



368a Decatur Street • Brooklyn, NY 11233-1508

Tel/Fax:(718)953-2732 • info@flateaurealty.com •www.FlateauRealty.com

RENTAL APPLICATION REQUIREMENTS

Because we value and appreciate your business, your ability to provide the following will expedite the processing of your application.

Subject Property: _____

I. VERIFICATION OF IDENTITY AND INCOME

- Two forms of valid and current ID, one of which should be a Driver License, State Issued Non-Driver ID, Global Entry Card or Passport.
- (4) Consecutive current paycheck stubs, and a letter from your current employer or an acceptance letter from your new employer stating your annual salary.
- Copy of Court Ordered child support.
- Pension, Annuity, Disability and Social Security award letter.
- Copies of contracts for self-employed persons and a notarized statement from a certified public accountant, stating your projected gross income.

II. VERIFICATION OF HOUSING

- Your prospective landlord may require copies of cancelled rent checks, money orders, rent receipts or a notarized letter from your current landlord. We will verify your rental history with your current landlord.

III. VERIFICATION OF ASSETS

- Provide the most recent three bank statements.

IV. VERIFICATION OF TAXES

- Provide a copy of your current Federal Income Tax Return with accompanied W-2, 1040 or 1099 statement. Be sure to include all schedules. For self-employed individuals, please include your Federal Income Tax Returns for the past 3 years.

V. FINANCIAL OBLIGATIONS

- You will be required to pay a non-refundable application fee, (which includes a Credit & Background check), of Twenty dollars \$20.00, per household member 18 years of age and older (who will be a tenant on the lease). This fee must be made payable in a Money Order to: **Flateau Realty, Corp.** This fee is waived when a recently run credit and background check along with a receipt is provided to the licensed real estate agent.

If your application is approved you will be required to pay at the lease signing:

- A Broker's Commission fee in the amount of _____ :
Flateau Realty, Corp., and must be paid in the form of a Bank check, Cashier's check, Certified check or Money Order. This fee is non-refundable.
- The first month's rent as well as a security deposit (which is generally one month's rent) in a Bank, Cashier's or Certified Check or Money Order payable to the Landlord: _____