



BUCHBINDER & WARREN

REALTY GROUP LLC

1 Union Square West New York, NY 10003-3386

Tel: 212-243-2200 Fax: 212-645-6881

www.BuchbinderWarren.com

CONFIDENTIAL

Application Package

Requirements for Rental Applications

All items must be completed for each applicant and each guarantor:

- Completed application
- Non-refundable \$20.00 application fee per applicant in the form of check, money order, or cash
- Letter with signature from present landlord stating current rent, standing, and length of tenancy
- Letter with signature from current employer, on company letterhead, stating salary, position and length of employment
- Proof of income in the form of W2, 1040, or pay stub
- Two forms of ID, at least one MUST be a photo ID *both copied @ 200%*

Requirements for Lease Signing

- The completed and approved application package
- One month rent (first month) in the form of a *certified check or money order*
- One month security (will be placed in an interest-bearing account) in the form of a *certified check or money order* (we will tell you beforehand who to make the checks payable to)
- Fee of 15% of annual rent in the form of a *certified check or money order* made out to BUCHBINDER & WARREN REALTY GROUP, LLC



REALTY GROUP LLC

Building: _____
Apartment #: _____

<input type="checkbox"/>	Tenant's Application
<input type="checkbox"/>	Guarantor's Application

STANDARD RENTAL APPLICATION

APARTMENT APPLYING FOR: _____
BUILDING APT. # RENT/ MONTH SECURITY DEPOSIT

APPLICANT'S NAME: _____
FIRST MIDDLE INITIAL LAST DATE OF BIRTH

PRESENT HOME ADDRESS: _____
NUMBER/ STREET/ APARTMENT #

CITY STATE ZIP PHONE EMAIL ADDRESS

PRESENT MANAGING AGENT/ LANDLORD: _____
NAME (COMPANY NAME IF APPLICABLE)

CITY STATE ZIP PHONE

IS IT YOUR LEASE? Yes HOW LONG A RESIDENT? CURRENT RENT?

PREVIOUS HOME ADDRESS: _____
NUMBER/ STREET/ APARTMENT #

CITY STATE ZIP PHONE

PRESENT EMPLOYER: _____
NAME ADDRESS TELEPHONE # ANNUAL SALARY

POSITION DATE BEGUN SUPERVISOR / CONTACT TELEPHONE #

HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF SO PLEASE PROVIDE DETAILS: _____

OTHER INCOME: (NAME OF INSTITUTION / TYPE OF ACCOUNT / ACCOUNT NUMBER :)

NAME TYPE ACCOUNT NUMBER

BUSINESS REFERENCES (INCLUDE NAME ADDRESS & TELEPHONE #)

1) _____

2) _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

NAME: _____ PHONE#: _____

ALL FUNDS, COMMISSIONS, RENT, SECURITY DEPOSITS, MUST BE PAID IN THE FORM OF CERTIFIED CHECK OR MONEY ORDER. WE CANNOT ACCEPT PERSONAL CHECKS UNTIL YOU ARE AN ESTABLISHED TENANT.

IT IS UNDERSTOOD AND AGREED TO IN THE EVENT I LEASE THIS APARTMENT A COMMISSION WILL BE DUE TO THE FOLLOWING TERMS: 15% OF THE TOTAL ANNUAL RENT FOR A LEASE OF MORE THAN 6 MONTH'S AND UP TO 1 YEAR.

APPLICATION PROCESSING FEES:

ALONG WITH THIS APPLICATION, THERE IS A NON-REFUNDABLE APPLICATION PROCESSING CHARGE REQUIRED OF \$20.00 PER APPLICANT OR GUARANTOR.

