

# LANGSAM PROPERTY SERVICES CORP.

Date \_\_\_\_\_ 20\_\_\_\_

The undersigned hereby submits the following application to lease the apartment at

Apt. # \_\_\_\_\_

The application information provided by any prospective tenant(s) may be used to obtain a Tenant Screening Report. Pursuant to federal, state, and local law: 1) If we take adverse action against you on the basis of information contained in a tenant screening report, we must notify you that such action was taken and supply you with the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken; 2) if any adverse action is taken against you based on information contained in a tenant screening report, you have the right to inspect and receive a free copy of that report by contacting the consumer reporting agency, NTN-New York, PO Box 1023 Turnersville, NJ 08012, Telephone: 800-422-8299; 3) 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 should be obtained from [www.annualcreditreport.com](http://www.annualcreditreport.com); and 4) every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

I. Full name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Social Security Number \_\_\_\_\_ Email \_\_\_\_\_

Present Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Apt. No. \_\_\_\_\_

How long a tenant? \_\_\_\_\_ Present Landlord \_\_\_\_\_ Tel. No. \_\_\_\_\_

Current total rent \_\_\_\_\_ Section 8 Share \_\_\_\_\_ Address of Landlord \_\_\_\_\_

(If less than two years) previous Address \_\_\_\_\_

Previous Landlord \_\_\_\_\_

Address of Previous Landlord \_\_\_\_\_ Tel. No. \_\_\_\_\_

II. Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Business address \_\_\_\_\_ Telephone \_\_\_\_\_ How long there? \_\_\_\_\_

Director of Personnel \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

(If less than two years) Previous Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Business address \_\_\_\_\_ Telephone \_\_\_\_\_ How long there? \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

III. Credit References (List all credit cards)

Card Name \_\_\_\_\_ Account Number \_\_\_\_\_

Card Name \_\_\_\_\_ Account Number \_\_\_\_\_

Card Name \_\_\_\_\_ Account Number \_\_\_\_\_

IV. In accordance with the Multiple Dwelling Code of the City of New York, the persons who will occupy the above stated apartment are as follows.

Name

Relationship

Age

V. How did you find out about this vacant apartment? \_\_\_\_\_

## TERMS OF APPLICATION

If Landlord or its agent does not rent apartment to tenant, Landlord will refund any amount received from Tenant and all liability of both parties hereunder shall cease and terminate, except for any fee received for credit check.

The truth of the information contained herein is essential and if the aforementioned property deems any answer or statement herein to be false, or misleading, it shall be considered that any lease granted by virtue of this application may be cancelled at their option.

I/We hereby authorize the use of any consumer reporting agency, credit bureau or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics and mode of living, to obtain a consumer report and such other credit information which may result thereby, and to disclose and furnish such information to the owner/agent listed above in support of this application. I have been advised that I have the right, under Section 606B of the Fair Credit Reporting Act, to make a written request, within reasonable time, for a complete and accurate disclosure of the nature and scope of any investigation.

Signature \_\_\_\_\_

Applicant for Lease

OFFICE USE ONLY: Interviewing Agent \_\_\_\_\_

Lease to begin \_\_\_\_\_ Mail new lease to \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Length of Lease \_\_\_\_\_ Years Security: \$ \_\_\_\_\_

Langsam Property Services  
1601 Bronxdale Ave suite 201 Bronx NY 10462  
718-518-8000  
**TENANT INQUIRY FORM**

Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel # \_\_\_\_\_

Building Address: \_\_\_\_\_ Apt # \_\_\_\_\_ Zip code \_\_\_\_\_

**Tenant Performance, Credit, Employment and Criminal Check**

**Applicant Information** *(Please complete a separate inquiry form for each applicant)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone #: \_\_\_\_\_

Co-Applicant's Name: \_\_\_\_\_

**Present Address:**

\_\_\_\_\_ Apt# \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**Landlord**

Name: \_\_\_\_\_ Tel # \_\_\_\_\_

**Employer Information**

Name: \_\_\_\_\_ Tel # \_\_\_\_\_

Address: \_\_\_\_\_ Contact \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

**Personal History**

Have you ever been asked to move or evicted? Y or N  
Broken a rental agreement or lease? Y or N

Declared bankruptcy? Y or N  
Been sued for damaged to rental unit? Y or N

**Please read carefully**

I hereby state and present that all of my personal information contained in the landlord's rental application is complete, true, and accurate. I understand that in the event that I am issued a lease based upon materially false and inaccurate information supplied by me in the said application, the landlord may have the right to cancel said lease. I hereby authorize the landlord/and or the landlord's agents the right to verify the information contained in the application. I hereby authorize Langsam Property Services the right to obtain any information relating to and about me, including but not limited to my credit status, tenant history, check writing history, court records and criminal records. I hereby authorize and instruct any person or entity contacted by Langsam Property Services, the landlord, or the landlord's agents to cooperate with, and to release any requested information or records relating to me to them. I acknowledge and fully understand that Langsam Property Services will gather such information about me from various sources both public and private, and relate said information to the landlord. I will hold Langsam Property Services harmless and not responsible for any inaccuracies that may be contained in said information. Upon written request to Langsam Property Services I will be provided with the nature of the information obtained as well as its source and origin. I shall be afforded the opportunity to correct any material inaccuracies.

