



SKY MANAGEMENT CORP.

226 EAST 54 STREET, SUITE 402

NEW YORK, NY 10022

TEL (212) 759-1300 FAX (212)759-5229

*****APPLICATION FOR APARTMENT RENTAL 2018*****

Note: We do not accept this application form incomplete.

Building Address of Prospective Apartment: _____ Apt No: _____ Monthly Rent \$ _____

PERSONAL INFORMATION

Type of Applicant: Tenant Guarantor If you are applying to be a guarantor, please list prospective Tenant(s) _____

Name of Applicant: _____ Social Security No. _____ Applicants Date of Birth: ____ / ____ / ____

Cell Phone (____) _____ Work (____) _____ ext. ____ Home (____) _____ Email: _____

Name of Prospective Guarantor (if any; if none, write "NONE") _____ (each guarantor must complete a separate application)

Please write Name(s) of Prospective Roommate(s) / Occupants (if any; if none, write "NONE") _____

_____ (each roommate/ occupant >18yrs must complete a separate application)

RESIDENCE HISTORY

Present Address: No. and Street _____ Apt No. _____ City/Town _____ State _____ Zip _____

Monthly Rent / Mortgage Payment (circle one: own or rent) \$ _____ Lease Term: From: ____ / ____ / ____ to ____ / ____ / ____

Present Landlord / Manager's (or Lender's, if residence was owned) Name: _____ Phone No. (____) _____

Reason for Moving: _____

Previous Residence: No. and Street _____ Apt No. _____ City/Town _____ State _____ Zip _____

Monthly Rent / Mortgage Payment (circle one: own or rent) \$ _____ Lease Term: From: ____ / ____ / ____ to ____ / ____ / ____

Previous Landlord / Manager's Name _____ Phone No. (____) _____

Reason for Moving _____

Have you ever had landlord/ tenant litigation? ___ Have you ever been evicted? ___ Have you ever filed bankruptcy? ___ If yes, Explain on back of sheet

EMPLOYMENT HISTORY

Current Employer: _____ Position: _____

Work Address: _____ Supervisor's / HR Name/Phone No. _____

Work Phone No. (____) _____ Annual Income (Base)\$ _____ Bonus _____ From (MM/DD/YY) ____ / ____ / ____ to ____ / ____ / ____

Previous Employer: _____ Position _____

Work Address: _____ Supervisor's / HR Name/Phone No. _____

Work Phone No. (____) _____ Annual Income (Base)\$ _____ Bonus _____ From (MM/DD/YY) ____ / ____ / ____ to ____ / ____ / ____

OTHER INFORMATION REGARDING THE APPLICANT

Driver's License No. _____ State of Issuance _____ Expiration Date (MM/DD/YY) ____ / ____ / ____

Bank Name / Address _____ Bank Phone No. (____) _____

Checking Account No. _____ Savings Account No. _____

Credit Cards (2) Type 1 _____ Account Number 1 _____

Other Income (Stocks, Bonds, Rentals, etc) _____ Annual Amount \$ _____

Business Reference (CPA, Attorney or Stock Broker) _____ Relationship to Applicant _____ Phone No. (____) _____

Emergency Contact: _____ Relationship _____ Phone No. (____) _____

How did you hear of this apartment? If from a broker what company/ name/ contact # _____

College/University(s) Attended _____ Major _____ Graduation Mo./Yr. _____

Do you have any pets? NONE Dog Cat Other _____ Weight _____ Age: _____ Name/Sex/Breed/Color _____

THE UNDERSIGNED APPLICANT ("APPLICANT") ACKNOWLEDGES AND AGREES THAT THE PROSPECTIVE LANDLORD OR SUBLESSOR OF APPLICANT, its agents, attorney and/or real estate broker has the right (but not the obligation) to conduct one or more credit checks on Applicant at any time, for any reason and without notice to Applicant, and to verify all information contained herein. A **NON-REFUNDABLE** \$100.00 application-processing fee will be charged to Applicant. THIS APPLICATION IS SUBJECT TO ACCEPTANCE OR REJECTION AT ANY TIME BY LANDLORD OR SUBLESSOR AT ITS SOLE DISCRETION. **Please make sure all information is complete.** If your company verifies your information with the "The Work Number", or a pay per use reference; applicant is responsible for the fees associated with the reference check. Applicant represents and warrants that all of the information contained herein is true in all respects.

