



LeFrak City Leasing LLC
 59-17 Junction Boulevard
 Corona, New York 11368
 718.271.7600 (Tel)
 718.699.3903 (Fax)
 LeFrakCity.com

In order to submit your rental application please find below a list of required documents and general requirements.

General Requirements

- 1) The monthly rent cannot exceed 31% of applicant's gross monthly income*.
- 2) A Guarantor may be obtained if your yearly income is below the required income or in the case of lack of credit history. A guarantor cannot be used in place of poor credit. A guarantor's yearly income must be **70 times** the monthly rent, and he/she must live in New York/New Jersey.
- 3) Occupancy Standards**:
 - a. Studio (Max 2 Persons)
 - b. One Bedroom (Max 2 Persons and 1 Child Under 5 Year Old)
 - c. Deluxe One Bedroom (Max 3 Persons 1 Child Under 5 Year Old)
 - d. Two Bedroom (Max 4 Persons)
 - e. Three Bedroom (Max 6 Persons)

*Exceptions to these income guidelines are made when there is proof of sufficient investment assets to meet the Landlord's requirements, unusual circumstances or otherwise in the Landlord's discretion.

**Exceptions to these maximums are made in the Landlord's discretion, for example, based on the size and configuration of the specific apartment and other relevant factors, provided that the exception does not result in overcrowding.

Non Refundable Application Fee (Payable via money order to: LeFrak City Leasing LLC)

- 1) \$100 Single Applicant
- 2) \$125 Joint Application (2 Applicants)
- 3) \$150 Joint Application (3 Applicants)
- 4) \$100 Per Guarantor

Required Documents (per Applicant)

- 1) Valid Government-issued picture ID (Drivers License, Passport, etc.)
- 2) Two most recent paystubs
- 3) Most recent W2 or 1099 and tax return
- 4) Proof of address (i.e. Utility Bill, Insurance Bill, Credit Card Statement)
- 5) Proof of Social Security Number

Upon Approval

- 1) You are required to execute two copies of the lease agreement within 72 hours of your lease being prepared. If leases are not executed in the allotted time your apartment will be put back on the market.
- 2) When executing the lease agreement please submit separate **Certified Checks, Cashiers Checks or Money Orders** for:
 - a. First Month's Rent (Check Payable to: **MSM Rent Agency**)
 - b. Security Deposit equal to one month's rent (Check Payable to: **MSM Security**)

Security Deposit Information

If a lease is issued, the tenant will be required to provide the landlord with a security deposit, which will be deposited in an interest-bearing bank account. As part of the processing of the security deposit, the tenant will be given an Internal Revenue Service form to complete (a W-9 or W-8BEN form, depending on whether the tenant is a "U.S. Person"). The form requires the tenant to provide his/her social security number or taxpayer identification number. This information also helps generate an accurate and complete credit report during the application process.

All of the procedures and requirements listed in this document are subject to change from time to time, and are evaluated in conjunction with your credit and rental histories, registry check and employment verification. LeFrak City Leasing LLC and the Landlord are committed to equal housing opportunities. They will not discriminate based on race, creed, religion, color, national origin, sexual orientation, age, sex, disability or handicap, marital status, partnership status, familial status, alienage or citizenship status, lawful source of income or any other legally protected status.

All Applicants are subject to a review of their credit, rental, and criminal histories, as well as a Housing Court search for prior proceedings with previous Landlords (a "registry check") and employment verification. The information requested on our application form is for purposes of being able to obtain this background information accurately and completely. LeFrak City Leasing LLC and the Landlord are committed to equal housing opportunities, and the information will not be used for any unlawful discriminatory purpose. All Applicants for a specific apartment must submit their applications at the same time. Landlord-required documents must be presented for review when (or before) an application is submitted. The Landlord, in its sole discretion, makes ALL final determinations as whether an applicant is qualified for an apartment.

