

THE 206 CONDOMINIUM
206 FIRST AVENUE
NEW YORK, NY 10009

APARTMENT#: _____

Enclosed is your application to rent the above-mentioned apartment. The purpose of this application is to permit First Management Corp. and the Board of Managers of The 206 Condominium to expeditiously process your request to lease. Please answer all questions. Do not leave any questions blank or unanswered. If the questions do not apply to your situation, write N/A (not applicable) in the space provided. MANAGEMENT AND BOARD WILL NOT PROCESS AN INCOMPLETE APPLICATION. APPLICATIONS WHICH DO NOT HAVE ALL OF THE SUPPORTING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE AND MAY BE SUMMARILY REJECTED BY MANAGEMENT. It is strongly recommended that you submit this application as soon as possible to avoid any delay in the approval process. Before this application can be processed, the following information must be forwarded to the Admissions Committee:

- _____ 1. A letter of reference from present employer, including confirmation of employment, position, salary and period of employment
- _____ 2. Last two (2) months of statements for ALL banks or financial institutions where funds are held confirming present balance.
- _____ 3. Copy of Lease Agreement
- _____ 4. Copy of the first two (2) pages of the current tax returns
- _____ 5. Four (4) last pay stubs
- _____ 6. Copy of ID (Ex. Driver License) for all occupants
- _____ 7. Signed Credit Releases and **Non-refundable** credit fee in the form of a **Certified Check** or **Money Order** payable to **First Management Corp.** must accompany application.

\$30.00 for a single individual

\$40.00 for a married couple

\$50.00 for two single individuals

8. Submit ONE set (ONLY)

Please note the following rules:

- Lease must be a MINIMUM of six (6) months but must not exceed more than one year
- Subletting is not allowed by the renter
- Pets are allowed only with written permission from the Board of Managers
- If renters are in violation of the by-laws or the house rules in any way, the Board of Managers will have the right to deny the renewal of the lease agreement.

Please note that the application and all supporting documentation submitted must remain the property of the 206 Condominium. Submit the application to:

Applications Department c/o First Management Corp.
34-03 Broadway, Astoria, NY 11106

All questions in connection with your application should be referred to the Applications Dept. at (718) 726-4792 from Monday thru Friday 10 a.m. to 5 p.m.

DATE: _____

I. LEASE INFORMATION

Apartment #: _____ Apartment Size: _____

Unit Owner: _____ Telephone #: _____

Lease Date: _____ Term of Lease: _____ Security: _____ Rent: _____

Broker: _____

II. PERSONAL INFORMATION

Applicant: _____ Co-Applicant: _____

Address: _____ Address: _____

Own: _____ Rent: _____ Own: _____ Rent: _____

Phone: (Home) _____ Phone: (Home) _____

(Business) _____ (Business) _____

Social Security #: _____ Social Security #: _____

Name of ALL other persons who will occupy apartment:

| <u>NAME</u> | <u>RELATIONSHIP TO APPLICANT</u> | <u>AGE</u> |
|-------------|----------------------------------|------------|
| | | |
| | | |
| | | |

III INCOME AND EMPLOYMENT

| <u>APPLICANT</u> | <u>CO-APPLICANT</u> |
|---|---|
| 1. Current Base Salary | |
| Annual: _____ Monthly: _____ | Annual: _____ Monthly: _____ |
| Other Income (Bonuses, Overtime, Interest, etc.): _____ | Other Income (Bonuses, Overtime, Interest, etc.): _____ |
| 2. Present Employer: | |
| Contact Person: _____ | Contact Person: _____ |
| Company: _____ | Company: _____ |
| Address: _____ | Address: _____ |
| Telephone #: _____ | Telephone #: _____ |
| Position Held: _____ | Position Held: _____ |
| Nature of Business: _____ | Nature of Business: _____ |
| Period of Employment: _____ | Period of Employment: _____ |

3. Previous Employer

| | | | |
|-----------------------|-------|-----------------------|-------|
| Contact Person: | _____ | Contact Person: | _____ |
| Company: | _____ | Company: | _____ |
| Address: | _____ | Address: | _____ |
| Telephone #: | _____ | Telephone #: | _____ |
| Position Held: | _____ | Position Held: | _____ |
| Nature of Business: | _____ | Nature of Business: | _____ |
| Period of Employment: | _____ | Period of Employment: | _____ |

IF THE COMBINED TIME SPENT IN THE CURRENT AND IMMEDIATELY PRIOR POSITIONS OF EMPLOYMENT HAVE LASTED FOR LESS THAN 3 YEARS, LIST FURTHER EMPLOYMENT HISTORY ON A SEPARATE SHEET OF PAPER.

4. Self-Employment

Name and Nature of Business: _____

Address: _____

Years Applicant has been in this business: _____

Age of Business: _____ Percentage Owned: _____ Is this a Family Business: _____

Relationship to Owners: _____ Business Sales: _____ Net Worth: _____

IV. RESIDENCES

| | | | |
|--------------------|-------|---------------------|-------|
| Present Landlord: | _____ | Telephone #: | _____ |
| Address: | _____ | | |
| Rent: \$ | _____ | Dates of Occupancy: | _____ |
| Previous Landlord: | _____ | Telephone #: | _____ |
| Address: | _____ | | |
| Rent: \$ | _____ | Dates of Occupancy: | _____ |

Please provide any information not contained in the application that you feel would be helpful to the evaluation of your application. (Use space below and additional sheets, if necessary.)

FAIR CREDIT REPORT ACT

PRE-NOTIFICATION

This is to inform you that as part of our procedure for processing your application, an investigative consumer report may be made whereby information is obtained through consumer credit agencies, personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

DATE

SIGNATURE

DATE

SIGNATURE

HOUSE RULES AND BY-LAWS RIDER

I have received and have read a copy of the House Rules and By-Laws for the 206 Condominium.

I understand that, as tenants, I am bound by these House Rules and By-Laws.

Signature

Signature

Date