

EberhartBrothers

312 East 82nd Street, New York, NY 10028 ♦ (212) 570-2400 ♦ www.eberhartbros.com

TENANT APPLICATION INSTRUCTIONS

Please read through all of the following instructions, as they will guide you through our straight-forward application process. **Applications will not be processed until all required materials have been received.**

APPLICATION CHECKLIST

- 1. Completed application form
- 2. Proof of employment & income:
 - Letter of employment
 - Proof of income
 - Federal income tax return (if self employed or not currently working)
- 3. Guarantor application (if necessary):
 - Application form
 - Notarized guarantor letter
 - Proof of income
- 4. Photocopy or scan of photo ID
- 5. Application fee of \$75 per applicant (cash or check payable to “Eberhart Brothers Inc.”)

General Information

Completed applications and application fees may be submitted to us in several ways:

MAIL

Eberhart Brothers Inc.
Attn: Leasing Department
312 East 82nd Street
New York, NY 10028

FAX

(212) 535-3106
*Please make sure your application
is legible!*

E-MAIL

rentals@eberhartbros.com

IN PERSON

Drop it off to the leasing staff or place it in the mail slot on the red front door. Our hours are:

Monday – Friday	8 a.m. to 7 p.m.
Saturday	10 a.m. to 5 p.m.
Sunday	11 a.m. to 5 p.m.

Application Fee

Eberhart Brothers requires an application fee of \$75 per applicant (including all guarantors). Applications will not be processed until payment is submitted. Application fees may be submitted online at <http://www.eberhartbros.com/payment.php>, by check (made payable to “Eberhart Brothers Inc.”) or in cash.

Photo Identification

Each applicant must also submit a copy of a photo ID. Photo IDs may be copied at the Eberhart Brothers office; a high-resolution scanned image sent via e-mail is also acceptable. Applicants may fax a copy, but please keep in mind that fax image quality is often poor and may delay the application process.

Income Requirement

Eberhart Brothers requires that applicants earn an annual salary equal to 40 times the monthly rent of the unit being applied for. For example, if the rent is **\$2,150** per month, the applicant must earn at least **\$86,000** per year.

For applicants planning to share an apartment, the combined annual income of all tenants will be used to determine whether they meet the income requirement.

Proof of Employment / Income

LETTER OF EMPLOYMENT

A letter of employment must be written on **company letterhead** and declare the **applicant’s position, length of employment and current salary** (including any bonuses). It must be signed by an appropriate supervisor and include contact information for this person. The letter may be faxed or mailed separately from the application form.

PROOF OF INCOME

Evidence includes recent paystubs, tax returns, bank account statements or a signed letter from the applicant’s certified public accountant declaring asset holding information.

If the applicant is self-employed, retired or not currently employed, a copy of the most recent federal income tax return must be submitted.

Guarantors

If an applicant does not meet our financial requirements, we do allow a guarantor to secure the lease. We prefer that the guarantor reside in the tri-state area (New York, New Jersey or Connecticut).

To qualify, the guarantor must earn at least 80 times the monthly rent and submit a completed application form with proof of income and a signed and notarized guarantor letter. **A \$75 application fee is required for each guarantor.**

If the guarantor intends to pay rent on behalf of the applicant (for example, a parent paying for a child’s apartment), an additional letter must be submitted explicitly stating how the rent will be paid.

Name: _____ Home Phone: _____
Address: _____ Cell Phone: _____
_____ E-mail: _____
Date of Birth: _____ SSN: _____ Pets (Please describe): _____
Marital Status: _____ People to Occupy Apartment: _____ Adults _____ Children – Ages? _____
Broker: _____ Firm: _____

PARENTS

Name(s): _____ Address: _____ Phone: _____
Employer: _____ Address: _____ Phone: _____

EMERGENCY CONTACT

Name: _____ Address: _____ Phone: _____
Address: _____ Phone: _____
Address: _____ Phone: _____

RESIDENCE HISTORY

CURRENT Address: _____ Monthly Rent: \$ _____
Reason Leaving: _____ Length of Stay: _____
Landlord: _____ Phone: _____
PREVIOUS Address: _____ Length of Stay: _____
Landlord: _____ Phone: _____

EMPLOYMENT & INCOME

CURRENT Company: _____ Address: _____
Position: _____ How long? _____ Income: \$ _____
Supervisor: _____ Phone: _____
PREVIOUS Company: _____ Address: _____
Position: _____ How long? _____ Income: \$ _____
OTHER INCOME Source(s): _____ Amount: \$ _____

CREDIT & BANK REFERENCES

Bank / Institution: _____ Checking Acct #: _____
Bank / Institution: _____ Savings Acct #: _____
Credit Card Issuer: _____ Card Acct #: _____
Credit Card Issuer: _____ Card Acct #: _____
Outstanding Loans – Creditors & Amounts: _____
Car(s) – Model, Make & Year: _____ Driver's License #: _____

The undersigned is applying for a lease at _____ Apt. # _____
No. of Occupants: _____ Monthly Rent: \$ _____ Lease to begin on: _____

ONLY CERTIFIED CHECKS, MONEY ORDERS, BANK CHECKS OR CASHIER'S CHECKS WILL BE ACCEPTED FOR FIRST MONTH'S RENT AND SECURITY. PERSONAL CHECKS WILL ONLY BE ACCEPTED FOR APPLICATION PROCESSING FEES. APPLICATIONS MUST BE ACCOMPANIED BY A NON-REFUNDABLE \$75.00 APPLICATION FEE. PLEASE MAKE CHECKS PAYABLE TO "EBERHART BROTHERS INC."

APPLICANT HEREBY AUTHORIZES LANDLORD TO OBTAIN INFORMATION DEEMED DESIRABLE IN THE PROCESSING, INCLUDING: CREDIT REPORTS, CIVIL OR CRIMINAL ACTIONS, RENTAL HISTORY AND EMPLOYMENT DETAILS. IN ADDITION, APPLICANT ACKNOWLEDGES THAT LANDLORD DOES NOT GUARANTEE THE APPLICATION WILL BE APPROVED OR THAT AN OFFER OF A LEASE FOR AN APARTMENT WILL BE FORTHCOMING.

SIGNATURE: _____ **DATE:** _____

GUARANTOR LETTER

I, _____ (GUARANTOR), agree to guarantee all terms and conditions of the lease for _____ (UNIT) at _____ (ADDRESS) signed by all tenants of record for the entire rent amount and to include all lease renewals.

The Guaranty shall be in place through the tenancy of _____ (TENANT).

After such person is no longer party to the lease agreement, the Guaranty shall terminate. Venue for any action or proceeding arising out of this Guaranty shall be in New York County in the State of New York. The Guaranty shall be governed by and interpreted under the laws of, and enforced in the courts of, the State of New York.

Home Address: _____ Phone: _____

Employer: _____ Phone: _____

Position: _____ Annual Income: \$ _____

SIGNATURE: _____ DATE: _____

----- NOTARY USE -----

State of

County of

Sworn before me this day of 2010.
