



## THANK YOU FOR YOUR INTEREST IN DUNHAM PLACE

### Please be guided by these instructions for your rental application

#### PART 1

Fill out and sign the **Rental Application** form. The **Credit Report Authorization and Credit Card Authorization Forms** are required to process your credit and there is a \$75 credit check fee per applicant. These three forms are to be completed per applicant, and faxed to 718.384.2891.

If you are using a guarantor:

- Guarantor must be a resident of the United States and have an address in the United States.
- Guarantor to fill out his/her own rental application form.
- Guarantor to complete the credit report forms and the credit check shall be made on the guarantor only.
- Corporate guarantees are not accepted. A guarantor must be an individual.

#### PART 2

Within 3 business days of submitting your application please submit the following at the Leasing Office on unit 7D or at the Corcoran office at 241 Bedford Avenue, Brooklyn NY 11211, Monday to Friday 9am to 5pm. If you have your own broker, he/she may do the submission for you:

1. Latest Bank Statements (include savings/checking/investment accounts) showing balance of at least 3x rent.
2. Pay stubs, last 3 months
3. For US residents: Tax returns for the last 2 years, summary pages only, ie, the first 2 pages of your Form 1040.
4. Provide a Letter of Employment stating your annual salary and length of service in these two cases: 1) If you have worked less than 3 months in your current job at your current salary; and 2) If you are a foreign national and have not filed US returns. A Letter of Employment is not acceptable if you are self-employed.
5. Clear Copy of Driver's License or State ID; Passport and US visa if you are a foreign national.
6. Signed Agency Disclosure (not necessary if you have your own broker).

If you are using a guarantor he/she must submit all documents above with the exception of #6.

Please seal your application package and address it to the Corcoran agent handling your application.

#### General Guidelines :

1. If you are a sole applicant, your annual, verifiable income must be at least 40x the monthly rent. If there are two proposed tenants but only one will be the applicant on record, this applicant must also make 40x the monthly rent and the other individual will be listed as an "occupant" and shall submit only item 4 above. If you are co-applicants, your combined income must be 40x the monthly rent. If you are using a guarantor, the guarantor income must be 80x the monthly rent.
2. The management company will be solely responsible for reviewing and approving your application, and deciding if additional security deposit is required.
3. If you are approved, a 1-month security deposit is required to secure the apartment you are applying for (the listing will be taken off the market), otherwise the apartment will continue to be shown as available.
4. Payable upon lease signing via certified checks only: first month's rent and additional security deposit, if applicable. *(To be determined: Pet Fee and Move-in Fee, if any.)*
5. If you are using a real estate broker you are responsible for paying your broker's fee.
6. Tenants are required to obtain renter's insurance, proof of which shall be submitted to the management company before scheduling the move-in.
7. Move-ins will only be scheduled when leases are signed by tenants, complete checks are submitted and renter's insurance obtained. Only the management company will schedule move-ins.



# RENTAL APPLICATION

(Note: All applicants must complete a separate application)

**IF YOU ARE A GUARANTOR**  
Please complete this form except for items #2, 3 and 9.

|   |  |                  |                           |                                    |
|---|--|------------------|---------------------------|------------------------------------|
| APT. #  |  | RENT             | LEASE START DATE          | LENGTH OF LEASE                    |
| <b>1 APPLICANT INFORMATION</b>                                      |  |                  |                           |                                    |
| FIRST NAME  |  | M.I.             | LAST NAME                 | SSN                                |
| HOME PHONE  |  | CELL PHONE       | EMAIL                     | DATE OF BIRTH                      |
| <b>2 OTHERS LIVING WITH YOU</b>                                     |  |                  |                           |                                    |
| OCCUPANT 1 NAME   |  | BATE OF BIRTH    | RELATIONSHIP TO APPLICANT |                                    |
| OCCUPANT 2 NAME   |  | BATE OF BIRTH    | RELATIONSHIP TO APPLICANT |                                    |
| <b>3 PETS</b>   |  |                  |                           |                                    |
| TYPE  |  | BREED            | WEIGHT                    |                                    |
| TYPE  |  | BREED            | WEIGHT                    |                                    |
| <b>4 CURRENT ADDRESS</b>  |  |                  |                           |                                    |
| STREET, CITY, STATE, ZIP  |  |                  | MONTHLY RENT              | LENGTH OF TIME RENTING             |
| LANDLORD/MANAGING AGENT NAME  |  |                  | PHONE                     |                                    |
| <b>5 PREVIOUS ADDRESS (if less than 2 years in current address)</b> |  |                  |                           |                                    |
| STREET, CITY, STATE, ZIP  |  |                  | MONTHLY RENT              | LENGTH OF TIME RENTING             |
| LANDLORD/MANAGING AGENT NAME  |  |                  | PHONE                     |                                    |
| <b>6 EMPLOYMENT AND INCOME INFORMATION</b>                          |  |                  |                           |                                    |
| OCCUPATION - PRESENT  |  | COMPANY          | ADDRESS                   |                                    |
| SUPERVISOR NAME   |  | SUPERVISOR PHONE | ANNUAL SALARY             | DATES EMPLOYED (mm/yyyy - mm/yyyy) |
| OCCUPATION - ADD'L / PREVIOUS (CIRCLE ONE)                          |  | COMPANY          | ADDRESS                   |                                    |
| SUPERVISOR NAME   |  | SUPERVISOR PHONE | ANNUAL SALARY             | DATES EMPLOYED (mm/yyyy - mm/yyyy) |
| OTHER INCOME: PLEASE DESCRIBE AND PUT INCOME PER YEAR               |  |                  |                           |                                    |
| <b>7 BANK INFORMATION</b>   |  |                  |                           |                                    |
| BANK NAME AND ACCOUNT NUMBER  |  |                  | ACCOUNT TYPE              |                                    |
| BANK NAME AND ACCOUNT NUMBER  |  |                  | ACCOUNT TYPE              |                                    |
| BANK NAME AND ACCOUNT NUMBER  |  |                  | ACCOUNT TYPE              |                                    |
| <b>8 CPA REFERENCE (IF SELF-EMPLOYED)</b>                           |  |                  |                           |                                    |
| NAME  |  | ADDRESS          | PHONE                     |                                    |
| <b>9 EMERGENCY CONTACT</b>  |  |                  |                           |                                    |
| NAME  |  | ADDRESS          | PHONE                     |                                    |