Signature _____ Date _____



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1st step- Applying:

STEPS TO THE RENTAL PROCESS 2018

- 1) The most important step is to get your completed application to us ASAP. All tenants, roommates and guarantors must fill out and sign a separate application and pay the \$100.00 fee per applicant. The applications must be brought directly to our office or sent via facsimile. The application can be downloaded from our website, picked up at our office, or requested via fax.

A \$100 application fee per applicant must be delivered to our office before we process your applications. The fee must be paid in the form of certified check, money order payable to "Sky Management Corp." or cash and is **NON-REFUNDABLE**. This approval process can take approximately 15-30 minutes after all applications and fees are received.

- 2) Please make sure to confirm the start date and expiration date of a new lease with a Leasing Agent upon application approval. For immediate move-ins, a lease must start within 1-7 days from the lease signing.

2nd step- Signing a lease:

- 1) After your applications have been approved, you should make an appointment to sign the lease ASAP. Due to the quick rental market, the only way to secure an apartment is to sign the lease and put down a minimum deposit of \$500 for apartments that are less than \$2,500.00 and a \$1,000 deposit for apartments that are \$2,500.00 or more. If you are quick to act, leases can usually be signed the same day that you apply. All payments for deposits must be in the form of cash, money order, or certified check payable to "Sky Management Corp."
- 2) We accept several applications on an apartment until a lease is signed. Our policy is that the first person to sign the lease is the person who will get the apartment, regardless who had their applications in first. This is up to the sole discretion of the Leasing Manager and Agents.
- 3) At the lease signing we only accept "Good Money" such as certified check, bank check, postal check, money order and/ or cash (we accept a maximum of \$1,000.00 in cash, no exceptions). For all other "Good Money" options, we will only accept maximum of (10) separate checks, no exceptions. After you become our tenant, personal checks are accepted as rent payment. All payments for any fee including rent must always be made out to "Sky Management Corp."
- 4) The standard minimum security deposit requirement is **2 months of rent**. The amount required for the security deposit can vary depending on your situation and may be more. Your security deposit amount will be discussed with you prior to you signing the lease and after your applications have been approved.

3rd step- Verification & Completion:

- 1) We **must** receive **full money** for the apartment within **(2) business days** of the lease signing.
- 2) Here is a full list of the **required items** that **must** be faxed or dropped off at our office with in **(2) business days** of signing the lease.
 - 1) A valid photo ID (driver's license, passport or other US Government issued ID).
(Photocopies of IDs may not be faxed, please mail, FedEx or email)
 - 2) A copy of the first two pages of last year's tax return or W2 form.
 - 3) A copy of your last two pay stubs.
 - 4) A copy of your last two bank statements.
 - 5) A letter from your employer stating your salary, position and length of employment. This letter must be on company letterhead and signed by an officer of your company, which in most cases is either a direct supervisor, HR person, or an owner of the company. (If you are seeking employment, you must provide an updated copy of your resume. If you are self-employed, you must provide a letter and a phone number from your CPA stating earnings and position. We require both verbal and written verifications of all employment references.)
 - 6) A copy of your school registration, dated student ID or a bursar's receipt if you are a student, or were a student last year. (If are currently a student or a recent graduate, tax return/ W2 may not be required).
 - 7) A copy of your real estate tax, school tax, water/ sewer bill, copy deed, or mortgage statement if you are a homeowner. (Please note, we only require one of these documents, not all of them).
- 3) We verify all the information on your application such as your employment and tenant history, so please make sure we have proper contact numbers at the lease signing or within **ONE (1) day** of the lease signing. **We must receive all the required paper work, contact phone numbers (with adequate time to verify), and full funds before you are given keys to your new apartment.**