THE APPLICATION INFORMATION PROVIDED BY A PROSPECTIVE TENANT OR TENANTS MAY BE USED TO OBTAIN A TENANT SCREENING REPORT FROM AMERICAN TENANT SCREEN, INC. 525 W CHESTER PIKE HAVERTOWN, PA 19083 WHICH WILL BE USED TO OBTAIN SUCH REPORT. PURSUANT TO FEDERAL AND STATE LAW: IF THE COMPANY REQUESTING THE INFORMATION TAKES ADVERSE ACTION AGAINST A PROSPECTIVE TENANT OR TENANTS ON THE BASIS OF INFORMATION CONTAINED IN A TENANT SCREENING REPORT, A REPRESENTATIVE OF SUCH COMPANY MUST NOTIFY THE TENANT THAT SUCH ACTION WAS TAKEN. WE WILL SUPPLY THE NAME AND ADDRESS OF THE CONSUMER REPORTING AGENCY THAT PROVIDED THE TENANT SCREENING REPORT ON THE BASIS OF WHICH SUCH ACTION WAS TAKEN.

ANY PROSPECTIVE TENANT AGAINST WHOM ADVERSE ACTION IS TAKEN BASED ON INFORMATION CONTAINED IN A TENANT SCREENING REPORT HAS THE RIGHT TO INSPECT AND RECEIVE A FREE COPY OF SUCH REPORT BY CONTACTING THE CONSUMER REPORTING AGENCY; EVERY TENANT OR PROSPECTIVE TENANT IS ENTITLED TO ONE FREE TENANT SCREENING REPORT FROM EACH NATIONAL CONSUMER REPORTING AGENCY ANNUALLY, IN ADDITION TO A CREDIT REPORT THAT MAY BE OBTAINED FROM WWW.ANNUALCREDITREPORT.COM AND EVERY TENANT OR PROSPECTIVE TENANT MAY DISPUTE THE INACCURATE OR INCORRECT INFORMATION CONTAINED IN A TENANT SCREENING REPORT DIRECTLY WITH THE CONSUMER REPORTING AGENCY.

I FURTHER UNDERSTAND THAT THE LANDLORD NEEDS TO KNOW THAT MY CREDIT WILL REMAIN UNCHANGED OR IMPROVE DURING THE TERM OF THIS LEASE SO THAT THE LANDLORD WILL BE ABLE TO EVALUATE MY TENANCY AS MAY BECOME NECESSARY. I THEREFORE AUTHORIZE THE LANDLORD AND/OR ITS AGENT TO OBTAIN CREDIT REPORTS FROM TIME TO TIME AS LANDLORD MAY DEEM NECESSARY OR APPROPRIATE.

WITH MY SIGNATURE, I HEREBY REPRESENT THAT THE ABOVE INFORMATION IS TRUE AND I AUTHORIZE BUCHBINDER & WARREN REALTY GROUP LLC TO CONDUCT A CREDIT INVESTIGATION ON THE INFORMATION I HAVE PROVIDED ABOVE.

APPLICANT SIGNATURE: _____

S.S. #: _____

DATE: _____



**BUCHBINDER
& WARREN**
REALTY GROUP LLC

Addendum to Application

<input type="checkbox"/>	Tenant's Application
<input type="checkbox"/>	Guarantor's Application

Premises Address: _____, New York, NY	Apt. #: _____
Monthly Rent \$: _____	Security Deposit \$: _____

I would like to have a _____ year lease.

I would like to take the above captioned premises on _____, 20____
(lease commencement date).

I understand that I will be responsible for rent payment starting _____, 20____

I have been notified that the keys to the unit cannot be delivered to me before the lease commencement date and that I will not be permitted to move into the premises before my lease start date of _____, 20____

I have had an opportunity to inspect the premises and I agree to accept the unit in *"as is" condition*.
If not applicable, please note comments in the space provided below.

I understand that the above is contingent on whether my application is approved and that my application will not be considered until this acknowledgement is executed and returned by me.

I understand that there is no smoking permitted in the apartment or public areas.

