

**REALTY WITHIN REACH INC.**  
1511 Bedford Avenue, Office A, Brooklyn NY 11216  
Tel (212) 213-0977

**RENTAL APPLICATION**

BLDG. ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_ #BR's: \_\_\_\_\_ SHOWED BY: \_\_\_\_\_ SHOWES DATE: \_\_\_\_\_

LENGTH OF LEASE: \_\_\_\_\_ TO COMMENCE: \_\_\_\_\_ MONTHLY RENT: \_\_\_\_\_

**APPLICANT INFORMATION**

NAME: \_\_\_\_\_ S.S. #: \_\_\_\_\_ DOB.#: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ STATE \_\_\_\_\_ PETS (SPECIFY): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

REASON FOR MOVING: \_\_\_\_\_ MONTHLY RENT: \_\_\_\_\_ TERM: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_ MONTHLY RENT: \_\_\_\_\_ TERM: \_\_\_\_\_

ADDITIONAL APPLICANT: \_\_\_\_\_ (PLEASE SUBMIT ADDITIONAL APPLICATION FOR 2<sup>ND</sup> APPLICANT)

**BUSINESS OR SOURCES OF INCOME**

PRESENT OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE OF EMPLOYMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ANNUAL INCOME \_\_\_\_\_ ADDITIONAL SOURCES OF INCOME: \_\_\_\_\_

ALIMONY/CHILD SUPPORT OR LOAN PAYMENTS: \_\_\_\_\_

Have you received unemployment benefits recently? \_\_\_\_\_

**REFERENCES**

PRESENT LANDLORD: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

BANK: \_\_\_\_\_ CHECKING: Y / N \_\_\_\_\_ BEEN CONVICTED OF FELONY? Y / N \_\_\_\_\_

HAVE YOU EVER BEEN INVOLVED IN LITIGATION OR EVICTED BY YOUR LANDLORD Y / N \_\_\_\_\_

DO YOU HAVE GOOD CREDIT? Y / N IF NO EXPLAIN: \_\_\_\_\_

**ADDITIONAL OCCUPANTS**

ADULT: \_\_\_\_\_ NO. OF CHILDREN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**A NON-REFUNDABLE FEE OF \$20.00 IS REQUIRED! YOU CAN MAKE A PAYMENT TO REALTY WITHIN REACH INC. BY CASH, MONEY ORDER OR BANK CERTIFIED CHECK.**

EMERGENCY CONTACT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

I DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I hereby authorize REALTY WITHIN REACH INC. to obtain consumer reports, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, rental history, employment/salary details and/or any other necessary information.

**SIGNATURE:** \_\_\_\_\_

**BELOW LIST OF DOCUMENTS MUST BE SUBMITTED WITH THIS APPLICATION:**

- \*A letter of employment stating your position, length and gross annual income on company letterhead
- \*A copy of your three (3) most recent pay stubs
- \*A copy of your W-2 or the front page of your income tax statement
- \*A full copy (first to last page) of your three (3) most recent bank statements
- \*A copy of your social security card
- \*A clear copy of your driver license
- Children: \*A copy of birth certificate or passport

**LANDLORD'S VERIFICATION**

Realty Within Reach, Inc. is evaluating the named applicant's eligibility for home rental and we need to evaluate the applicant's payment rental history and care of prior rental property. We appreciate your assistance in helping us evaluate the applicant's rental history.

**Applicant's Name:** \_\_\_\_\_

Current Address: \_\_\_\_\_

I authorize an investigation of my credit, tenant history and employment for the purposes of renting an apartment or condominium from Realty Within Reach, Inc

\_\_\_\_\_  
**Signature of Applicant** **Date**

Applying to \_\_\_\_\_

**FOR OFFICE USE ONLY**

**LANDLORD, please complete all the following information and return to:**

**Tatjana Razai**  
**Realty Within Reach, Inc**  
**1511 Bedford Avenue**  
**Office A**  
**Brooklyn NY 11216**  
**1-718-221-5302 (office)**  
[TJ@realtywithinreach.com](mailto:TJ@realtywithinreach.com)

Date of occupancy: From: \_\_\_\_\_ To: \_\_\_\_\_

Rent amount: \_\_\_\_\_

Rent due date: \_\_\_\_\_ Is rent subsidized? \_\_\_\_\_

If subsidized, amount: \$ \_\_\_\_\_ Who pays subsidy? \_\_\_\_\_

Does rent include utilities? \_\_\_\_\_

**RENTAL HISTORY DURING DURATION OF LEASE (please check one)**

\_\_\_ Always pays by due date

\_\_\_ Pays over 30 days late. Number of occurrences: \_\_\_\_\_

\_\_\_ Generally, stays behind schedule: \_\_\_\_\_

\_\_\_\_\_  
**Landlords Signature** **Date**

## EMPLOYMENT VERIFICATION FORM

Realty Within Reach, Inc is evaluating the named applicant's eligibility for home rental and we need to evaluate the applicant's employment status. We appreciate your assistance in helping us evaluate the applicant.

**Applicant's Name:** \_\_\_\_\_

I authorize an investigation of my employment for the purposes of renting an apartment or condominium from Realty Within Reach, Inc

\_\_\_\_\_  
**Signature of Applicant** **Date**

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**FOR OFFICE USE ONLY**

**EMPLOYER, please complete all the following information and return to:**

**Tatjana Razai**  
**Realty Within Reach, Inc**  
**1511 Bedford Avenue**  
**Office A**  
**Brooklyn NY 11216**  
**1-718-221-5302 (office)**  
[tj@realtywithinreach.com](mailto:tj@realtywithinreach.com)

Date of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Current Position: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**