



1735 Park Avenue Suite 300, New York, NY 10035

Tel: 212-348-3248 Fax: 212-348-3670

Email: APPLICATION/ ATTACHMENTS ONLY: apply@ccmanagers.com

LEASING APPLICATION

One application per resident/ guarantor. Please PRINT CLEARLY and complete all items. Incomplete and illegible applications may delay application processing.

APPLICANT INFORMATION

APPLICANT

GUARANTOR

Name: _____ Social Security #: ____ - ____ - ____
 First Middle Last

Date of Birth: ____ / ____ / ____ Telephone #: () ____ - ____ Email: _____

Co- Applicant: _____ Social Security #: ____ - ____ - ____

Driver's License #: _____ State: ____ Are you currently a member of the U.S Military Service? ____

Number of Pets _____ Type of Pet(s) _____ Breed(s) _____

Weight of each pet at full maturity (1) _____ (2) _____

Name of Additional Occupants	Relationship	Date of Birth	Social Security #
		/ /	- -
		/ /	- -
		/ /	- -
		/ /	- -

APPLICANT'S RESIDENCE

Current Status (Check One): Rent Homeowner Other _____

Address: _____
 No. Street Apt# City State Zip

Length of Residency: _____ Monthly Rent \$ _____ per month

Landlord: _____ Telephone # _____

PLEASE COMPLETE THE SECTION BELOW IF LENGTH OF TIME AT CURRENT RESIDENCE IS LESS THAN 2 YEARS

Previous Address: _____
 No. Street Name Apt# City State Zip

Previous Landlord: _____ Telephone # _____

Length of Residency: _____ Rent: \$ _____ per month

APPLICANT EMPLOYMENT HISTORY

EMPLOYED SELF-EMPLOYED RETIRED STUDENT UNEMPLOYED

Present Employer/ School: _____ Telephone # _____

Employer's Address: _____ Length of Employment: ____ Yrs. ____ Mo

Your Position: _____ Annual Income _____ Bonus _____

Supervisor _____ Telephone# _____

PLEASE COMPLETE PREVIOUS EMPLOYER INFORMATION BELOW IF LENGTH OF CURRENT EMPLOYMENT IS LESS THAN 2 YEARS

Previous Employer: _____ Telephone # _____

Employer's Address: _____ Length of Employment: _____

Your Position: _____ Annual Income: _____ Bonus: _____

Supervisor: _____ Telephone #: _____

BANK REFERENCES

Financial Institution Name: _____

Branch Address: _____ Telephone # _____

Account Number: _____ Checking Savings Other _____

Financial Institution Name: _____

Branch Address: _____ Telephone # _____

Account Number: _____ Checking Savings Other _____

Applicant's total overall current savings \$ _____ (to be verified by documents provided with application)

I acknowledge that C&C Apartment Management (C&C) requires a Non-Refundable Application fee of \$25 per person, including guarantor(s) for credit screening and criminal background check. C&C also requires a separate \$500 Binder Deposit. The good faith binder deposit places my application first in line for consideration. **I understand this deposit does not take the apartment off the market and C&C will continue to show the apartment and accept applications until my application is approved and a lease is signed.** If my application is approved, the \$500 deposit will be applied to my security deposit.

Any additional up-front fees I pay to a real estate broker or agent are not being collected on behalf of or requested by C&C and are solely being collected by the real estate professional and not applied to rent, application fees or security deposit by C&C.

I understand and acknowledge that the credit/background check fee of \$25 is non-refundable. I understand and acknowledge that the \$500 binder deposit I have submitted will NOT be refunded if I withdraw my application and will be refunded only if my application is denied by management.

I acknowledge that I have read and understand the terms of this application; I meet the above stated criteria and that it will in whole or in part determine my eligibility for residency. I have provided the required documents listed above or I will provide them within 24 hours or one business day when submitted on a weekend or other day management office is closed for business from the time deposit was submitted. I acknowledge and agree that if I do not submit all required or requested documents/information to management within 24 hours of submission of the deposit, property owner and C&C will not refund my \$500 deposit and C&C may consider another party's application for the same apartment and lease it to that party. If I do not sign the lease for the apartment I have been approved for within 72 hours of approval, I will forfeit all fees including the deposit.

Signature of Applicant/Guarantor

Date



AUTHORIZATION AND AGREEMENT – PLEASE READ CAREFULLY

The Landlord will in no event be bound, nor will possession of the apartment be given, unless and until a lease executed by the Landlord has been delivered to the applicant. The leasing Agent shall in no event be liable concerning this application, or concerning any act of the Landlord, or failure to act on the part of the Landlord, in connection with this application or in connection with any lease contemplated herein. No representations or agreements by agents, brokers or others are binding on the landlord or it's leasing Agent unless included in writing in the lease.

