

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. 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 \$75, 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, 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: **240 WEST 4 STREET ASSOCIATES, 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.

238-240 WEST 4TH STREET RENTAL APPLICATION

NOTICE: All adult applicants (18 years or older) must complete a separate application for rental.

APARTMENT:		RENT:		SECURITY DEPOSIT:		AGENT:	
START DATE:		LEASE LENGTH:		BROKER:		BROKER PHONE:	
REFERRAL/SOURCE:		REASON FOR MOVE:		IF RESIDENT REFERRAL: NAME, ADDRESS AND PHONE:			
APPLICANT INFORMATION							
FIRST NAME		M.I.	LAST NAME		SUFFIX	SSN	DATE OF BIRTH
HOME PHONE ()		WORK PHONE ()		CELL PHONE ()		EMAIL	
ADDITIONAL OCCUPANT(S)							
NAME		RELATIONSHIP		NAME		RELATIONSHIP	
CURRENT ADDRESS							
STREET ADDRESS				CITY		STATE	ZIP
LANDLORD/MANAGING AGENT NAME					LANDLORD/MA PHONE ()		
MONTHLY RENT		DATE IN	DATE OUT		REASON FOR LEAVING		
PREVIOUS ADDRESS (if less than 2 years at current)							
STREET ADDRESS				CITY		STATE	ZIP
LANDLORD/MANAGING AGENT NAME					LANDLORD/MA PHONE ()		
MONTHLY RENT		DATE IN	DATE OUT		REASON FOR LEAVING		
BANK INFORMATION							
CHECKING ACCOUNT BANK NAME				ACCOUNT NUMBER		PHONE NUMBER ()	
SAVINGS ACCOUNT BANK NAME				ACCOUNT NUMBER		PHONE NUMBER ()	
OTHER ACCOUNT BANK NAME				ACCOUNT NUMBER		PHONE NUMBER ()	
CURRENT EMPLOYMENT							
OCCUPATION - PRESENT		EMPLOYER/COMPANY			EMPLOYER ADDRESS		
SUPERVISOR NAME		SUPERVISOR PHONE ()			ANNUAL SALARY	START DATE	
PREVIOUS/ADDITIONAL EMPLOYMENT & INCOME INFORMATION							
OCCUPATION - <input type="checkbox"/> ADDL <input type="checkbox"/> PREVIOUS		EMPLOYER/COMPANY		SUPERVISOR NAME	SUPERVISOR PHONE ()	ANNUAL SALARY	START DATE
OTHER INCOME DESCRIPTION					ANNUAL INCOME		
BUSINESS/CPA REFERENCES (if self-employed)							
NAME		ADDRESS			PHONE ()	RELATIONSHIP	
EMERGENCY CONTACT							
NAME		ADDRESS			PHONE ()	RELATIONSHIP	
BACKGROUND INFORMATION							
Have you ever been evicted, sued by a landlord, or otherwise dispossessed? <input type="checkbox"/> Yes <input type="checkbox"/> No							
IF YOU ARE A STUDENT? School _____ Degree _____ Estimated Graduation Date _____							
Drivers License Number		State Issued	Plate		Manufacturer	Model/Year	
PETS -- ONE PET UP TO 50 LBS or TWO PETS UP TO 25 LBS EACH PERMITTED							
NUMBER OF PETS		TYPE(S)/BREED(S)		WEIGHT(S) FULL GROWN	AGE(S)	DESCRIBE	
<p>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 understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. I hereby hold On-Site.com, 240 WEST 4 STREET ASSOCIATES, LLC, 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 240 WEST 4 STREET ASSOCIATES, 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 I have viewed the apartment I am applying for in person. I further 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.</p>							
_____ (Signed/Applicant)				_____ Date			
NEW YORK CITY TENANT FAIR CHANCE ACT							
Pursuant to federal and state law NYC Admin. Code §20-807 et seq.:							
<p>1) If your application is denied or other adverse action is taken against you due to a screening report the landlord uses, the landlord must tell you so and how to contact the screening company to obtain a free copy of the report.</p> <p>2) You may dispute inaccurate or incorrect information on the report directly with the screening company.</p> <p>Our screening company is: On-Site.com, P.O. Box 1504, Los Altos, CA 94023 Phone: (877) 222-0384 Fax: (888) 774-0144 www.on-site.com/documents</p> <p>3) Annually, you may order a free screening report from www.annualcreditreport.com (in addition to a free report from each national consumer reporting agency if adverse action was taken against you).</p>							



BILLING INFORMATION FOR APPLICATION FEE			
CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX	CARD NUMBER	EXPIRATION	BILLING ZIP CODE
I authorize On-Site.com to charge \$25.00 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. Payment does not bind the Landlord to any obligation to rent.			
_____ <i>(Name on Card (Print))</i>		_____ <i>(Signature)</i>	_____ <i>Date</i>
BANK INFORMATION FOR APPLICATION FEE (if NOT paying by credit card)			
<input type="checkbox"/> Pay my application fee of \$25.00 to On-Site.com using my bank account.	<p>YOUR BANK 123 Bank Street Your Town, US 98765</p> <p>For _____</p> <p>⑆ 23456780 ⑆ 00012345678901001</p> <p>your routing number your account number</p>		
ROUTING NUMBER			
ACCOUNT NUMBER			



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 and fax it to On-Site.com 877-FAX-ON-SITE (877-329-6674)