

**ORB MANAGEMENT Ltd.**

421 Hudson Street, New York, NY 10014 • Tel: 212-243-1320 • Fax: 212-243-7305

**APARTMENT RENTAL APPLICATION***Rutherford Place 305 Second Avenue, Apt. # \_\_\_\_\_*

Date: \_\_\_\_\_ Rent Rate: \$ \_\_\_\_\_ Lease Term: \_\_\_\_\_ Start Date: \_\_\_\_\_

This application must be accompanied by \$200 in cash for the credit report.**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ SS#: \_\_\_ - \_\_\_ - \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Month/Day/Year

Cell Phone #: \_\_\_\_\_ Work Phone#: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Educational Status: \_\_\_\_\_

Who will occupy Apartment?:

# Adults \_\_\_\_\_ # Children: \_\_\_\_\_ Do you own a car? Yes No

Make \_\_\_\_\_ Year \_\_\_\_\_

Pets? What Kind? \_\_\_\_\_ How many? \_\_\_\_\_ Driver's License # \_\_\_\_\_

State: \_\_\_\_\_

**CURRENT ADDRESS:****PREVIOUS ADDRESS:**

Street \_\_\_\_\_ Apt. # \_\_\_\_\_ Street \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State Zip \_\_\_\_\_ City \_\_\_\_\_ State Zip \_\_\_\_\_

Rent Rate: \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Rent Rate: \$ \_\_\_\_\_ How long? \_\_\_\_\_

Reason for Moving? \_\_\_\_\_ Reason for Moving? \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_ Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_

**INCOME & EMPLOYMENT INFORMATION**

Current Employer\*: \_\_\_\_\_ Previous Employer: \_\_\_\_\_

Company Name \_\_\_\_\_ Company Name \_\_\_\_\_

Street \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State Zip \_\_\_\_\_ City \_\_\_\_\_ State Zip \_\_\_\_\_

Title/Position: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Salary: \$ \_\_\_\_\_/Yr.\* Previous Salary: \$ \_\_\_\_\_/Yr.

\*Please provide verification of your employment and income. (W-2, Tax Return, or CPA letters are acceptable)

Amount &amp; Sources of Additional Income: \$ \_\_\_\_\_/Yr. Source: \_\_\_\_\_

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## PERSONAL REFERENCES

_____			_____		
<b>Name</b>			<b>Name</b>		
_____			_____		
<b>Address</b>			<b>Address</b>		
_____			_____		
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
_____			_____		
<b>Phone:</b>	<b>Area</b>	<b>Number</b>	<b>Phone:</b>	<b>Area</b>	<b>Number</b>
_____			_____		
<b>Relationship to applicant</b>			<b>Relationship to applicant</b>		
_____			_____		

## FINANCIAL INFORMATION

_____			_____		
<b>Name of Bank</b>			<b>Account # (check'g/sav'gs/money mkt)</b>		
_____			_____		
<b>Address</b>			<b>Account in the name of</b>		
_____			_____		
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Contact Name</b>	<b>Phone #</b>	
_____			_____		

## MILITARY INFORMATION

Are you in the armed services? Y/N      Were you ever in the armed services? Y/N Anticipated  
 date of discharge? \_\_\_\_\_.      Date of Discharge:\_\_\_\_\_.

I, \_\_\_\_\_, as applicant for Apt. # \_\_\_\_\_  
 at 305 Second Avenue, NYC 10003 understand that a credit report is being done on me and  
 if I ask, Orb Management Limited will tell me the name and address of the consumer reporting agency that  
 furnished all credit information. If you update, renew, extend my credit, or for any other reason, you may  
 request a new credit report at any time without informing me.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

Photo I.D. attached

(Revised 2/07)

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Dear Applicant

You are submitting an application for Apartment # \_\_\_\_\_ at Rutherford Place, 305 Second Avenue, New York, NY 10003.

In order to verify your annual income and complete the review process of your application, please provide us with the following information:

- \_\_\_\_\_ \$200 cash only Application & Credit Report Fee  
(one for each person who's name will appear on the lease.)
- \_\_\_\_\_ Letter from your employer stating position, annual income and bonuses if any
- \_\_\_\_\_ Complete signed Income Tax Returns & W-2 Forms for past two (2) years  
If self-employed, include 1099 forms and past three (3) years tax returns.
- \_\_\_\_\_ Copy of most recent Bank statement
- \_\_\_\_\_ Letter of reference from your current Landlord.
- \_\_\_\_\_ Letter of financial reference from a Certified Public Accountant (if self-employed)
- \_\_\_\_\_ Completed Financial Statement (see form attached)
- \_\_\_\_\_ Clear & legible photocopy of current driver's license or passport

Upon approval of the application, the following checks are due at lease signing.

