information is required:

- Completed Application Form (Credit check will be performed)
- Non-refundable application fee in the amount of **\$100.00**, payable by credit/debit card or check (made payable to ON-SITE.com)
- Photo identification (Driver's License, Passport)
- Most current bank statements
- Employment letter on company letterhead stating salary and position or CPA letter if self-employed
- Current pay stub (3 most recent consecutive stubs)
- W-2 or Federal Income Tax Return
- Signed Authorization to Release Records document

**CORPORATE APPLICANTS:**

- Completed Corporate Application Form (Credit check will be performed)
- Non-refundable application fee in the amount of **\$150.00**, payable by credit/debit card or check (made payable to ON-SITE.com)
- Certified Financial Statements
- Corporate Tax Returns (two (2) most recent consecutive returns)

**Corporate leases must be guaranteed by an individual** (see guarantor requirements).

**LEASE SIGNING:** Within 24 hours you will be required to submit photo ID, requested back up documents, and **TWO (2) SEPARATE CERTIFIED CHECKS** made payable to: **Brudlaw Realty Company LLC**, representing the first months rent and security deposit. The lease signing will take place in the leasing office if possible. If the leases cannot be signed in the presence of the Leasing Agent, all signatures must be notarized.



## AUTHORIZATION TO RELEASE RECORDS

FAX TO: 877 FAX ON-SITE (877-329-6674)

I authorize the below parties to verify any and all requested information and to provide written support as necessary to On-Site.com.

\_\_\_\_\_  
(PRINT Applicant Name)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
Date

Please ensure that the below information is completed IN FULL. Inform your references that On-Site.com will be contacting them, and indicate the importance of a prompt response.

### 1. LANDLORD

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Contact)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

### 2. BANK

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Contact)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

### 3. EMPLOYER / ACCOUNTANT

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Contact)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

If your employer uses an automated service to verify records (such as "The Work Number"), you must obtain this documentation yourself (typically from your Human Resources Department) and fax it to On-Site.com 877-FAX-ON-SITE (877-329-6674)