

Standard Realty Associates
117 Waverly Place, Suite # 1FE
New York City, New York 10011
Phone (212) 777 – 1111

Rental Policy

To submit an apartment application, you should have the following:

- All tenants/roommates should see the apartment to be sure they want the apartment.
- **Each** applicant (or guarantor, if applicable) should have good credit or at least not bad credit.
- **Each** applicant (or guarantor, if applicable) should have income at least 45 times the monthly rent (for the entire apartment) and be at their place of employment for over one year. If an applicant does not have the aforementioned income and employment then the applicant may have a guarantor who resides in the USA with such income and employment. All guarantors are responsible for the entire lease of the apartment.
- **Only fully completed** applications are acceptable (which may include guarantor information and guarantor rider, if required) at which time an interview may be conducted. Please call us before you come to our office for an interview 212 – 777 – 1111.
- Upon acceptance of the application, applicants are to pay a **non-refundable** \$35 charge for each credit check conducted and \$500 **in CASH** application/apartment holding deposit which **is** refundable only if we do not accept the application. However, if we do approve the application and you fail to sign a lease with us or if you withdraw your application, then you forfeit the \$500 holding deposit.
- Standard Realty Associates does NOT charge any broker fees.
- If you are a real estate broker you merely have to bring your client to us and we will do all the work. However, you are to give the super/handyman the \$250 "broker's tip" to insure your client a proper "move in".
- In the event applicant(s) or prospective tenants are approved and if, there is no real estate broker involved in renting the apartment; the applicant(s) tenant/occupant shall pay to super and handyman a "tip" of \$ 250.00 which is normally given to super & handyman by the real estate broker. The remaining \$250.00 left from the application deposit will be credited to the first month's rent.

At lease signing, you should bring the following:

- Leases are signed upon application approval. We do NOT hold apartments.
- In the event the apartment is vacant, the lease starts the day after your application is approved.
- Apartments are rented "as-is". All repairs (if necessary) are done after you are in possession.
- Three **separate** checks, pre-paid first month rent, pre-paid last month rent and security (which is in the amount of the monthly rent) is required at lease signing in "**Good money**" such as certified check, bank check, postal check and/or money order. Thereafter, personal checks are ok. You will be notified as to the named payee.
- Photo ID
- The original signed and notarized guarantor rider, if required.

After lease signing:

- We will give you keys or arrange possession to the apartment along with all required information such as: Con Edison, telephone and the like, permitting you an easy move in.
- You will be requested to notify in writing as to the conditions in the apartment so as not to be responsible for any previous damages.
- The handyman/super will make all required repairs. Please call the office (212) 777 – 1111 if repairs are not done within a reasonable amount of time.

We hope that you will enjoy your tenancy with us and shall endeavor to let that occur.

APARTMENT APPLICATION

(Please print)

_____ Date Application Submitted: _____
First _____ Middle _____ Last _____ Date application approved and applicant notified: _____

SECTION 1: Apartment for Which You Are Applying

Building address: _____ Apartment number: _____
Rent per month: \$ _____ Lease Term _____ Lease Starts On: _____ Lease Ends On: _____
Due at lease signing: First Month Rent \$ _____ Last Month Rent \$ _____ Security Deposit \$ _____
Names of others to occupy unit: _____ what is your relationship? _____

SECTION 2: Applicant Information

Date of Birth: ____/____/____ Social Security Number: _____ - _____ - _____
Driver's license number: _____ State: _____
Present home address: _____ Apt. # ____ City _____ State _____ Zip _____
Home phone: _____ Work phone: _____ Cell phone: _____
Email _____ Work Email _____
How long at present address? _____ Name of Leaseholder: _____ (If different from applicant)
Do you have any pets? _____ How many? _____ what kind? _____ Do you have any Children? _____
Landlord or Property Manager: _____ Phone: _____ Fax: _____
Landlord or Property Manager Address: _____ City _____ State _____ Zip _____
Applicant Previous Home Address: _____ City _____ State _____ Zip _____
How long at previous address? _____ Leaseholder: _____ (If different from applicant)

SECTION 3: Applicant Financial Information

Employers Name: _____ Address: _____ City _____ State _____ Zip _____
Position/title: _____ Supervisor or CPA Name: _____ Phone: _____
Fax _____ Email _____ Annual income: _____ how long with present employer? _____

SECTION 4: Personal References:

PERSONAL REFERENCE SHOULD BE LONG TIME FRIENDS, NOT BUSINESS OR FAMILY RELATED.