A consumer report may be requested in connection with this application to lease and apartment. Subsequent similar reports may be requested or utilized in connection with an update, renewal or extension of this application. Upon request, applicant will be informed whether a consumer report of an investigative report was requested, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. Please be advised that in the event applicant enters into a lease with owner/agent, owner/agent may request additional credit reports for a period of not more than 5 years after applicant vacates apartment.

I hereby warrant that all my representations set forth herein are true. I recognize that the information contained herein is essential to the Landlord's decision to lease an apartment to me and that any misstatement I make on this application or in the information supporting this application constitutes a material breach of the lease contemplated herein. I 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 represent that I am over 18 years of age.

I understand that I have the right under Section 8068 of the Fair Credit Reporting Act to make a written request directed to SafeRent within a reasonable time for a copy of my credit report. I understand that upon submission, this application and all supporting documents become the property of the Landlord and will not be returned to me.

I authorize the verification of the above reference information and its release to the Landlord and its Agent and other parties connected with the lease contemplated herein. I authorize SafeRent to obtain my credit, criminal, and eviction report and to verify any information on this application and any other information, which the Landlord deems pertinent to leasing me an apartment. I will supply any other information required by the Landlord in connection with the lease contemplated herein. **I understand that the credit/background check fee of \$25 is non-refundable. I understand that the \$500 binder deposit I have submitted until my application is either approved or denied will NOT be refunded if I withdraw my application and only refunded if my application is denied by management.**

Signature of Applicant/Guarantor

Date



Apartment Management LLC

RENTAL APPLICATION REQUIREMENTS

1735 Park Avenue Suite 300 New York, NY 10035

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BLDG _____ Apt # _____ Requested Move-In Date _____ (to be approved by management).

Please note that in order to be considered for housing within C&C Apartment Management you must meet all of the following criteria:

- Good Credit History (Credit score of 650 or above)
- At least six months of continuous employment with the same employer
- No Eviction Filings
- No Criminal Background
- No Landlord Tenant Court
- No Judgments and/or Liens
- Non-Refundable Application fee -- \$25 per person including guarantor(s). **Money Order or Certified Bank Check only.**
- \$500 Binder Deposit. If approved this binder deposit will be applied to security deposit. All fees payable via **Money Order or Certified Bank Check only.** We do not accept cash, personal or company checks.
- Annual Income must be 40 times the monthly rent (guarantor's income must be 80X the monthly rent). (Example: Rent: \$1,000 x 40 = minimum income \$40,000 [can be combined applicants' income]; Guarantors: \$1,000 x 80 = minimum income \$80,000. Newly employed applicants may require a guarantor.
- Pets 25 pounds or less accepted on a case-by-case basis. 1 pet allowed per household. Applicant must provide photo of pet, proof of license (dogs). Requires \$500 pet deposit.

All supporting documentation must be provided within 24 hours of management receiving deposit and application. Failure to do so may result in forfeiture of \$500 deposit.

If approved, you must pay by **CERTIFIED CHECK or MONEY ORDER** at lease signing separated into two checks for: 1st MONTH'S RENT and applicable SECURITY DEPOSIT.

- Application Fee ONLY is payable to: C&C Apartment Management**
- Binder Deposit ONLY is payable to: _____



DOCUMENTATION REQUIREMENTS

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- **Completed and signed C&C Application by each applicant and/or guarantor (3 pages)**
- **Clear copy of valid driver's license or government issued photo ID for each applicant/guarantor**
- **Employment Verification**

You must present:

 - **Copy of 2 recent Pay Stubs**
 - **Copy of Federal Tax return for the past 2 years**
(Submit first two pages of tax return OR W2, and 1099 Forms).
 - **Copy of 2 most recent bank statements showing your name, account numbers and beginning and ending balances.** (We do NOT need to see your banking transactions).
- **Supplemental Employment Verification** – these are recommended but may be required in cases of new employment or if you are self-employed.
 - **Employment Letter** on employer's letterhead verifying: **(a)** Length of employment; **(b)** Position; and **(c)** Annual Income (including any bonus, rental allowance or other extra income).
 - OR
 - **Offer Letter** if you have yet to begin a new position with a company.
 - **If you are or were recently self-employed**, a letter from a Certified Public Accountant (CPA) stating your profession/type of business, length of time self-employed, last year's income, present income, projected income for the next year.
- **Verification of Enrollment Status** (for students)
 - **School Schedule** on school's letterhead or electronic copy verifying current enrollment.
- **DO NOT black-out, white-out or otherwise hide account numbers or Social Security numbers!**

ALL SUPPORTING DOCUMENTATION MUST BE PROVIDED WITHIN 24 HOURS OF MANAGEMENT RECEIVING DEPOSIT AND APPLICATION. FAILURE TO DO SO MAY RESULT IN FORFEITURE OF \$500 BINDER DEPOSIT.