_____ APPLICANT INITIALS	_____ CO-APPLICANT INITIALS
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Application Type
 Applicant
 Co-Applicant
 Guarantor

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General Information

Application Date: _____ Apartment size: _____
 Building Name: _____ Lease Start Date: _____
 Apartment #: _____ Lease End Date: _____
 Monthly Rent: _____

FOR OFFICE USE ONLY
 Prospect ID#: _____
 DAS #: _____
 Leasing Agent: _____

Applicant Information

Last Name: _____ First Name: _____ Middle Name: _____
 Social Security #: _____ Date of Birth: _____
 Current Address: _____ Length in Occupancy: () Years () Months
 Current Monthly Rent: _____ Current Landlord Name: _____ Landlord Tel #: _____
If current address is less than 5 years please complete below
 Previous Address: _____ Length in Occupancy: () Years () Months
 Previous Monthly Rent: _____ Previous Landlord Name: _____ Landlord Tel #: _____
Applicant Contact Information
 Home Tel #: _____ Work Tel #: _____
 Mobile Tel #: _____ Email Address: _____
 Emergency Contact Name: _____ Emergency Contact Number: _____

Employment Information / Income Information (Applicant)

Employer Name: _____ Other Income: \$ _____ Frequency: Yearly / Monthly / Weekly
 Employer Address: _____ Other Income Source: _____
 Employment Length: () Years () Months
 Monthly Gross Income: \$ _____

Co-Applicant Information

Last Name: _____ First Name: _____ Middle Name: _____
 Social Security #: _____ Date of Birth: _____
 Current Address: _____ Length in Occupancy: () Years () Months
 Current Monthly Rent: _____ Current Landlord Name: _____ Landlord Tel #: _____
If current address is less than 5 years please complete below
 Previous Address: _____ Length in Occupancy: () Years () Months
 Previous Monthly Rent: _____ Previous Landlord Name: _____ Landlord Tel #: _____
Applicant Contact Information
 Home Tel #: _____ Work Tel #: _____
 Mobile Tel #: _____ Email Address: _____
 Emergency Contact Name: _____ Emergency Contact Number: _____

Employment Information / Income Information (Applicant)

Employer Name: _____ Other Income: \$ _____ Frequency: Yearly / Monthly / Weekly
 Employer Address: _____ Other Income Source: _____
 Employment Length: () Years () Months
 Monthly Gross Income: \$ _____

Occupant(s) Information (Other Than Applicant)

Name: _____ D.O.B. ____/____/____ Sex: M / F
 Name: _____ D.O.B. ____/____/____ Sex: M / F
 Name: _____ D.O.B. ____/____/____ Sex: M / F
 Name: _____ D.O.B. ____/____/____ Sex: M / F

 APPLICANT INITIALS

 CO-APPLICANT INITIALS





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NOTICE UNDER NYCAC §20-808

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 agency that will be used to obtain such report is/are:

CoreLogic Saferent c/o Consumer Relations Department, 7300 Westmore Rd, Suite 3 Rockville, MD 20850-5223

Pursuant to federal, state, and local law:

- 1. If we take adverse action against you on the basis of information contained in an tenant screening report, we must notify you that such action was taken and supply you with the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken;*
- 2. If any adverse action is taken against you based on the information contained in a tenant screening report, you have the right to inspect and receive a free copy of that report by contacting the consumer reporting agency;*
- 3. 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*
- 4. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.*

 APPLICANT INITIALS

 CO-APPLICANT INITIALS

FAIR CREDIT REPORTING ACT NOTICE AND CONSENT

Consumer Report – I hereby consent to the procurement and preparation of a consumer report in connection with my apartment rental application and for a lease and/or renewal lease. I understand that such report may contain information on my creditworthiness, credit standing, credit capacity, housing history, criminal search, character, general reputation, personal characteristics and/or mode of living which may be used or expected to be used or collected in whole or in part for the purposes of serving as a factor in establishing my eligibility to be a tenant. I further understand that a Consumer Report will be prepared at the time of this application for an apartment and/or subsequent consumer reports may be requested or utilized in connection with an update, renewal or extension of my lease for an apartment without any prior notice to me. In addition, I understand and agree that I have the right to make a request as to whether or not a report was requested, and if a report was requested, I am entitled to be informed of the name and address of the consumer reporting agency that furnished the report.

