

## TO ALL APARTMENT APPLICANTS

Please read carefully. Complete & sign the application and submit the required documents.

**None-Refundable Application fee of \$20**

All Applicants and guarantors must submit all applicable and available documents from the list below.

All Documents must be legible and clear, please avoid sending phone pictures and scans.

Please check all the release and authorization boxes.

Please fill in all required fields marked \* (write N/A if not applicable)

If you fill the form manually, please circle around the choices near the selection boxes.

Complete credit card information including security code and expiration date must be entered.

### Documents

- Copies of 2 or 3 recent pay stubs.
- Copies of the most recent tax return (1040 Only) or recent W2 form or 1099 form.
- Employment verification letter from your employer  
(optional only if pay stubs and tax documents are provided and reflect current income. The letter should be on company letterhead and include annual salary, position, length of employment and signed by supervisor or HR)
- Self employed may submit a CPA letter with projected gross income. (optional)
- If your employer verify employment and income through a 3rd party (i.e. The Work Number) please provide information and Salary Key (for income verification).
- Copies of the most recent bank statements (checking /savings / investments portfolios. Screen Shots are not acceptable).
- Copy of a Picture ID (Ex: Driver's license, passport)

Please Submit all Documents Attn: E&G Realty

Scan & Email: [gilyny@eandgrealtygroup.com](mailto:gilyny@eandgrealtygroup.com)

eFax. 888.210.4580

Please Contact us at (646) 435 - 0544 with any questions.

## ON-SITE APPLICATION - E&G Realty Group

Please fill out all relevant information. Field marked \* are not optional. Fields not applicable to you should be marked N/A. If you fill the form by hand, please be sure to check or circle all the appropriate boxes and signature lines.

\*\*\*The application fee is \$20 per individual and is non-refundable.

Applicant Type\*:    Applicant    Guarantor

Full Name\*:

First Name

Last Name

Middle Intl

Other occupants:

Please list full names and date of birth

\*SSN    SIN    ITIN    None    Date of Birth\*

Phone\*

Alternate Phone

Email\*

Current Address and current landlord information\*:

Street Address\*:

City\*

Country:

Apartment No.

State\*:

Zip Code\*:

Landlord Name\*:

Enter SELF if own home

Landlord Phone\*:

Landlord Fax:

Landlord Email\*:

Rent Paid

Per Week / Month / Year

Emergency Contact:

Relationship:

Full Address:

Phone:

Email:

Are you a part of the military?\*

Yes / No

### New York City Tenant Fair Chance Act

Pursuant to the laws of the federal government, New York State, and NYC Admin. Code § 20-807 et seq., we are required to provide you with the following disclosure:

1. The application information you provide will be used by this community's owner or designated agent (the "Owner") to obtain a tenant screening report on you, and the Owner may use this report to determine your suitability for housing.
2. If your application is denied or other adverse action is taken against you on the basis of information contained in the tenant screening report, the Owner must tell you that such action was taken and provide you with the contact information of the screening company that provided the tenant screening report.
3. You may obtain a free copy of the report and dispute inaccurate or incorrect information on the report directly with the screening company at: Attn: On-Site c/o RealPage, 2201 Lakeside Boulevard, Richardson, TX 75082; (877)222-0384; [www.on-site.com/renter-relations](http://www.on-site.com/renter-relations).
4. You are entitled to one free tenant screening report from each national consumer reporting agency annually, in addition to a credit report which can be obtained from [www.annualcreditreport.com](http://www.annualcreditreport.com)

Employment and Income\* Income Source\* or fill in manually

Occupation\* Employer\*

Supervisor Name\* Supervisor Phone\*

Supervisor Fax Supervisor Email\*

I currently work here Start Date\* To present

Gross Income\* Per Week / Month / Year

Address\* City State Zip

### Additional Employment

List here any additional current employment including:

Occupation, Employer, Supervisor name, phone and email. Employer address, employment start date and income information.

### Other Sources of Income:

Gross income: Week / Month / Year

Additional Sources of Income: List here any additional sources of income. Please include the type of income, the amount and frequency of payments. (see above section).

Have you ever filed for bankruptcy? Yes / No

Have you ever willfully refused to pay rent when due? Yes / No

Have you ever been evicted from a tenancy or left owing money? Yes / No

Please provide Property Name, City, State, and Landlord Name if you were ever evicted.

Have you ever been convicted of a crime? Yes / No

If you ever committed a crime, Please provide Type of Offense, County, and State.

## Affirmation and Release Authorization

I hereby apply to lease this rental property and I warrant that all statements above set forth are true. I hereby give my permission to communicate with my current and former landlord(s) or property manager(s) for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, landlord/tenant court search and criminal background check may be done in conjunction with my application and I hereby authorize Rent Application to request the aforementioned reports. 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.

TYPING OR SIGNING MY FULL NAME BELOW QUALIFIES AS MY LEGALLY BINDING SIGNATURE AS PER THE UNIFORM ELECTRONIC TRANSACTIONS ACT (UETA).

I hereby warrant that all statements set forth above are true.