**PLEASE NOTE CREDIT CHECK FEE IS NON-REFUNDABLE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# LANGSAM PROPERTY SERVICES CORP.

1601 Bronxdale Avenue, Bronx, NY 10462 T 718 518 8000 F 718 518 8585 .. [www.langsampropertyservices.com](http://www.langsampropertyservices.com)

**PLEASE READ THE FOLLOWING CAREFULLY:** When completing the application please ensure that all questions are completely answered and application signed.

Please be aware that Langsam Property Services Corp. will process a complete credit check and housing court inquiry as part of our application process.

There will be a \$20 background check fee and an additional fee of \$20 for any additional person applying as a co-tenant with the applicant. The fee will cover the credit and housing investigation. The fee is non-refundable and must be submitted with the application.

**ONLY MONEY ORDERS WILL BE ACCEPTED AND SHOULD BE MADE PAYABLE TO "LANGSAM PROPERTY SERVICES CORP."**

## DOCUMENTS REQUIRED WITH APPLICATION:

1. Current lease in the name of the applicant unless the applicant is a first time renter.
2. Two forms of photo identification, issued by US Government, State or municipality such as passport, resident card, and driver's license.
3. Birth certificate of any children. Social Security Card of all household members
4. Last 3 consecutive months of utility or phone bill in your name
5. 6 recent consecutive pay stubs
6. Original employment letter on company letterhead
7. Self-Employed: Notarized Letter from accountant or tax preparer projecting current year's earning
8. Last 2 years of income tax returns with W-2(s) [1099(s) and all other schedules if applicable]
9. Pension/SSI/Public Assistance Award(s)
10. Proof of child support (if applicable)
11. 6 months of recent consecutive bank statements
12. Current savings account statements
13. Rent Subsidy voucher such as Section 8 or any other program

Besides the apartment application, the following forms are attached. If additional copies are needed, please make additional copies.

1. Authorization to Release Information Form (all applicants must fill and sign)
2. Affidavit of unemployment Form (if applicable)
3. Certification of Zero Income Form (if applicable)
4. Child Support Affidavit (if you have a child)

Please note: Bankruptcies, poor credit, and landlord tenant court records may be grounds for rejection.





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**POR FAVOR LEA CUIDADOSAMENTE LO SIGUIENTE:** Al completar la solicitud, asegúrese de que todas las preguntas estén completamente respondidas y firmadas.

Tenga en cuenta que Langsam Property Services Corp. Procesara una verificación de crédito completa y la investigación del tribunal de vivienda como parte de nuestro proceso de solicitud.

Habrà una tarifa de procesamiento de \$20 y una tarifa adicional de \$20 por cada persona adicional que se postule como co-inquilino con el solicitante. La tarifa cubrirà la investigación de crédito y vivienda. La tarifa no es reembolsable y debe enviarse junto con la aplicación.

**SOLO SE ACEPTARAN PEDIDOS DE DINEROS (MONEY ORDER) Y DEBEN HACERSE PAGAR A:**

**LANGSAM PROPERTY SERVICES CORP.**

## DOCUMENTOS REQUERIDOS CON APLICACIÓN

1. Su contrato de arrendamiento (Lease) con su nombre a menos que sea su primer apartamento
2. 2 formas de identificación con fotografía, expedida por el gobierno, estado o municipio como pasaporte, tarjeta de residente y licencia de conducir.
3. Certificado de Nacimiento de los niños, si vivirán con usted. Tarjeta de Seguridad Social de todos los miembros de su casa.
4. Últimos tres meses consecutivos de utilidad o de la factura de teléfono a su nombre.
5. 6 reciente talonarios consecutivo.
6. Carta de Empleo en papel membrete de la empresa
7. Auto-Empleo (self-employed): Carta notariada de su contador o preparador de impuestos declarando sus ganancias de este año, corriente.
8. 3 años de declaraciones de impuestos con formularios W-2(s). [1099(s) y cualquier otros formularios si es aplicable]
9. Carta de Pensión/ SSI / Asistencia Publica
10. Prueba de manutención de los hijos
11. 6 mese corriente de su extracto de cuenta de banco.
12. 1 mes corriente de su cuenta de ahorros
13. Subsidio de Alquiler: Vales actuales de programa como Sección 8 o otros programas.

Además de la aplicación del apartamento, se adjuntan los siguientes formularios. Si se necesitan copias adicionales, haga copias adicionales de los formularios.

1. Authorization to Release Information Form ( todos los aplicantes adultos deben de llenar y firmar)
2. Affidavit of Unemployment Form (si es aplicable)
3. Certification of Zero Income Form (si es aplicable)
4. Child Support Affidavit Form (si tienes hijo)

Por Favor Note: Quiebras, mal crédito y registros de la corte de propietario inquilino pueden ser motivo de rechazo.