- |                     |   |
|---------------------|---|
| _____ \$ _____      | <b>1 month's rent</b><br>Certified or Official bank check payable to ORB Management Ltd.                                      |
| _____ \$ _____      | <b>Security Deposit (amount equal to one month's rent)</b><br>Certified or Official bank check payable to ORB Management Ltd. |
| _____ \$ <u>750</u> | <b>\$250 Move-in Fee + \$500 Move-in Refundable Deposit</b><br>Personal check OK, payable to ORB Management Ltd.              |

We must be in receipt of a complete application package and all supporting documents before your application can be processed. If you have any questions, please do not hesitate to contact me at 212-243-1320 x 331.

Very truly yours  
ORB Management Ltd.  
as Agent for  
305 Second Avenue Associates  
By: Lynne VanAuken  
Agent

## FINANCIAL STATEMENT



Name(s) \_\_\_\_\_

Address \_\_\_\_\_

ASSETS	Applicant	Co-Applicant	LIABILITIES	Applicant	Co-Applicant
Cash in Banks			<b>Notes Payable:</b>		
Money Markets Funds			<b>To Banks</b>		
Contract Deposit			<b>To Relative</b>		
Investments: Bonds & Stocks - see schedule			<b>To Others</b>		
Investment in Own Business			<b>Installment Accounts Payable:</b>		
Accounts & Notes Receivable			<b>Automobile</b>		
Real Estate Owned-see schedule			<b>Other</b>		
Year      Make			<b>Other Accounts Payable</b>		
<b>Automobiles:</b>			<b>Mortgages Payable on Real</b>		
<b>Personal Property &amp; Furniture</b>			<b>Estate - see schedule</b>		
<b>Life Insurance</b>			<b>Unpaid Real Estate Taxes</b>		
Cash Surrender Value			<b>Unpaid Income Taxes</b>		
Retirement Funds/IRA			<b>Chattel Mortgages</b>		
401K			<b>Loans on Life Insurance</b>		
KEOGH			<b>Policies</b>		
Profit Sharing/Pension Plan			<b>(Include Premium</b>		
<b>Other Assets</b>			<b>Advances)</b>		
TOTAL ASSETS			<b>Outstanding Credit Card</b>		
			<b>Loans</b>		
			<b>Other Debts - Itemize</b>		
			TOTAL LIABILITIES		
			NET WORTH		
<b>COMBINED ASSETS</b>			TOTAL LIABILITIES & NET WORTH		
<b>SOURCE OF INCOME</b>			<b>COMBINED</b>		
Applicant			<b>CONTINGENT LIABILITIES</b>		
Co-Applicant			<b>As Endorser or Co-Maker on Notes</b>	\$	
<b>Base Salary</b>			<b>Alimony</b>	\$	
<b>Overtime Wages</b>			<b>Child Support</b>	\$	
<b>Bonus &amp; Commissions</b>			<b>Are you defendant in any legal action?</b>	\$	
<b>Dividends and Interest Income</b>			<b>Are there any unsatisfied judgments?</b>	\$	
<b>Real Estate Income (Net)</b>			<b>Have you ever taken bankruptcy?</b>	\$	
<b>Other Income - Itemize</b>			<b>Explain</b>		
<b>TOTAL</b>					
<b>GENERAL INFORMATION</b>					
Applicant			<b>PROJECTED EXPENSES /</b>		
Co-Applicant			<b>MONTHLY</b>		
<b>Personal Bank Accounts at</b>			Maintenance	\$	
			Apartment Financing	\$	
<b>Savings &amp; Loan Accounts at</b>			Other Mortgages	\$	
			Bank Loans	\$	
<b>Purpose of Loan</b>			Auto Loan	\$	
			<b>TOTAL</b>	\$	

SCHEDULE OF BOND & STOCKS

Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE

Description & Location	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that the same is a full and correct exhibit of my/our financial condition.

Date \_\_\_\_\_ 20\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_