

GENERAL INFORMATION

DATE: _____ APT #: _____ RENT: \$ _____ W/D? Y N TOTAL RENT: \$ _____

LEASE TERM: 1 YR _____ LEASE START: _____ LEASE END: _____

FIRST NAME: _____ LAST: _____ SS #: _____

HOME #: _____ MOBILE #: _____ WORK #: _____

E-MAIL ADDRESS: _____ Birthday: _____

NAME OF OTHER OCCUPANTS	RELATIONSHIP	AGE
1 _____		
2 _____		
3 _____		

EMERGENCY CONTACT NAME : _____ TELEPHONE: _____

DO YOU HAVE ANY PETS? Y N TYPE/LBS: _____

CURRENT RESIDENCE

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

LENGTH OF TIME AT CURRENT ADDRESS: _____ MONTHLY PAYMENT: _____

LANDLORD/MORTGAGE HOLDER: _____ LANDLORD TEL #: _____

PRIOR RESIDENCE (COMPLETE IF CURRENT ADDRESS IS LESS THAN 2 YEARS)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

LENGTH OF TIME AT PREVIOUS ADDRESS: _____ MONTHLY PAYMENT: _____

LANDLORD/MORTGAGE HOLDER: _____ LANDLORD TEL #: _____

EMPLOYMENT STATUS

EMPLOYED FULL-TIME SELF-EMPLOYED STUDENT UNEMPLOYED RETIRED

CURRENT EMPLOYER

EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____

POSITION HELD: _____ ANNUAL INCOME: _____ BONUS: _____

EMPLOYER'S ADDRESS: _____

SUPERVISOR: _____ TEL #: _____

PREVIOUS EMPLOYER (COMPLETE IF CURRENT EMPLOYMENT IS LESS THAN 2 YEARS)

PREVIOUS EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____

PREVIOUS POSITION HELD: _____ ANNUAL INCOME: _____ BONUS: _____

PREVIOUS EMPLOYER'S ADDRESS: _____

PREVIOUS SUPERVISOR: _____ TEL #: _____

FINANCIAL REFERENCES

BANK: _____ BANK ADDRESS: _____

BANK OFFICER: _____ TEL #: _____

ACCOUNT #: _____ TYPE OF ACCOUNT: CHECKING SAVINGS SECURITIES

BANK: _____ BANK ADDRESS: _____

BANK OFFICER: _____ TEL #: _____

ACCOUNT #: _____ TYPE OF ACCOUNT: CHECKING SAVINGS SECURITIES**STUDENT INFORMATION (IF APPLICABLE)**

SCHOOL: _____ DATE ENROLLED: _____

SCHOOL ADDRESS: _____ TEL #: _____

STUDENT IDENTIFICATION #: _____ ANTICIPATED DATE OF GRADUATION: _____

HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY TO A FELONY? Y N IF SO, PLEASE PROVIDE DETAILS ON A SEPARATE SHEET.

PLEASE READ CAREFULLY BEFORE SIGNING

Chelsea Associates, LLC ("Landlord") will in no event be bound, nor will possession be given, unless and until a lease executed by the Landlord has been delivered to the Tenant. The applicant and his/her references must be satisfactory to the Landlord. Please be advised that the date on page one of the lease is not your move-in date. Your move-in date will be arranged with you after you have been approved.

No representations or agreements by agents, brokers or others are binding on the Landlord or Agent unless included in the written lease proposed to be executed.

I hereby warrant that all my representations set forth herein are true. I recognize the truth of the information contained herein is essential. I further represent that I am not renting a room or an apartment under any other name, nor have I ever been dispossessed from any apartment, nor am I now being dispossessed. I represent that I am over 18 years of age.

I have been advised that I have the right, under section 8068 of the Fair Credit Reporting Act, to make a written request, directed to the appropriate credit reporting agency, within reasonable time, for a complete and accurate disclosure of the nature and scope of any credit investigation. I understand that upon submission, this application and all related documents become the property of the Landlord, and will not be returned to me under any circumstances.

I authorize the Landlord, Agent, and On-Site Manager Inc. to obtain a consumer credit report on me and to verify any information on this application with regard to my employment history, current and prior tenancies, bank accounts, and all other information that the Landlord deems pertinent to my obtaining residency. I understand that I shall not be permitted to receive or review my application file or my credit consumer report. I authorize banks, financial institutions, landlords, business associates, credit bureaus, attorneys, accountants and other persons or institutions with whom I am acquainted to furnish any and all information regarding myself. This authorization also applies to any update reports which may be ordered as needed. A photocopy or fax of this authorization shall be accepted with the same authority as this original. I will present any other information required by the Landlord or Agent in connection with the lease contemplated herein.

I agree to hold On-Site Manager Inc. harmless for any claims that may arise as a result of this investigation.

