

### Required Documents

1. Income documents - two of the following in this order:
  - 2 recent pay-stubs
  - Recent year W-2 or 2 front pages of tax return.
  - Letter of employment (company letterhead, salary, position, length of empl., supervisor contact)
  - Letter from CPA stating projected income, CPA contact information.
2. 2 recent Bank Statements.
3. Copy of state issued Photo ID or Passport (Green Card - Valid Visa - Employment Auth. Card)
4. Application Fee - \$20 Per Credit Check - APPLICATION FEES ARE ***NONE REFUNDABLE***

**Please complete the application below and submit to the E&G Leasing office along with the required supporting documentation. We will accept your application in person, by email (click email button above after completing the form online) or fax.**

Submit to:

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

Fax: 1 (888) 210-4580

Building Address Applying for: \_\_\_\_\_

Apartment Number: \_\_\_\_\_ Date: \_\_\_\_\_

### general information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Current Address: \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

Number of Occupants: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_ per month

Landlord's Name and Address: \_\_\_\_\_

Landlord's Phone Number: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

Number of Occupants: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_ per month

Previous Landlord's Name and Address: \_\_\_\_\_

Previous Landlord's Phone Number: \_\_\_\_\_

## current employment

Company Name: \_\_\_\_\_

Annual Income: \_\_\_\_\_ Job Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

Company Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Dept Head: \_\_\_\_\_

(If less than 3 years with current employer, please complete "Previous Employment" Section)

## previous employment

Company Name: \_\_\_\_\_

Annual Income: \_\_\_\_\_ Job Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

Company Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Dept Head: \_\_\_\_\_

Additional sources of income (stocks, pensions, etc.): \_\_\_\_\_



## banking information

Checking Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Savings Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## applicant's accountant information

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

## apartment occupants (other than applicant)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever been evicted? ☐ no ☐ yes

Have you ever broken a lease? ☐ no ☐ yes

Describe: \_\_\_\_\_

Have you ever been in Landlord Tenant Court? ☐ no ☐ yes

Describe: \_\_\_\_\_

Have you ever declared bankruptcy? ☐ no ☐ yes

Describe: \_\_\_\_\_



## citizen status

☐ U.S. Citizen    ☐ Permanent Resident (Green Card)    ☐ Temporary Resident (No Green Card)

### Please Note:

By signing below you understand that you have authorized E & G Realty Group LLC (Hereafter referred to as E & G) to act as your agent for the procurement of an apartment. Please read carefully and sign below ONLY if you fully understand and agree with the following. Should you require any clarifications with regards to the statements bellow, please do not hesitate to consult with one of our sales associates.

**A.** In consideration of E & G having directed you to any of the addresses listed above, should you or anyone acting on your behalf rent, sublet, or in any way obtain an apartment in the building, you agree to pay E & G a commission equal to one month of rent unless otherwise advertised, negotiated and agreed.

**B.** You are under no obligation to pay the above mentioned commission or any other fees unless you or anyone acting on your behalf rents an apartment in a building/complex shown to you by E & G within 90 days of such showing.

**C.** You understand that you will be liable for the payment of full commissions plus any legal fees incurred to E & G. In the event you rent an apartment through the services of a broker or leasing agent or directly with a landlord or management company other than E & G, in a building, complex or in a property owned or managed by the same landlord and/or property management company, shown or introduced to you by E & G within 90 days of such showing/introduction, and regardless of any other offers, advertisements or prior agreements.

**D.** In addition, any claim that you may have arising from the services provided to you by E & G, shall be limited to the amount of the brokerage commission you paid to E & G and shall not exceed that amount.

**E.** Applicant(s) and Guarantor(s) authorizes landlord or agent to obtain any & all credit information and consumer reports as deemed necessary. Furthermore, it is understood and agreed that with respect to all or certain properties shown to you, E & G provides consulting and/or brokerage services to the landlords of such properties and may receive compensation from landlords, in which case no brokerage fees or commissions will be required nor collected from you with the exception of application fees.

**F.** It is agreed and understood that any personal information furnished by you to E & G will never Be shared, sold or transferred to any other person or company with the exception of the prospective landlord and/or management company who handles the property leasing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_