



**TO: PROSPECTIVE TENANTS OR REAL ESTATE AGENCIES WISHING TO
SUBMIT APPLICATIONS FOR KIBEL COMPANY APARTMENT RENTALS**

Applications for apartments will not be considered unless they are accompanied by the following reference materials.

1. **EMPLOYMENT REFERENCE** (on Company letterhead) which states the nature of applicant's work, income and length of time employed, **PLUS two current pay stubs**. In a case where the applicant is **self-employed**, a letter from his/her accountant (CPA) on letterhead which states the nature of applicant's business or income holdings, the amount of annual income expected for the current and coming year, and the amount of annual personal income the applicant takes from the business.
2. **BANK REFERENCE** Applicant will obtain a letter from his/her bank which indicates when the account was opened and if they are maintained in a satisfactory manner with the current balances. If bank letter is not possible please submit the two most current **summary pages** of bank statements (do not submit entire statement).
3. **LANDLORD REFERENCE** A letter from applicant's current landlord (letterhead preferable) which states monthly rent, length of occupancy and quality of rent payment record and tenancy.
4. **PHOTO ID** You must submitted some form of photo identification, such as driver's license, passport, school ID for all persons who will occupy the apartment.

The Kibel Companies, LLC will **NOT** make phone inquiries regarding information requested above. **Guarantors**, if required, must supply all of the above references. Submission of complete application package will insure a quick response for prospective tenant. Thank you for your cooperation.

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APPLICATION FOR RENTAL

**NOTICE: All adult applicants (18 years or older) must complete a separate application for rental.
 A non-refundable fee of \$100.00 is required from each applicant including guarantors.**

ADDRESS: _____ UNIT: _____ RENT: _____ DATE: _____
 SECURITY DEPOSIT: _____ LEASE START DATE: _____ LEASE END DATE: _____

APPLICANT INFORMATION					
FIRST NAME	M.I.	LAST NAME	SUFFIX	DATE OF BIRTH	SSN
HOME PHONE () ()	WORK PHONE () ()	CELL PHONE () ()	EMAIL		
CURRENT ADDRESS					
STREET ADDRESS		CITY	STATE	ZIP	
LANDLORD/MANAGING AGENT NAME				LANDLORD/MA PHONE () ()	
MONTHLY RENT	DATE IN	DATE OUT	REASON FOR LEAVING		
PREVIOUS ADDRESS (if less than 2 years at current)					
STREET ADDRESS		CITY	STATE	ZIP	
LANDLORD/MANAGING AGENT NAME				LANDLORD/MA PHONE () ()	
MONTHLY RENT	DATE IN	DATE OUT	REASON FOR LEAVING		
BANK INFORMATION					
CHECKING ACCOUNT BANK NAME		ACCOUNT NUMBER	PHONE NUMBER () ()		
SAVINGS ACCOUNT BANK NAME		ACCOUNT NUMBER	PHONE NUMBER () ()		
OTHER ACCOUNT BANK NAME		ACCOUNT NUMBER	PHONE NUMBER () ()		
EMPLOYMENT & INCOME INFORMATION					
OCCUPATION - PRESENT	EMPLOYER/COMPANY	SUPERVISOR NAME	SUPERVISOR PHONE () ()	ANNUAL SALARY	
OCCUPATION - <input type="checkbox"/> ADD'L <input type="checkbox"/> PREVIOUS	EMPLOYER/COMPANY	SUPERVISOR NAME	SUPERVISOR PHONE () ()	ANNUAL SALARY	
OTHER INCOME DESCRIPTION				ANNUAL INCOME	
BUSINESS/PERSONAL REFERENCES					
NAME	ADDRESS	PHONE () ()	RELATIONSHIP		
NAME	ADDRESS	PHONE () ()	RELATIONSHIP		
EMERGENCY CONTACT					
NAME	ADDRESS	PHONE () ()	RELATIONSHIP		
PETS					
PETS? <input type="checkbox"/> YES <input type="checkbox"/> NO	DESCRIPTION				



I warrant that all statements above set forth are true. I hereby give my permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, OFAC search, and landlord/tenant court record search will be done in conjunction with my application. I hereby give my consent to the Landlord to obtain my consumer credit report for the purposes of tenant screening through On-Site.com. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

(Signed/Applicant)

Date

NEW YORK CITY TENANT FAIR CHANCE ACT

Pursuant to federal and state law NYC Admin. Code §20-807 et seq.:

- 1) **If your application is denied** or other adverse action is taken against you due to a screening report the landlord uses, the landlord must tell you so and how to contact the screening company to obtain a free copy of the report.
- 2) **You may dispute** inaccurate or incorrect information on the report directly with the screening company.
Our screening company is: On-Site.com, 307 Orchard City Drive, Suite 110, Campbell, CA 95008, (877) 222-0384 www.RenterRelations.com
- 3) **Annually**, you may order a free screening report from www.annualcreditreport.com (in addition to a free report from each national consumer reporting agency if adverse action was taken against you).

BILLING INFORMATION FOR APPLICATION FEE

CARD TYPE			
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS			
NAME ON CARD		CARD NUMBER	
		/	
BILLING ADDRESS		CITY	STATE
			ZIP CODE

My signature below authorizes ON-SITE MANAGER, INC. (OSM), a credit screening company, to conduct a background check, including obtaining a consumer credit report. I understand that OSM will charge the above credit card for this service \$100.00 per applicant. I agree to pay for this charge according to the terms of my CardHolder Agreement.

(Card Holder)

Date

