



## RENTAL APPLICATION

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

ADDRESS: \_\_\_\_\_

APARTMENT : \_\_\_\_\_

BROKER / INTRO: \_\_\_\_\_

Phone:(718) 326-5600

Fax:(718) 762-1931

Email: [leasing-office@swmanagement.com](mailto:leasing-office@swmanagement.com)

Web:[www.swqueens.com](http://www.swqueens.com)

\*\*\*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](http://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.