I understand that a consumer report and/or an investigative consumer report may be requested in connection with my prospective or continuing housing and/or employment application with Test 1 Property through On-Site Manager, Inc. (On-Site). I understand that these reports may include information concerning my character, employment history, general reputation, personal characteristics, public records information, criminal records information, education, qualifications, motor vehicle record, mode of living, credit and indebtedness information, and any other information which may reflect upon my potential for tenancy or employment gathered from any individual, organization, entity, agency, or other source which may have knowledge concerning any such items of information.

I understand that I have the right to make a written request, within a reasonable period of time, for complete and accurate disclosure of the nature and scope of the investigation requested. I understand that I have the right, upon submitting proper identification, to request from On-Site the nature and substance of the information in the consumer report or investigative consumer report, including the sources of information and the recipients of any reports on myself, which On-Site has previously obtained about me within a two-year period preceding my request.

I consent to the delivery of all notices or disclosures required by law via any medium so chosen by Test 1 Property or On-Site, including but not limited to email or other electronic transmission. I understand that all notices shall be deemed received upon being sent.

By submitting this application, I certify that I have read and fully understand the disclosures and my rights detailed above and authorize On-Site to obtain, for the purpose of determining my eligibility for initial or continued tenancy, and/or employment a consumer report and/or investigative consumer report and to disclose all information obtained by On-Site to Test 1 Property, its affiliates, and assigns now and in the future. I also certify that I have read and fully understand my rights under the FCRA available at <https://www.on-site.com/resources/consent/fcraDisclosuresConsent.pdf>.

By submitting this application, I acknowledge that I would like to receive a copy of my consumer report and/or investigative consumer report.

I understand that, upon written request, I will be informed whether or not a consumer report or an investigative consumer report was requested and, if such a report was requested, informed of the name and address of the credit reporting agency that furnished the report. With regard to "investigative consumer reports," I further understand that when I receive the name and address of the consumer reporting agency, I may request a copy of such report by contacting such agency. I acknowledge that I have received and read Article 23-A of the New York Correction Law

You must agree to all terms above\*.

Enter your full name. This is a binding electronic signature.

### Additional Information:\*

Please note the default term is 12 month, leases will be drafted for 12 month unless otherwise requested. Desired Lease Term\*

Move date\*                      Property Address\*                      Apartment No.\*

I (we) have seen the actual apartment for which I (we) am (are) applying for

Gross Monthly Rent\*                      Incentives (free month)

Pet	Yes / No	Type	Dog / Cat / Other	Weight (lb)(must be 40lb or less)	Breed
Name		Color		Pet Sex	Female / Male

Additional pet or pet information (pet emergency contact)

Application Fee (\$20 Non-Refundable):

Accepted Cards (Visa, MC, Dinners Club, Amex, JCB, Discover)

Card Number

Expiration Date: MM YY

Verification (security code)\*

Name on the card

Billing address:

Street Apt.

City State Zip Code

Signature and Authorization:

I hereby authorize E&G Realty Group LLC, On-Site.com and/or the owner of the property I am applying for to charge the above credit card a non-refundable fee of \$20.00 per person, and I agree to pay all charges in accordance with the terms of my cardholder statement and this website's terms of service including its refund policy.

I hereby warrant that all statements set forth above are true.

I understand that a consumer report and/or an investigative consumer report may be requested in connection with my prospective or continuing housing and/or employment application with Test 1 Property through On-Site Manager, Inc. (On-Site). I understand that these reports may include information concerning my character, employment history, general reputation, personal characteristics, public records information, criminal records information, education, qualifications, motor vehicle record, mode of living, credit and indebtedness information, and any other information which may reflect upon my potential for tenancy or employment gathered from any individual, organization, entity, agency, or other source which may have knowledge concerning any such items of information.

I understand that I have the right to make a written request, within a reasonable period of time, for complete and accurate disclosure of the nature and scope of the investigation requested. I understand that I have the right, upon submitting proper identification, to request from On-Site the nature and substance of the information in the consumer report or investigative consumer report, including the sources of information and the recipients of any reports on myself, which On-Site has previously obtained about me within a two-year period preceding my request.

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By submitting this application, I certify that I have read and fully understand the disclosures and my rights detailed above and authorize On-Site to obtain, for the purpose of determining my eligibility for initial or continued tenancy, and/or employment a consumer report and/or investigative consumer report and to disclose all information obtained by On-Site to Test 1 Property, its affiliates, and assigns now and in the future. I also certify that I have read and fully understand my rights under the FCRA available at <https://www.on-site.com/resources/consent/fcraDisclosuresConsent.pdf>

By submitting this application, I acknowledge that I would like to receive a copy of my consumer report and/or investigative consumer report.

On-Site Manager, Inc. can be contacted by visiting [www.renterrelations.com](http://www.renterrelations.com), by phone at (877) 222-0384, or by mail at On-Site.com Attn. Renter Relations, 307 Orchard City Drive, Suite 110, Campbell, CA 95008. I understand that I may request a copy of any consumer report or investigative consumer report. I acknowledge that I have received and read the Provisions of California Civil Code Section 1786.22