

## **APARTMENT RENTAL APPLICATION INSTRUCTIONS**

- 1) Fill out and sign credit application
- 2) If you are using a guarantor; he or she must sign the application as well and their information must be filled out
- 3) A copy of a photo I.D. of all persons who are applying for the apartment
- 4) A copy of last 2 paystubs from applicants
- 5) A copy of latest bank statement or W2 from applicants
- 6) A \$20.00 fee per credit application

Fax all the information to 718-383-6720

**NON REFUNDABLE  
PROCESSING FEE - \$20**



122 Nassau Avenue Brooklyn, NY 11222 Phone 718-389-1422 Fax 718-383-6720

### APARTMENT RENTAL APPLICATION

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Occupancy Date: \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Pet Type: \_\_\_\_\_ # of Occupants: \_\_\_\_\_

Name: \_\_\_\_\_ Soc Sec #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Own/Rent \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_  
Home Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Driver's License: \_\_\_\_\_ State: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Time On Job: \_\_\_\_\_ In Military: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Salary: \_\_\_\_\_ Other Income: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Tel: \_\_\_\_\_  
Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_ Tel: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_

Guarantor Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Guarantor Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Soc Sec #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Bate of Birth \_\_\_\_\_  
Company Name: \_\_\_\_\_ Income: \_\_\_\_\_ Time on Job: \_\_\_\_\_

I AUTHORIZE BALIS ZAMORA REALTY SERVICES LLC., TO ACCESS , MY CREDIT AND OTHER BACKGROUND INFORMATION FOR THE PURPOSE OF APARTMENT RENTAL.

I UNDERSTAND AND AGREE TO PAY A NON-REFUNDABLE BROKERAGE COMMISSION TO BALIS ZAMORA REALTY SERVICES LLC IN THE AMOUNT OF ONE MONTH OF THE ABOVE APARTMENTS RENT. THIS NON-REFUNDABLE FEE IS DUE AND PAYABLE WHEN THE LEASE IS SIGNED, AND/OR SECURITY DEPOSIT IS PAID TO THE LANDLORD. THIS FEE IS ALSO DUE IF THE APPLICANT RENTS THE ABOVE APARTMENT DIRECTLY FROM THE LANDLORD WHEN THE APPLICANT HAS APPLIED FOR, BEEN SHOWN, AND/OR INTRODUCED TO THE ABOVE APARTMENT THROUGH BALIS ZAMORA REALTY SERVICES LLC.

I UNDERSTAND AND AGREE THAT IF OCCUPANCY OF THE APARTMENT IS CONTINGENT ON THE CURRENT TENANT VACATING, OR REPAIRS BEING DONE, NEITHER BALIS ZAMORA REALTY SERVICES NOR THE LANDLORD IS LIABLE FOR DAMAGES, COSTS, ETC., IF THE TENANT DOES NOT VACATE, OR THE REPAIRS ARE NOT COMPLETED ON TIME.

I UNDERSTAND THAT BALIS ZAMORA REALTY SERVICES LLC DOES NOT WARRANTY, OR MAKE ANY REPRESENTATIONS REGARDING EITHER THE LEGALITY, OR ANY LATENT DEFECTS IN THE ENTIRE BUILDING OR APARTMENT. ALSO BALIS ZAMORA REALTY SERVICES LLC IS NOT RESPONSIBLE FOR THE LANDLORD'S FUTURE MAINTENANCE OF THE APARTMENT OR BUILDING.

I UNDERSTAND AND AGREE THAT ANY APARTMENT MAY BE RENTED OR TAKEN OFF THE MARKET BY THE LANDLORD AT ANY TIME, WITHOUT PRIOR NOTICE. IN SUCH CASES, BALIS ZAMORA REALTY SERVICES LLC ASSUMES NO RESPONSIBILITY FOR ANY INCONVENIENCE, COSTS OR DAMAGES INCURRED BY THE APPLICANT, OR RELATED PARTIES, IN SUCH CASES. APPLICATION APPROVAL IS DETERMINED SOLELY BY THE PROPERTY OWNER.

\_\_\_\_\_  
GUARANTOR SIGNATURE

\_\_\_\_\_  
APPLICANT SIGNATURE