I/we hereby state that the above representations are true. Any false representations are grounds for denial of apartment without recourse. I/we hereby acknowledge the fair credit reporting act notice and consent stated above. Kings and Queens Leasing LLC and the Landlord are committed to equal housing opportunities. Kings and Queens Leasing LLC and The Landlord will not discriminate based on race, creed, religion, color, national origin, sexual orientation, age, sex, disability or handicap, marital status, partnership status, familial status, alienage or citizenship status, lawful source of income or any other legally protected status.

 Applicant's Signature

 Date

 Co-Applicant's Signature

 Date

 Rental Agent's Signature

 Date





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Disclosure / Agreement

1. I/WE UNDERSTAND THAT LEFRAK CITY LEASING LLC AND ANY OF ITS AGENTS IS AND/ARE AGENTS OF THE LANDLORD AND IS A PAID REPRESENTATIVE OF THE LANDLORD. I/WE ACKNOWLEDGE THAT THIS WRITTEN NOTICE WAS RECEIVED BEFORE I/WE RECEIVED A LEASE AGREEMENT.
 2. IT IS AGREED THAT UPON EXECUTION OF THE LEASE BY APPLICANTS, SAID APPLICANTS SHALL DEPOSIT WITH THE LANDLORD AND/OR ITS AGENT A SUM EQUIVALENT TO FIRST MONTH'S RENT, REPRESENTING RENT IN ADVANCE AND/OR SECURITY. RENT: \$ _____ SECURITY: \$ _____

*****NO FEE*****

APPLICANT(S) HEREBY ACKNOWLEDGE THAT NEITHER APPLICANT(S) NOR RENTAL AGENT OFFERED OR SOLICITED OR ACCEPTED ANY FEES OR CONSIDERATION OR ANY GIFT OF ANY VALUE WHATSOEVER IN CONNECTION WITH THE LEASING OF THE ABOVE APARTMENT. BOTH APPLICANT(S) AND RENTAL AGENT HEREBY ACKNOWLEDGE THAT THEY UNDERSTAND THAT THE FURNISHING AND/OR ACCEPTANCE OF MONEY OR ANY ITEM OF VALUE IN EXCHANGE FOR THE RIGHT TO RENT AN APARTMENT IS AN ILLEGAL PRACTICE WHICH MAY CONSTITUTE THE CRIME OF COMMERCIAL BRIBERY. THE OWNER AND BROKER HAVE AGREED TO FULLY PROSECUTE ANY AND ALL PERSONS GUILTY OF COMMERCIAL BRIBERY IN CONNECTION WITH THE RENTING OF ITS APARTMENTS.

*****SIN HONORARIO*****

EL/LOS ASPIRANTES RECONOCEN POR ESTE MEDIO QUE NI LOS ASPIRANTES NI EL AGENTE DEL ALQUILER OFRECIERON O SOLICITARON O ACEPTARON CUALQUIER HONORARIO O CONSIDERACIÓN O CUALQUIER REGALO DE CUALQUIER VALOR CUALESQUIERA CON RESPECTO AL ALQUILER CON OPCIÓN A COMPRA DEL APARTAMENTO ANTEDICHO.
 LOS ASPIRANTES Y EL AGENTE DEL ALQUILER RECONOCEN POR ESTE MEDIO QUE ENTIENDEN QUE DAR Y/O LA ACEPTACIÓN DEL DINERO O CUALQUIER ARTÍCULO DEL VALOR A CAMBIO DE LA DERECHA DE ALQUILAR UN APARTAMENTO ES UNA PRÁCTICA ILEGAL QUE PUEDE CONSTITUIR EL CRIMEN DEL SOBORNO COMERCIAL. EL DUEÑO Y EL CORREDOR HAN CONVENIDO COMPLETAMENTE ENJUICIAR CUALQUIER Y TODAS LAS PERSONAS CULPABLES DE SOBORNO COMERCIAL CON RESPECTO A ALQUILARSE DE SUS APARTAMENTOS.

