

# LEASE APPLICATION

## FOR THE LEASING OF CONDOMINIUM UNIT

Building: \_\_\_\_\_ Unit: \_\_\_\_\_

Length of Lease: \_\_\_\_\_ Monthly Common Charges: \$ \_\_\_\_\_

To Begin: \_\_\_\_\_ To Expire: \_\_\_\_\_

Security: \_\_\_\_\_ Annual Rent: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Special conditions if any: \_\_\_\_\_

Name of Condominium: \_\_\_\_\_

Managing Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

Unit Owner(s): \_\_\_\_\_ SS#: \_\_\_\_\_

\_\_\_\_\_ SS#: \_\_\_\_\_

Present Address: \_\_\_\_\_

Address for Notices: \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Tenant(s) \_\_\_\_\_ SS#:- \_\_\_\_\_

Office #: \_\_\_\_\_ Home #: ( ) \_\_\_\_\_

Present Address: \_\_\_\_\_

Brokers(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner's Mortgage Lender \_\_\_\_\_

**SAMPLE**



**PERSONAL INFORMATION REGARDING APPLICANT(s)**

DATE \_\_\_\_\_

**APPLICANT**

**CO-APPLICANT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES OF RESIDENCE: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_

POSITION HELD: \_\_\_\_\_

PRIOR EMPLOYER AND POSITION OR RESIDENCE IF LESS THAN 3 YEARS \_\_\_\_\_

INCOME ESTIMATE FOR THIS YEAR: \_\_\_\_\_

ACTUAL INCOME LAST YEAR: \_\_\_\_\_

EDUCATIONAL BACKGROUND: \_\_\_\_\_

**SAMPLE**

FOR LEASE OR SUBLEASE OF: \_\_\_\_\_ ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_ OWNER \_\_\_\_\_

**ADDITIONAL INFORMATION REGARDING APPLICANTS**

Names of all persons who will reside in the Apartment: \_\_\_\_\_

Schools and colleges attended by applicants and occupants (optional): \_\_\_\_\_

Names of anyone in the building known to Applicant: \_\_\_\_\_

Are any pets to be maintained in the Apartment. If yes indicated number and kind: \_\_\_\_\_

Name of organizations to which Applicant belongs (optional): \_\_\_\_\_

**REFERENCES**

**LANDLORD:**

\_\_\_\_\_  
ADDRESS: \_\_\_\_\_

OCCUPANCY FROM: \_\_\_\_\_ TO \_\_\_\_\_

PREVIOUS LANDLORD: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

OCCUPANCY FROM: \_\_\_\_\_ TO \_\_\_\_\_

**PERSONAL REFERENCES:**

**APPLICANT**

**CO-APPLICANT**

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
3. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
4. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
3. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
4. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**BUSINESS AND PROFESSIONAL REFERENCES**

**APPLICANT**

**CO-APPLICANT**

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**FOR LEASE OR SUBLEASE OF** \_\_\_\_\_

Name (s) \_\_\_\_\_

Address \_\_\_\_\_

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money markets Funds			To Banks		
Contract Deposit			To Relative		
Investments: Bonds & Stocks -see schedule			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivable			Automobile		
Real Estate Owned - see schedule			Other		
Year      Make			Other Accounts Payable		
Automobiles:			Mortgages Payable on Real		
Personal Property & Furniture			Estate - see schedule		
Life Insurance			Unpaid Real Estate Tax		
Cash Surrender Value			Unpaid Income Taxes		
Retirement Funds/IRA			Chattel Mortgages		
401K			Loans on Life Insurance Policies		
KEOGH			(Include Premium Advances)		
Profit Sharing/Pension Plan			Outstanding Credit Card Loans		
Other Assets			Other Debts - itemize		
<b>TOTAL ASSETS</b>	\$0.00	\$0.00	<b>TOTAL LIABILITIES</b>	\$0.00	\$0.00
<b>COMBINED ASSETS</b>		\$0.00	<b>NET WORTH</b>	\$0.00	\$0.00
<b>SOURCE OF INCOME</b>			<b>COMBINED</b>		
	Applicant	Co-Applicant			
Base Salary					
Overtime Wages					
Bonus & Commissions					
Dividends and Interest Income					
Real Estate Income (Net)					
Other Income - itemize					
<b>TOTAL</b>	\$0.00	\$0.00			
<b>GENERAL INFORMATION</b>			<b>CONTINGENT LIABILITIES</b>		
	Applicant	Co-Applicant			
Personal Bank Accounts at			As Endorser or Co-maker on Notes      \$		
Savings & Loans Accounts at			Alimony Payments (Annual)      \$		
Purpose of Loan			Child Support      \$		
			Are you defendant in any legal action?		
			Are there any unsatisfied judgments?		
			Have you ever taken bankruptcy? Explain:		
			<b>PROJECTED EXPENSES / MONTHLY</b>		
			Maintenance		
			Apartment Financing		
			Other Mortgages		
			Bank Loans		
			Auto Loan		
			<b>TOTAL</b>		
			\$0.00		