Applicant represents that information set forth in this application is true and complete, and hereby authorizes verification of any and all information set forth in this application. All information will be kept confidential.

\_\_\_\_\_  
Applicant Signature and Date

**Credit History Report and Background Check Authorization**

Please complete the information below:

- US Citizen
- Canadian Citizen
- Corporation

**REFERENCE APARTMENT :**

15 Dunham Place

Apt. # \_\_\_\_\_

Corcoran Agent: \_\_\_\_\_

Client Name \_\_\_\_\_

SSN \_\_\_\_\_ DOB \_\_\_\_\_

Current Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fee: \$75.00

- Paid by:  Check payable to The Corcoran Group  
 Credit card (complete separate Credit Card Payment Authorization form)

**AUTHORIZATION**

I, the client named above, hereby authorize NRT New York LLC (d/b/a The Corcoran Group) to inquire into my credit history and obtain other personal background information it reasonably deems necessary for the purpose of tenant screening (including but not limited to employment verification, criminal history, and rental history). I further release and hold The Corcoran Group harmless from any claims or liability which may arise in connection with its receipt and use of the information acquired in accordance with this authorization.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**For Administrative Use Only**

Agent Name \_\_\_\_\_ Processed by \_\_\_\_\_

Reference # \_\_\_\_\_ Office \_\_\_\_\_ Date processed \_\_\_\_\_

**Credit Card Payment Authorization**

Please complete the information below:

I, \_\_\_\_\_ ,  
(full name)

authorize The Corcoran Group to charge my credit card account in the amount of

\_\_\_\_\_ on or after \_\_\_\_\_ .  
(amount) (date)

**Breakdown of charges**

Credit History Report (\$75) Qty 1 \_\_\_\_\_ \$75.00

Commission \_\_\_\_\_

Administrative Fee on Commission (3.5%) \_\_\_\_\_ \$0.00

**Total charges \*** \_\_\_\_\_ \$75.00

*\* The Corcoran Group cannot accept co-brokers' commissions or monies due to Landlords (such as rent or security deposits).*

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**AUTHORIZATION**

I authorize NRT New York, LLC (d/b/a The Corcoran Group) to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the services described above, for the amount indicated above only, and is valid for one-time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, provided that the transaction corresponds to the terms indicated in this form.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**For Administrative Use Only**

Agent Name \_\_\_\_\_ Processed by \_\_\_\_\_  
Reference # \_\_\_\_\_ Office \_\_\_\_\_ Date processed \_\_\_\_\_

### Credit Card Information

If the credit card is not presented in the office, then please fill out the following credit card information:

|                                      |  |                                  |                            |
|--------------------------------------|--|----------------------------------|----------------------------|
| Account Type:                        | <input type="radio"/> Visa                                     | <input type="radio"/> MasterCard | <input type="radio"/> AMEX |
| Cardholder Name (as appears on card) | _____  |                                  |                            |
| Account Number                       | _____  |                                  |                            |
| Expiration Date                      | _____  |                                  |                            |
| Card Verification Code               | _____ (3 digits on back of Visa/MC, 4 digits on front of AMEX) |                                  |                            |

Once the transaction has been processed and in accordance with the company's Personal Identifiable Information ("PII") Policy, this **Credit Card Information** page should be discarded in a secure manner. The preceding **Credit Card Payment Authorization** page should be retained in the deal records.

*If you do not have a broker, please read and sign this form.*

## **NEW YORK STATE DISCLOSURE FORM FOR LANDLORD AND TENANT**

### **THIS IS NOT A CONTRACT**

New York state law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.

Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate. If you need legal, tax or other advice, consult with a professional in that field.

### **DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS**

#### **LANDLORD'S AGENT**

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

#### **TENANT'S AGENT**

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's

agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not inconsistent with the agent's fiduciary duties to the buyer.

### **BROKER'S AGENTS**

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord cannot provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

### **DUAL AGENT**

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their informed consent in writing. In such a dual agency situation, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide ad-