Acknowledgement: _____ Applicant's Signature

Date of Acknowledgement: _____, 20____

How did you hear about this property? _____

DO YOU HAVE ANY PETS? YES NO

Comments:



New York State
DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Customer Service: (518) 474-4429
www.dos.state.ny.us

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 consistent 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 can not 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 situa-

tion, 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 advance informed consent to dual agency by indicating the same on this form.

a sales agent to represent the tenant and another sales agent to represent the landlord. A sales agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate

This form was provided to me by _____ (print name of licensee) of Buchbinder & Warren Realty Group, LLC (print name of company, firm or brokerage), a licensed real estate broker acting in the interest of the:

- | | |
|---|---|
| <input type="checkbox"/> Landlord as a (check relationship below) | <input type="checkbox"/> Tenant as a (check relationship below) |
| <input type="checkbox"/> Landlord's agent | <input type="checkbox"/> Tenant's agent |
| <input type="checkbox"/> Broker's agent | <input type="checkbox"/> Broker's agent |
| <input type="checkbox"/> Dual agent | |
| <input type="checkbox"/> Dual agent with designated sales agent | |

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

- Advance informed consent dual agency
- Advance informed consent to dual agency with designated sales agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the seller in this transaction.

(I) (We) _____ acknowledge receipt of a copy of this disclosure

form: signature of Landlord(s) and/or Tenant(s):

Date: _____

Date: _____



New York State Housing and Anti-Discrimination Disclosure Form

Federal, State and local Fair Housing Laws provide comprehensive protections from discrimination in housing. It is unlawful for any property owner, landlord, property manager or other person who sells, rents or leases housing, to discriminate based on certain protected characteristics, which include, but are not limited to **race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status**. Real estate professionals must also comply with all Fair Housing Laws.

Real estate brokers and real estate salespersons, and their employees and agents violate the Law if they:

- Discriminate based on any protected characteristic when negotiating a sale, rental or lease, including representing that a property is not available when it is available.
- Negotiate discriminatory terms of sale, rental or lease, such as stating a different price because of race, national origin or other protected characteristic.
- Discriminate based on any protected characteristic because it is the preference of a seller or landlord.
- Discriminate by “steering” which occurs when a real estate professional guides prospective buyers or renters towards or away from certain neighborhoods, locations or buildings, based on any protected characteristic.
- Discriminate by “blockbusting” which occurs when a real estate professional represents that a change has occurred or may occur in future in the composition of a block, neighborhood or area, with respect to any protected characteristics, and that the change will lead to undesirable consequences for that area, such as lower property values, increase in crime, or decline in the quality of schools.
- Discriminate by pressuring a client or employee to violate the Law.
- Express any discrimination because of any protected characteristic by any statement, publication, advertisement, application, inquiry or any Fair Housing Law record.

YOU HAVE THE RIGHT TO FILE A COMPLAINT

If you believe you have been the victim of housing discrimination you should file a complaint with the New York State Division of Human Rights (DHR). Complaints may be filed by:

- Downloading a complaint form from the DHR website: www.dhr.ny.gov;
- Stop by a DHR office in person, or contact one of the Division’s offices, by telephone or by mail, to obtain a complaint form and/or other assistance in filing a complaint. A list of office locations is available online at: <https://dhr.ny.gov/contact-us>, and the Fair Housing HOTLINE at (844)-862-8703.

You may also file a complaint with the NYS Department of State, Division of Licensing Services. Complaints may be filed by:

- Downloading a complaint form from the Department of State’s website https://www.dos.ny.gov/licensing/complaint_links.html
- Stop by a Department’s office in person, or contact one of the Department’s offices, by telephone or by mail, to obtain a complaint form.
- Call the Department at (518) 474-4429.

There is no fee charged to you for these services. It is unlawful for anyone to retaliate against you for filing a complaint.



Division of Licensing Services

New York State
Department of State, Division of Licensing Services
(518) 474-4429
www.dos.ny.gov

New York State
Division of Consumer Rights
(888) 392-3644

New York State Housing and Anti-Discrimination Disclosure Form

For more information on Fair Housing Act rights and responsibilities please visit <https://dhr.ny.gov/fairhousing> and <https://www.dos.ny.gov/licensing/fairhousing.html>.

This form was provided to me by _____ (print name of Real Estate Salesperson/
Broker) of _____ (print name of Real Estate company, firm or brokerage)

(I)(We) _____

(Buyer/Tenant/Seller/Landlord) acknowledge receipt of a copy of this disclosure form:

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Real Estate broker and real estate salespersons are required by New York State law to provide you with this Disclosure.