



NEPTUNE ASSOCIATES LLC

P.O. BOX 360 • LYNBROOK, NY 11563
TEL (718) 769-4687 • FAX (718) 891-9482
E-MAIL: RENTING@NEPTUNEASSOCIATES.COM

Residential Rental Application Requirements (NEW YORK STATE)

The following items are required to consider your eligibility for an apartment:

- 1) Copy of your driver's license (or other government issued photo ID, with address)
- 2) Copy of your social security card
- 3) If applicable, employment letter on letterhead w-hire date, position, pay rate or salary, full or part time
- 4) Copies of your last year's income tax returns (if applicable)
- 5) Copies of your last four pay stubs and/or other proof of legal source of income
- 6) Copies of your most recent bank statements (if applicable)
- 7) A completed & executed Neptune Associates LLC Residential Rental Application (attached)
- 8) Payment of credit/background check, not to exceed \$20.00, payable to Neptune Associates
- 9) Such other documentation as requested to complete the review of your application

*co-signors or guarantors, if any, must be processed in the same manner as applicants.

**The application fee paid in connection with this application is NON-REFUNDABLE and is not a deposit and will not be applied towards rent or other financial obligations should the applicant be approved, nor shall the application fee be refunded if not approved.

***We accept several applications until a lease is signed. Our policy is that the first person to sign the lease and submit payment, as required, regardless of who had their applications in or who was approved first gets the apartment.

****Any Broker's Fee equal to 1 month's rent is payable by applicant upon approval, lease execution & delivery.



RESIDENTIAL RENTAL APPLICATION

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Applicant Info

Building Name/Address:	Apartment viewed:
First Name:	Broker's Name (if any):
Last Name:	Date of Birth*:
SSN*:	Driver's License# (if any)*:
Home or Work Phone:	Cell Phone:

*This information will be used for background screening purposes only and will not be used as criteria for approving a rental application.

Additional Occupants: List everyone who intends to live in the apartment

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

Rental History

Current Address:	
Dates Lived at Current Address:	Reason for Leaving:
Landlord/Manager:	Landlord's/Manager's Phone:
Previous Address:	
Dates Lived at Previous Address:	Reason for Leaving:
Landlord/Manager:	Landlord's/Manager's Phone:

Employment History

Name and Address of Current Employer:	
Work Phone:	
Name of Supervisor:	Supervisor's Phone:
Dates Employed at this job:	Position or Title:

Income

1) Your gross monthly income (before deductions):	\$
2) Your net monthly income (after deductions):	\$
TOTAL:	\$

Miscellaneous

- 1) Have you ever filed for bankruptcy? Yes _____ No _____ If yes, please provide more detail _____
- 4) Have you ever been convicted of a crime? Yes _____ No _____ If yes, please provide more detail _____
- 5) Are you obligated to pay alimony or child support? Yes _____ No _____ If yes, please provide more detail _____
- 6) Do you smoke? Yes _____ No _____
- 7) Do you have a pet? Yes _____ No _____ If yes, please indicate the Breed, Weight and if Service Animal (as defined under state and federal law) _____

References

Personal Reference:	Relationship:
Address:	Phone:
Personal Reference:	Relationship:
Address:	Phone:

Disclosure Regarding Background Investigation: In connection with this application, Neptune Associates LLC, its employees, directors, officers, members, affiliates and/or principles may obtain information about you from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” (as such terms are defined in the Federal Fair Credit Reporting Act, 15 U.S.C. 1681 et seq.), which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records, verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigate consumer report and to request a copy of your report. These searches will be conducted by, and you have the right to inspect and receive a copy of any investigative consumer report requested by us by contacting the consumer reporting agency, CoreLogic SafeRent, Inc., Consumer Relations 7300 Westmore Road, Suite 3, Rockville, Maryland 20850-5223, Telephone (888) 333-2413.

Acknowledgment and Authorization for Background Investigation: I acknowledge receipt of the separate document entitled A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT (the “Summary”) and certify that I have read and understand the information and disclosures contained in the Summary and this application. I hereby authorize Neptune Associates LLC, its employees, directors, officers, members, affiliates and/or principals to obtain “consumer reports” and/or “investigative consumer reports” after receipt of this application. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by CoreLogic SafeRent, Inc., Consumer Relations 7300 Westmore Road, Suite 3, Rockville, Maryland 20850-5223, Telephone (888) 333-2413, and/or Neptune Associates LLC itself. I agree that a facsimile, electronic or photographic copy of this application shall be as valid as the original.

I verify that all the information given in this application is true and correct and understand that my lease or rental agreement may be terminated if I have made any false or incomplete statements in this application.

Date Applicant signature

Date Applicant signature