

**THE 322 WEST 57<sup>TH</sup> STREET CONDOMINIUM  
322 WEST 57<sup>TH</sup> STREET  
NEW YORK, NY 10019  
LEASE APPLICATION**

*In the interest of confidentiality, social security numbers must not appear on any of the documentation submitted with the exception of the Consent Form. Account numbers should be eliminated except for the last three digits. Applicants must still provide their social security numbers on the included Consent Form. All packages must include a Table of Contents. Do not permanently bind your application. Binder clips are preferred.*

Prospective tenants are required to submit ONE (1) (single sided, 8.5 x 11 pages only, do not bind, staple or paperclip) sets of the following to the attention of the Closing Department at AKAM Associates, Inc.:

1. Notice of Intention to Lease Condominium Unit (attached)
2. Lease Agreement – Blumberg A-101 Form only – Lease Agreement must include insurance amount (attached)
3. Lead Paint Disclosure (attached)
4. Rider to Lease Agreement to be signed by the unit owner(s) and the tenant(s) (attached)
5. Lease Application (attached)
6. Statement of Financial Condition showing all personal assets and liabilities with documentation (brokerage statements, bank statements, etc.) supporting all assets listed. (attached)
7. A letter from the prospective tenant's employer verifying annual salary, position held & length of employment. If self-employed please provide a letter from your accountant detailing the same.
8. Consent Form (attached)
9. Current Unit Owner's Personal Information (attached)
10. Emergency Contact Information (attached)
11. Applicant's Release (attached)
12. Two personal reference letters for each applicant
13. Two business reference letters for each applicant
14. Copy of State or Federal issued photo ID (driver's license, passport, state ID, etc.)
15. Right of Access Form (attached)
16. Acknowledgement of Building Policies (attached)
17. Acknowledgement of Insurance Coverage Requirements (attached)
18. Proof of Insurance
19. Pet Registration Form, if applicable (attached)
20. Window Guard Rider (attached)
21. Corporation's Designation of Occupant, if applicable (attached)
22. Smoke Detector Acknowledgement form (attached)
23. Fire Safety Plan Acknowledgement form (attached)

**For Leases by an LLC:**

If a unit is leased by an LLC please provide the following:

1. A copy of the LLC Agreement
2. A copy of the Articles of Incorporation
3. A copy of the Operating Agreement
4. A Consent Form (for credit check purposes) for all members of the LLC