*****никакая плата*****

ЗАЯВИТЕЛЬ(И) НАСТОЯЩИМ ПОДТВЕРЖДАЕТ(ЮТ), ЧТО НИ ЗАЯВИТЕЛЬ(И), НИ АГЕНТ ПО СДАЧЕ В АРЕНДУ НЕ ПРЕДЛАГАЛ ИЛИ НЕ ПРИНИМАЛ НИКАКИХ ВЫПЛАТ ИЛИ ВОЗНАГРАЖДЕНИЙ, ИЛИ ЛЮБЫХ ПОДАРКОВ ЛЮБОЙ СТОИМОСТИ В ЛЮБОМ ОТНОШЕНИИ В СВЯЗИ С АРЕНДОЙ ВЫШЕУКАЗАННОЙ КВАРТИРЫ.
 ЗАЯВИТЕЛЬ(И) И АГЕНТ ПО СДАЧЕ В АРЕНДУ НАСТОЯЩИМ ПОДТВЕРЖДАЮТ, ЧТО ИМ ИЗВЕСТНО О ТОМ, ЧТО ПРЕДОСТАВЛЕНИЕ И/ИЛИ ПОЛУЧЕНИЕ ДЕНЕГ ИЛИ ЛЮБОЙ ЦЕННОЙ ВЕЩИ В ОБМЕН НА ПРАВО АРЕНДЫ КВАРТИРЫ ПРЕДСТАВЛЯЮТ СОБОЙ НЕЗАКОННУЮ ПРАКТИКУ, КОТОРАЯ МОЖЕТ РАСЦЕНИВАТЬСЯ КАК СЛУЧАЙ КОММЕРЧЕСКОГО ПОДКУПА.
 ВЛАДЕЛЕЦ И БРОКЕР СОГЛАШАЮТСЯ В ПОЛНОЙ СТЕПЕНИ ОСУЩЕСТВЛЯТЬ ПРЕСЛЕДОВАНИЕ ЛЮБОГО И ВСЕХ ЛИЦ, ВИНОВНЫХ В КОММЕРЧЕСКОМ ПОДКУПЕ В СВЯЗИ С АРЕНДОЙ ИХ КВАРТИР.

NO DOGS, CATS, OR PETS ALLOWED

 Building Name

 Apartment #

 Print Applicant's Name

 Print Co-Applicant's Name

 Applicant's Signature

 Date

 Co-Applicant's Signature

 Date

 Rental Agent's Name

 Rental Agent's Signature

 Date





New York State
DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Customer Service: (518) 474-4429
www.dos.state.ny.us

New York State Disclosure Form for Landlord and Tenant

THIS IS NOT A CONTRACT

New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.

Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.

If you need legal, tax or other advice, consult with a professional in that field.

Disclosure Regarding Real Estate Agency Relationships

Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the tenant.

Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord can not provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their in-

formed consent in writing. In such a dual agency situation, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency by indicating the same on this form.

Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate

a sales agent to represent the tenant and another sales agent to represent the landlord. A sales agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

This form was provided to me by _____ (print name of licensee) of LeFrak City Leasing (print name of company, firm or brokerage), a licensed real estate broker acting in the interest of the:

Landlord as a (check relationship below)

Tenant as a (check relationship below)

Landlord's agent

Tenant's agent

Broker's agent

Broker's agent

Dual agent

Dual agent with designated sales agent

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

Advance informed consent dual agency

Advance informed consent to dual agency with designated sales agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the seller in this transaction.

(I) (We) _____ acknowledge receipt of a copy of this disclosure

form: signature of { } Landlord(s) and/or { x } Tenant(s):

Date: _____

Date: _____