

THE IRVIN CONDOMINIUM

3 0 8 W E S T 3 0 T H

Application to Lease Unit # _____

PLEASE COMPLETE THE LEASE REQUIREMENTS AND SUBMIT ONE (1) ORIGINAL SET OF DOCUMENTS TO THE IRVIN CONDOMINIUM at 2 Grand Central Tower, 140 E 45th Street, 12th Floor, New York, NY 10017 Attn: Arlene R.

(The Board of Directors and/or its managing agent reserve the right to request any additional information at any time during the review process).

IMPORTANT NOTE: UNITS CAN ONLY BE LEASED FOR A MINIMUM OF 12 AND A MAXIMUM OF 24 MONTH TERMS. ADDITIONAL TERMS WILL REQUIRE BOARD REVIEW AND APPROVAL.

Application Requirements:

1. Lease Application filled out in its entirety.
2. Condominium Lease Agreement (REBNY or Blumberg forms ONLY) - must be executed & submitted by all parties named on the lease.
3. Application must include a complete credit report (which includes scores) dated no earlier than 30 days from the date the application is submitted – FOR EACH APPLICANT.
4. NYC - Window Guard, Bed Bug & Lead Paint Disclosure Forms must be executed by Owner, Tenant and Agent.
5. Letter of reference from current Landlord or Managing Agent.
6. Income Verification
 - a) Employed Applicants: a letter by your employer, on company letterhead stating your starting date, position, salary and guaranteed bonuses if any, and a copy of your last two (2) consecutive pay stubs and last two (2) years Income Tax Return with corresponding W2 forms.
 - b) Self-Employed Applicants: a letter from your accountant stating last year's income and your projected income for this year, and a copy of last two (2) years personal tax returns with W2s and/or 1099s.
7. A photo ID issued by a governmental agency.

THE FOLLOWING FEES MUST BE SUBMITTED WITH LEASE PACKAGE:

1. Processing fee of \$350.00 made payable to "Pinnacle Managing Co. LLC".
2. Refundable move-in deposit of \$1000.00 by certified check from proposed tenant(s) payable to "The Irvin Condominium".

MOVE IN/OUT OR DELIVERIES CAN ONLY BE DONE MONDAY-FRIDAY BETWEEN 9:00AM-4:00PM AND MUST BE SCHEDULED IN ADVANCE.

PLEASE ALLOW 30 BUSINESS DAYS FOR PROCESSING FROM THE DATE OF RECEIPT OF A COMPLETE BOARD PACKAGE

Owner's Information

Name: _____

Future Address: _____

Home Telephone: _____

Mobile Telephone: _____

Work Telephone: _____

Home E-mail Address: _____

Work E-mail Address: _____

Applicant's Information

(Separate application required for each person who will reside in the apartment and each guarantor)

Name: _____

Present Address: _____

Home telephone: _____ Social Security Number *(if applicable)* _____

Mobile telephone: _____

E-mail Address: _____

Employer: _____

Employer's Address: _____

Position: _____ Annual Salary: _____

Work Telephone: _____

Work E-mail Address _____

Names of all persons who will reside in apartment and if children, state number and their ages:

Names of all residents in the building known by the applicant:

Does applicant wish to keep any pets, and if so, please specify: (Breed, Sex, Weight, Age & Name)

Present landlord/agent, address, telephone #, monthly rent, and length of occupancy:

Previous landlord/agent, address, telephone #, monthly rent, and length of occupancy:

Does applicant practice playing, or intend on practicing, a musical instrument of any sort? Give details, including type of instrument, length of practice, and time during the day.

Does applicant intend to run any business out of the apartment? ____ Yes ____ No

See Annexed Requirements.

I (We) certify the foregoing statements are true and intend the Board to rely upon them when considering this application. I (We) agree to pay all applicable fees.

DATED: _____
Lease Applicant or Guarantor

DATED: _____
Owner

Documents submitted separately from any source will be returned to the source. Application must be submitted in its entirety. **Incomplete applications will not be accepted.**

PLEASE NOTE: A refundable deposit of \$1000.00 by certified check, made payable to: The Irvin Condominium is required for any move in/out. Management must receive insurance certificate(s) and deposit four (4) business days prior to your move in/ out or delivery.

FINANCIAL INFORMATION

(Required for each applicant and guarantor)

Name: _____

Address: _____

Date: _____

Assets (Copies of the two (2) most recent statements for each account listed must be attached.)

Bank Name

Balance:

Checking Account #: _____ \$ _____

Savings Account #: _____ \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Are you a defendant in a legal action? Yes _____ No _____

Have you ever filed for bankruptcy? Yes _____ No _____

Name of CPA or Executor, if any: _____

Address: _____

Print Name: _____

Signature: _____ Date: _____

Sworn to before me this
_____ day of _____, 20__

Notary Public