



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 2019*****

Note: We do not accept this application form incomplete.

Building Address of Prospective Apartment: _____ Apt No: _____ Monthly Rent \$ _____ Move-in date _____

*** For immediate move-ins on vacant apartments only, a new lease must start within 1-7 days from the lease signing.

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 Salary)\$ _____ 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** \$20.00 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 2019

- 1) The most important step is to have your entire group submit their applications, supporting documents and application fee to our office before processing. The fastest way to apply is to receive an **online application guest card link** by emailing - info@SkyManagement.com - with the **full legal names/ cell phone numbers/ email addresses** for All tenants, roommates and guarantors. Each individual must submit a separate application, supporting documents and pay the \$20.00 fee per applicant which is **NON-REFUNDABLE**. You may also submit applications in person directly to our management office along with the application fees in either cash/ money order/ certified bank check payable to "Sky Management Corp." The application may also be downloaded from our website, picked up at our office, or requested via email by PDF.

- 2) Supporting Documentation:

This full list of the **required items** which **must** be uploaded to the online application guest card link at the time of submission/ emailed to your Leasing Agent or dropped off at our office with an in-person application submission. We may proceed to a lease signing missing a minimum of 1 item from each applicant, which would still be required to be submitted no later than **(2) business days** of the signing the lease.

- A) A valid photo ID (driver's license, passport, ID card or other US Government issued ID)**mandatory per applicant prior to application processing.*
- B) A copy of the most recent W2 form or tax return.
- C) A copy of your last two pay stubs.
- D) A copy of your last two bank statements (must show name and account number).
- E) 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/ payroll 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 annual earnings, position, and length of professional relationship. We require both verbal and written verifications of all employment references.)
- F) 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).
- G) 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).

- 4) This pre-approval process can take approximately 15-30 minutes after all completed applications, supporting documents and fees are received. However, if any applications or supporting documents are incomplete/ unclear or if you are missing more than 1 item per applicant, the pre-approval process may take longer. We reserve the right to verify all documents and references.
- 5) *Please make sure to **confirm the start date** and expiration date of a new lease with a Leasing Agent upon application pre-approval and prior to your lease signing. For immediate move-ins, a new lease must start within 1-7 days from the lease signing.*

2nd step- Signing a lease:

- 1) After your applications have been pre-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 \$1,000.00 if you are able to sign in person. If you are quick to act, leases can usually be signed the same day that you apply. All payments for the lease signing deposits must be in the form of cash, money order, or certified bank 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 Department.
- 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). For all other "Good Money" options, we will only accept maximum of (10) separate checks, no exceptions. After you become our tenant, we allow online payments via a tenant portal or personal checks are accepted as rent payment. All payments for any fee including rent must always be payable to "Sky Management Corp."
- 4) The standard minimum move-in balance requirement on all new leases if the applicant(s) meet our financial and credit criteria is **1 month of rent in advance** and **1 month of security deposit**. Any pro-rated rent shall be calculated at the lease signing and shall be due the month directly following the 1st full month of rent on a new lease term.

3rd step- Final Payments, Verifications & Completion:

- 1) We **must** receive **full money** for the apartment within **(2) business days** of the lease signing, less the lease signing deposit if that was paid in person during the lease signing.
- 2) We verify all the information on your application such as your employment and tenant history, so please make sure we have proper contact numbers on the day of your lease signing. **We must receive all the required paperwork, contact phone numbers (with adequate time to verify), and full funds before you are given keys to your new apartment.**

**For further assistance please call Lindsay (Director of Leasing) at 212-759-1300 x35 / (Leasing Manager) x22 / (Leasing Agent) x28