

OLYMPIA HOUSE DELAWARE LP
12 EAST 44TH STREET
6TH FLOOR
NEW YORK, NY 10017
TEL. (212) 370-9111
FAX. (212) 370-9456

Lease Application Instructions

If you are employed by a company, please submit for each applicant:

1. An employment letter describing your position, the date of employment and annual salary.
2. Copies of 3 recent pay stubs.
3. The first page of your 2 most recent bank statements (checking & savings).
4. Landlord reference letter stating how long you have been there, your rent responsibilities, and whether you have paid your rent in a timely fashion.
5. Copy of United States photo id.
6. The attached Apartment Lease Application.

If you self-employed, please submit for each applicant:

1. The first 2 pages of last two years' tax returns (1040).
2. Most recent bank statements (checking & savings)
3. Landlord reference letter stating how long you have been there, your rent responsibilities, and whether you have paid your rent in a timely fashion.
4. Copy of photo id.
5. The attached Apartment Lease Application.

Once approved, we will require certified checks, cashier's checks or money orders, which should be made payable to:

Ist Month's Rent		Payable to:	OLYMPIA HOUSE DELAWARE LP
Security Deposit		Payable to:	OLYMPIA HOUSE DELAWARE LP
Processing Fee	\$100.00	Payable to:	OLYMPIA HOUSE DELAWARE LP

OLYMPIA HOUSE DELAWARE LP

12 East 44th Street
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Application for Rental

Page 2

Date: _____ Email: _____
Building Address: 279 East 44th Street _____ Apt: _____
Rent: _____ Sec. Deposit: _____
Lease Begins: _____ Lease to expire: _____

Name: _____ Cell # _____
Date of Birth: _____ SS#: _____

of people who will occupy apt: _____ Adults: _____
Children: _____
Ages of children occupying apt: _____

In case of emergency notify: _____
Relationship to the applicant: _____

Father's name: _____
Address: _____

Mother's name: _____
Address: _____

Driver's license #: _____ State issued: _____

1. RESIDENCE HISTORY

Present Address: _____ City, State Zip Code

How long: _____ Telephone#: _____

Landlord: _____ Telephone#: _____

Previous Address 1) _____
How long: _____

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Previous Address 2)

How long: _____

2. EMPLOYMENT INFORMATION

Employer: _____ Direct Tel#: _____

Address: _____

Supervisor: _____ Direct Tel#: _____

How long: _____ Position: _____ Salary: _____

Prev Employer: _____ Direct Tel#: _____

Address: _____

Supervisor: _____ Direct Tel#: _____

How long: _____ Position: _____ Salary: _____

3. OTHER INCOME

Sources &
Amounts: _____
(Alimony, Assets, Child support, SS, Veterans Supplement, Etc)

4. BANK REFERENCES

Bank name: _____

Address: _____

Bank officer: _____ Direct Tel#: _____

Account number: _____ Savings: _____

Other accounts: _____

OLYMPIA HOUSE DELAWARE LP

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Application for Rental

Page 4

5. PERSONAL REFERENCES

a) Name:	_____	Tel#:	_____
b) Name:	_____	Tel#:	_____
c) Name:	_____	Tel#:	_____

6. CREDIT REFERENCES

a) Do you have any Credit Cards?	YES	NO
b) Has credit ever been denied to you?	YES	NO

Reason for denial: _____

7. MISCELLANEOUS

Are you or any dependant now in the Military Service of the United States or any other country?	YES	NO
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8. PET INFORMATION

Do you have Pets?	YES	NO
If yes what kind?	_____	

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The truth of the information contained herein is essential and if any answer or statement herein is deemed to be false or misleading, it shall be considered reason for denial of lease. I agree and understand that Landlord expressly and materially relies on the information that I have provided in this application, and if any false or misleading information I provide will be construed as fraud, whether I have or not yet taken occupancy.

I further represent that I am not renting a room or an apartment under any other name, nor have I ever been dispossessed from any apartment, nor am I now being dispossessed.

I hereby authorize Olympia House Delaware LP to use any consumer reporting agency, credit bureau or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics and mode of living, to obtain a consumer report and such other credit information which may result hereby and to disclose and furnish such information to the owner/agent listed above in support of this application. I have been advised that I have the right, under the section 606B.

It is agreed that this application is subject to acceptance or rejection at any time by the Landlord at his discretion, and that Landlord shall is not bound in any way until the Lease is signed by the Landlord and has been delivered to the Tennant. No representations or agreements by salespersons, brokers or others are to be binding on the Olympia House Delaware LP and/or any party connected to its business organization unless they are included in the written lease proposed to be executed.

I hereby state that the above representations are true.

Signature of Applicant

Date

IDENTIFICATION

PLEASE PHOTOCOPY A DRIVER'S LICENSE OR STATE ISSUED IDENTIFICATION IN THE AREA BELOW