



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 : _____ **RENT:** _____
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:** _____ **Email:** _____
 Have you ever served or are you currently serving in the military?: Yes No

RESIDENCE HISTORY

Current Address: _____ **Rent:** _____
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:** _____



Paperwork Guidelines

Tenant(s) - Income requirement 40x monthly rent

Employed

1. Current letter of employment stating date of hire, position held, current salary, and dated within the last 2 months.
2. Two most recent pay stubs.
3. Most recent U.S. bank statements – checking & savings. Must display full name, bank name, account number, end balance and date.
4. Three month's rent payment history.
5. Legible copy of valid U.S. state photo ID.

Self Employed

1. Personal Tax Transcripts from IRS.GOV for 2 most recent years. <https://.irs.gov/individuals/get-transcript>
2. Most recent personal U.S. bank statements – checking & savings. Must display full name, bank name, account number, end balance and date.
3. Three month's rent payment history.
4. Legible copy of valid U.S. state photo ID.

Students: Guarantor required

1. School letter stating enrollment & graduation date. This must be on school letterhead OR I20.
2. Most recent U.S. bank statements – checking & savings. Must display full name, bank name, account number, end balance and date.
3. Six month's rent payment history.
4. Legible copy of valid U.S. state photo ID.

Guarantor(s) - Income requirement 80-100x monthly rent (max 2 guarantors)

Employed

1. Current letter of employment stating date of hire, position held, current salary, and dated within the last 2 months.
2. Two most recent pay stubs.
3. Most recent U.S. bank statements – checking & savings. Must display full name, bank name, account number, end balance and date.
4. Three month's rent payment history.
5. Legible copy of valid U.S. state photo ID.

Self Employed

1. Personal Tax Transcripts from IRS.GOV for 2 most recent years. <https://.irs.gov/individuals/get-transcript>
2. Most recent personal U.S. bank statements – checking & savings. Must display full name, bank name, account number, end balance and date.
3. Three month's rent payment history.
4. Legible copy of valid U.S. state photo ID.

Additional documents may be requested if deemed necessary