

Standard Realty Associates  
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### **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.
- **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 if we do not accept the application. However, if we do accept the application and you fail to sign a lease with us, 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 you are an individual coming to us directly the tenant is to give the super/handyman the \$250 "broker's tip" directly to the super/handyman. The additional \$250 will be credited to your first month rent

#### **At lease signing, you should bring the following:**

- We sign leases upon approval or extremely shortly thereafter. We do NOT hold apartments.
- In the event the apartment is vacant, the lease starts the next day that you were accepted.
- 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, money order and/or cash. Thereafter, personnel 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.**