



Application Checklist

The following information must be provided as part of an application package. Failure to provide all items listed below may result in delays and/or rejection of your application.

- Completed application for every adult who intends on occupying the apartment.
- A clear copy of your government-issued I.D. and social security card for every adult who intends on occupying the apartment.
- A signed letter from your employer verifying your current employment, position and salary.
- A copy of your 2 most recent pay stubs.
- A copy of your most recent W-2, 1099, or the first 2 pages of your 1040 form.
- 3 most recent bank statements showing a minimum of 4 payroll deposits being made into the account. Accounts with significant balances (savings, retirement, investment accounts, etc.) should also be submitted.
- If you intend to keep a pet in the apartment, please provide a photo of the pet, breed, age and weight.
- All applicants must provide their credit report by going to Experian, Equifax, TransUnion, or Credit Karma. Make sure credit score(s) meet our requirements (700+).
- If the applicant(s) have a voucher, they must provide proof from the agency of the persons approved to reside in the apartment. Unapproved persons residing in the apartment may lead to cancellation of the subsidy.
- Applicant(s) must earn a minimum of 36 times the monthly rent per year in order to qualify, have a source of income that covers the rent or have at least 4x the difference between the income requirement and annual income in liquid assets (bank accounts, investment accounts, etc).**

Further documentation may be requested as needed.

If your credit and/or income is less than reasonable or required:

A co-signer, preferably residing in New York State, who makes the income requirement and has a good credit history would be acceptable. The above documentation is required from the co-signer as well.

Application Fee:

The charge for each application/credit check is \$20 (per adult occupying the apartment) and is non-refundable. Payment can be sent via PayPal to Manager@Amber-mgmt.com, cash, certified check/money order payable to Amber Property Management, Venmo to @Dean-Nugent or Zelle to Dean Nugent (914-860-6519).

APPLICANT EMPLOYMENT & INCOME

Are You Currently Employed? Y___ N___ Current Employer: _____

Address: _____ How long employed (yrs. or mos.) _____

Contact Person: _____ Contact's Phone #: _____

Your Position: _____ Annual Income: _____ Other Income: _____

Source of other income: _____ Total Annual Income: _____

BANK REFERENCES

Bank Name: _____ Address: _____ Acct #: _____

Bank Name: _____ Address: _____ Acct #: _____

Have applicant, spouse or other potential occupants ever been convicted of a felony?

Y___ N___

If yes, please explain: _____

Have applicant, spouse or other potential occupants ever been a party to a landlord/tenant legal action, such as a dispossession for non-payment, late payment, eviction, possession, property damage, etc? Y___ N___

If yes, please explain: _____

Have any judgments been entered against applicant, spouse or other potential occupants? Y___ N___

If yes, please explain: _____

In case of emergency, please contact: _____

Email Address: _____ Phone #: _____

Fair Credit Reporting Act. You agree that we and/or the owner/agent or our affiliate may obtain or use a consumer/credit or other investigative report in connection with this application to lease an apartment, as well as criminal, background and/or judicial reports. Subsequent similar reports may be requested or utilized in connection with an update, renewal or extension of this application or your lease and for any other legitimate business purpose. Upon request, you will be informed whether a consumer report was obtained, and if such report was obtained, of the name and address of the consumer reporting agency that furnished the report. You agree that we are authorized to obtain consumer reports or investigative reports pertaining to you after you vacate the apartment in order to collect amounts due or for other legitimate business purposes. This application and any investigative reports obtained are valid for two (2) months from the date on this application. After two months, applicant must pay another application fee in order for new investigative reports to be obtained. I hereby certify that the statements made in this application have been examined by me and are true, correct and complete to the best of my knowledge. I have no objection to the inquires to be made now or in the future for the purpose of verifying the facts herein stated or determining the qualifications of my application. I understand that the filing of this application in no way obligates the owner/agent to reserve or lease an apartment to me. **I understand and agree that the application fee is non-refundable and will not be returned to me for any reason whatsoever.**

Applicant Signature

Date