SCHEDULE OF BONDS AND STOCKS			
Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE				
Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

**SAMPLE**

SCHEDULE OF NOTES PAYABLE					
Specify any assets pledged as collateral, including the liabilities they secure:					
To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing application (pages 1 through 5) has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

By signing below, Applicant(s) authorize Broker, Managing Agent and/or any party connected with its business organization to perform any credit checks or reference checks in connection with this application.

Date \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_

Rev.May/01

**SAMPLE**

# COOPERATIVE / CONDOMINIUM BUILDING FACT SHEET

**CO-OP** \_\_\_\_\_ Date \_\_\_\_\_  
**CONDO** \_\_\_\_\_ % Investor Units \_\_\_\_\_ %

Building Address \_\_\_\_\_ Building Name \_\_\_\_\_

Managing Agent \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**THIS DOCUMENT IS TO BE USED IN CONJUNCTION WITH THE BUILDING'S MOST RECENT FINANCIAL STATEMENT AND THE SPONSOR'S MOST RECENT AMENDMENT**

Number of Units \_\_\_\_\_ Number of Stories \_\_\_\_\_ Date \_\_\_\_\_

Conversion Date \_\_\_\_\_ Reserve Fund \$ \_\_\_\_\_ as of 12/31/\_\_\_\_ Maximum % Finance Allowed \_\_\_\_\_

Tax Ded \_\_\_\_\_ % in 19\_\_\_\_ Maint. including Electricity? \_\_\_\_\_ Sponsor own \_\_\_\_\_ of \_\_\_\_\_ Apts = \_\_\_\_\_

1st Mortgage Amount \_\_\_\_\_ Interest Rate \_\_\_\_\_ % Mortgage Due \_\_\_\_\_

2nd Mortgage Amount \_\_\_\_\_ Interest Rate \_\_\_\_\_ % Mortgage Due \_\_\_\_\_

Tax Abatement \_\_\_\_\_ Date & Number of Last Abatement \_\_\_\_\_ Date of last sponsor amendment \_\_\_\_\_

Flip Tax (How Calculated?) \_\_\_\_\_

Roof Deck? \_\_\_\_\_ Garage? \_\_\_\_\_ \$ \_\_\_\_\_ per month

W/D permitted in Apt? \_\_\_\_\_ Wall-thru A/C permitted? \_\_\_\_\_

Allow Pets? \_\_\_\_\_ Pet Restrictions? \_\_\_\_\_ Subleasing permitted for \_\_\_\_\_ years

Subleasing fee to the Coop / Condo \$ \_\_\_\_\_

Current \$ per share \_\_\_\_\_ Date \_\_\_\_\_ Current Assessment total per share \_\_\_\_\_

Previous year - \$ / share \_\_\_\_\_ Date \_\_\_\_\_ Previous Assessment total per share \_\_\_\_\_

Full / Part time Doorman? \_\_\_\_\_ Show Times M-F \_\_\_\_\_ Weekends \_\_\_\_\_

Open Houses permitted? \_\_\_\_\_ Access to the Board minutes? \_\_\_\_\_ Contact \_\_\_\_\_

Move In Fee \$ \_\_\_\_\_ Move Out Fee \$ \_\_\_\_\_ Application Fee \$ \_\_\_\_\_

Financing Fee \$ \_\_\_\_\_ Credit Check Fee \$ \_\_\_\_\_

**THIS INFORMATION IS FOR INFORMATION PURPOSES ONLY AND DOES NOT CONSTITUTE A REPRESENTATION, WARRANTY OR ESTOPPEL ON THE PART OF THIS COOPERATIVE OR ANY OF ITS OFFICERS OR AGENTS.**