I understand that the application fee is non-refundable.

SIGNATURE: _____ DATE: _____

A non-refundable fee of \$100 per applicant for the credit process (\$125 for a non-resident of the US / \$200 for a corporation) must be issued in the form of a check made payable to: **Chelsea Associates, LLC**

If your application is not completed within two (2) business days the apartment will be put back on the market.

FAIR HOUSING

Chelsea Associates, LLC complies with the Federal Fair Housing Act. Chelsea Associates, LLC does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

APPLICATIONS

Each person that will occupy the apartment who is eighteen (18) years of age or older must complete an application and sign the lease. Each applicant that is eighteen (18) years of age or older, and is not a full time student who can be claimed as a dependent on primary applicant's tax return, will be qualified by Chelsea Associates, LLC in accordance with these qualification standards. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined.

NOTE: The following MUST accompany ALL applications:

- The three (3) most recent original pay stubs or Leave and Earnings Statement or signed offer letter on company letterhead (copies to be maintained in resident file).
- A valid driver's license, age of majority card, military ID or state issued Photo ID card (view and document only). Expired documents are NOT considered valid.
- All applicants in the United States on a visa must list the visa number and expiration date on the Application For Residency. Lease agreements will not be written for terms beyond the visa expiration date.
- Applicants without a SSN or ITIN number must provide a valid I-94, I-94W or I-20. Lease Agreements will not be written for terms beyond their expiration date.
- Emancipated minors presenting court appointed documentation are eligible to qualify as long as they meet the noted criteria.

CREDIT HISTORY

- Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application. Unsatisfactory credit history can disqualify an applicant from renting an apartment home at the building. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments and/or bankruptcies. If an applicant is declined for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.
- Applicants who meet all other qualifying criteria but do not have credit, may be required to pay an additional deposit or re-qualify with a Guarantor.

RENT/MORTGAGE PAYMENT HISTORY

- Any legal proceedings/judgments/evictions/skips may result in a declined application.
- Outstanding rental balances will result in a declined application.

EMPLOYMENT HISTORY

- Employment must be verified. In the case of new employment, applicant must present a signed offer letter on company letterhead stating income. Employment must begin within thirty (30) days of the lease start date.
- Self-employed applicants must provide the most current annual tax return (submission of 1099s only is not sufficient) or a notarized statement from a Certified Public Accountant or attorney indicating the amount of anticipated annual income.

INCOME REQUIREMENTS

- Gross monthly household income must be sufficient to cover the rent and other typical household obligations. Applicants gross annual salary must meet or exceed 45 times the monthly rental rate. For savings/assets to be considered in lieu of income, applicant may provide three (3) consecutive savings account/earning statements showing proof of at least five (5) times the annual rent.
- Official documentation must be submitted to support the following, and any other, sources of additional income you wish to consider:
 - Investment Account
 - Dividends
 - Child Support
 - Interest
 - Retirement Income/Savings
 - Military Housing Allowance
 - Trust Fund Income
 - Alimony

CRIMINAL HISTORY

A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided. The application will be rejected for any of the following reported criminal related reasons that have occurred prior to the application date:

- Any felony conviction
- Any terrorist related conviction
- Any illegal drug related conviction
- Any prostitution related conviction
- Any sex related conviction
- Any cruelty to animals related conviction
- Any misdemeanor conviction involving crime against persons or property
- Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication"
- Active status on probation or parole resulting from any of the above

INCREASED SECURITY DEPOSITS/GUARANTORS

- A Guarantor may be permitted in lieu of an increased security deposit based on the criteria below for Guarantors.
- Guarantors may be permitted based on the screening recommendation. Guarantors' gross annual income or savings must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant(s). Guarantors must meet all other qualification standards listed.
- Guarantor's primary residence must be in the United States and they must have a valid Social Security Number.

CORPORATE LEASES

All corporate leases must have a personal Guarantor who meets the above referenced Guarantor guidelines. All corporate applicants must submit the following documentation:

- Copy of an income statement and balance sheet. (If a publicly traded company, a copy of the Annual Report.)
- Bank statement or statement from a financial institution showing three (3) month's rent on deposit.
- Letter of Reference from the prior landlord of the occupant or company if the company has previously rented an apartment in NY/NJ.
- A corporate resolution.

ROOMMATES

Each resident is jointly and severally (fully) responsible for the entire rental payment as well as all rules and policies of the building. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders.

OCCUPANCY GUIDELINES

Occupancy Guidelines are governed by State, City and local ordinances. In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the age of eighteen (18) months will not be considered in the occupancy guidelines. This does, however, require the input of the local jurisdiction. An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than fifty percent (50%) of the time.

NOTE: Lofts and dens are not considered bedrooms.