



Phone:(718) 326-5600
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 Web:www.swqueens.com

RENTAL APPLICATION

Please list the property address and apartment number you wish to apply for:

ADDRESS: _____

APARTMENT : _____

BROKER / INTRO: _____

PLEASE PRINT

Name of Applicant: _____
First Last

Date of Birth: _____ **Cell Phone No:** _____

Social Security Number: _____ **Home Phone No:** _____

Driver's License Number: _____ **State:** _____

Have you ever served or are you currently serving in the military?: Yes No

RESIDENCE HISTORY

Current Address: _____

How Long at Current Address: _____ **Reason for Leaving:** _____

Name and Phone Number of Owner or Agent: _____

Previous Address: (if within 3 yrs) _____

Name and Phone Number of Owner or Agent: _____

EMPLOYMENT INFORMATION

Employer: _____

Address: _____

Date of Employment: _____ **Position:** _____

Annual Salary:\$ _____ **Status of Employment:** _____

Name of Supervisor: _____ **Phone Number:** _____

Other Income: \$ _____ **Source:** _____

OCCUPANTS

List all other people who will occupy the unit:

Name: _____ **Name:** _____

Relationship: _____ **Relationship:** _____

Age: _____ **Age:** _____

Name: _____ **Name:** _____

Relationship: _____ **Relationship:** _____

Age: _____ **Age:** _____

The application information provided by you may be used to obtain a tenant screening report; the name and address of the consumer reporting agency or agencies that will be used to obtain such report is: **TenantSafe - Applicantsafe, P.O. Box 1195, Jackson, NJ 08527, Tel: (800) 498-3200, Fax: (800) 596-5594.**

Pursuant to Federal, State and Local Law:

1. Every tenant or prospective tenant is entitled to one free tenant screening report from each national consumer reporting agency annually. In addition to a credit report that should be obtained from www.annualcreditreport.com; and
2. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

Applicant's Signature: _____ **Date:** _____



SUPPORTING DOCUMENTATION CHECKLIST

ID Verification:

- ✓ Valid state photo ID
- OR**
- ✓ Legible passport.
- OR**
- ✓ Driving License.



Employment Verification:

- ✓ Employment letter on employer's letterhead verifying:
 - Length of employment.
 - Position.
 - Annual salary.

OR

- ✓ Three (3) most recent pay stubs.

AND

- ✓ Current W2.

OR

- ✓ Current tax return (Form 1040) (*first and last page only*).



Self-employed Verification

- ✓ Notarized letter from your accountant verifying:
 - Length of employment.
 - Type of business.
 - Annual income.

- ✓ Current tax return (Form 1040).

- ✓ Business Certificate.



Financial Information:

- ✓ Three (3) most recent bank statements.