Name: _____ Time known: ____ Phone (h) _____ (w) _____ # ____ (c) _____
Name: _____ Time known: ____ Phone (h) _____ (w) _____ # ____ (c) _____
Name: _____ Time known: ____ Phone (h) _____ (w) _____ # ____ (c) _____
Emergency contact: _____ Phone # _____

Applicant hereby certifies to the best of my knowledge that the above information is true and correct. Applicant hereby grants permission for **STANDARD REALTY ASSOCIATES** and/or its affiliates to secure a credit search and to release the information above to landlord's credit bureau. Applicant grants permission for **STANDARD REALTY ASSOCIATES** and/or its affiliates to verify all information above including but not limited to verification of applicants employment history, current and prior tenant history and personal references.

Applicant's Signature _____ **Date** _____

GUARANTOR APPLICATION

(Please print)

_____ Date Application Submitted: _____
First Middle Last Date application approved and applicant notified: _____

SECTION 1: Apartment for which you are applying to be a Guarantor

Building address: _____ Apartment number: _____
Rent per month: \$ _____ Lease Term _____ Lease Starts On: _____ Lease Ends On: _____
Due at lease signing: First Month Rent \$ _____ Last Month Rent \$ _____ Security Deposit \$ _____
Name of person(s) for whom you are applying to be guarantor _____ Relationship? _____

SECTION 2: Guarantor Information

Date of Birth: ____/____/____ Social Security Number: _____ - _____ - _____
Present home address: _____ Apt. # _____ City _____ State _____ Zip _____
Home phone: _____ Work phone: _____ Cell phone: _____
Email _____ Work Email _____
How long at present address? _____ Name of Leaseholder: _____ (If different from applicant)

Guarantor Financial Information

Employers Name: _____ Address: _____ City _____ State _____ Zip _____
Position/title: _____ Supervisor or CPA Name: _____ Phone: _____
Fax _____ Email _____ Annual income: _____ how long with present employer? _____
If not employed other source of income _____

SECTION 4: Personal References:

PERSONAL REFERENCE SHOULD BE LONG TIME FRIENDS, NOT BUSINESS OR FAMILY RELATED.

Name: _____ Time known: ____ Phone (h) _____ (w) _____ # ____ (c) _____
Name: _____ Time known: ____ Phone (h) _____ (w) _____ # ____ (c) _____
Name: _____ Time known: ____ Phone (h) _____ (w) _____ # ____ (c) _____

Applicant hereby certifies to the best of my knowledge that the above information is true and correct. Applicant hereby grants permission for **STANDARD REALTY ASSOCIATES** and/or its affiliates to secure a credit search and to release the information above to landlord's credit bureau. Applicant grants permission for **STANDARD REALTY ASSOCIATES** and/or its affiliates to verify all information above including but not limited to verification of applicant's employment history, current and prior tenant history and personal references.

Applicant's Signature _____ **Date** _____

GUARANTOR RIDER

Attached to lease made this _____ Day Of _____ 200_____

Between _____ as Landlords and _____

as Tenant(s) at _____ Apt. # _____ New York City, New York 100__

and/or additional occupant hereafter known as tenant.

The undersigned Guarantor guarantees to Owner the strict performance of and observance by Tenant of all the agreements, provisions and rules in the attached Lease. Guarantor agrees to waive all notices in the event the Tenant is not paying rent or not observing and /or complying with any provisions of attached Lease. Guarantor agrees to be equally liable with Tenant so that Owner may sue both Guarantor and Tenant at the same time and or seek indemnification from either Tenant or Guarantor at any time. The Guarantor further agrees that this guaranty shall remain in full effect in the event that the Lease is renewed, modified or extended in any manner, so long as the tenant is in possession. Owner and Guarantor agree to waive trial by Jury in any action, proceeding or counterclaim brought against the other on any matters concerning the attached Lease or the guaranty. The Guarantor understands that if not for this guaranty the apartment would not be rented to the tenant and / or occupant(s).

The below Guarantor accepts the jurisdiction of the Court of the State New York in any proceeding so long as notices and / or notice (s) of proceedings are mailed Certified Mail, Return Receipt Requested at the address listed below. It is further agreed that by mere mailing of such notice the Guarantor agrees to and accepts the jurisdiction of the Court of the State of New York.

Notary for Guarantor (**Required**)

Guarantor `s Signature

Guarantor's Name: _____ Social Security Number: _____ - _____ - _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone #: _____ - _____ - _____

In the event that the named Tenants and/or occupants fails to abide by the terms of the lease or any claims are made by the Owner / Landlord then Owner/Landlord may send prior written notice to the Guarantor at the address listed above so as to correct any problems that may arise by Certified Mail Return Receipt Requested. In the event that the Guarantor shall change the address or telephone number for notices it is responsibility of the Guarantor to notify the Landlord. This last paragraph is not a condition of either party of the lease but a courtesy extended to the respective parties so as try to avoid potential problems so Guarantor will be able to cure or alleviate "problems" and enable owners/landlords to properly manage and maintain the premises of which this apartment is part of.